EAST MISSISSIPPI COMMUNITY COLLEGE

CATALOG 2007-2009

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AFFILIATION STATEMENT

East Mississippi Community College is accredited by the Commission on Colleges of the **Southern Association of Colleges and Schools**, 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501 to award the Associate Degree.

The College is a Member of **American Association of Community Colleges, The Mississippi Association of Colleges,** and **The Mississippi Junior College Association.**

East Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Mickey Stokes, Vice President for Student Services, Davis Administration Building, P.O. Box 158, Scooba, MS 39358 (662-476-5056), mstokes@eastms.edu

East Mississippi Community College is in compliance with Public Laws 101-542; the Student Right-To-Know, and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical amendments of 1991.

NOTICE

East Mississippi Community College reserves the right to amend or change policies and procedures stated herein as it may deem necessary for the proper functioning and orderly operation of the institution.

STATEMENT OF PURPOSE

HISTORY

East Mississippi Community College was organized in 1927 following its beginnings in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee, and Oktibbeha counties in east central Mississippi. East Mississippi Community College is one of fifteen state-supported Community Colleges. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

The physical plant consists of two principal locations with both academic and Career-Technical centers. The Scooba Campus is located in Kemper County at Scooba, Mississippi. The Golden Triangle Campus, in Lowndes County at Mayhew, Mississippi, was originally established in 1968 as a Vocational-Technical center. The College also offers courses at Columbus Air Force Base, Macon, and the Meridian Naval Air Station.

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public Community College serving six counties in East Central Mississippi offering University-parallel programs, Career-Technical programs, and workforce programs. EMCC is dedicated to improving the quality of life of our students, our community, and our personnel. As a catalyst for progress and innovation, we promote the development of individuals in mind, body, and spirit for lives of integrity, fulfillment, leadership, and service to the community. The fulfillment of our mission is premised on the following values:

1. excellence in education and a commitment to lifelong learning
2. freedom in teaching in a supportive and caring environment
3. providing access to opportunities
4. dignity, diversity, and respect for self and others
5. responsiveness to the rights and responsibilities of citizenship

DISTANCE LEARNING MISSION STATEMENT

East Mississippi Community College seeks to provide distance learning opportunities for its district's constituents who are unable, for a variety of reasons, to attend classes on one of the College's campuses. The distance learning opportunities meet all quality standards set forth for traditional on campus classes to carry out the mission of the College.

EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate of arts degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of applied science degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College, whether through participation in extracurricular activities, enjoyment of cultural activities, or attendance for instruction, should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs of the local area, the state, and the nation. The College district, and secondarily the state-at-large, should enjoy improved educational development, increased employment, and more enlightened attitudes toward social, educational, cultural, and political subjects. Measures of quality of life, individual satisfaction, and attitudes of the citizens of the district relative to the contributions of the College and its operations should show regular improvement.

ACADEMIC CALENDAR

Fall Semester 2007
(Day and Night Classes – Full Semester)

August 8 ..... 9 Month Faculty & Staff Begin Work
August 9-10 ..... In-Service Days
August 12 ..... Residence Halls Open at 12 p.m.(Scooba Campus)
August 13-14 ..... Registration
August 15 ..... Classes Begin
August 24 ..... Deadline for Registration and Drop/Adds
..... Night Classes prior to 2nd Class Meeting
September 3 ..... Labor Day Holiday
October 3 ..... Application Deadline for Fall 2007 Graduation
October 8-10 ..... Mid-Term Exams
October 22-26 ..... On-line and Campus Pre-Registration for Spring 2008
..... (Returning and On-line students)
October 29 - November 16 ..... On-line and Campus Open Pre-Registration for Spring 2008
..... (New, Returning, and On-line students)
November 2 ..... Last Day to Drop a Course with a "W"
November 5-7 ..... Graduation Exit Exams
November 12-28 ..... On-line Final Exams
November 16 ..... Last Day to Drop a Course with a "WP" or "WF"
November 19-23 ..... Fall Break and Thanksgiving Holiday
November 26 ..... Resume Class Schedule
December 7 ..... Last Day of Regular Class
December 10-13 ..... Final Exams
December 17 – January 2 ..... Christmas Holiday
(12-month faculty and staff must work 2 unscheduled duty days from December 17-January 2)

Fall Semester 2007
First Intensive Term

August 15 ..... Intensive I Registration/Classes Begin
September 12 ..... Last Day to Drop a Course with a "W"
September 26 ..... Last Day to Drop a Course with a "WP" or "WF"
October 8 ..... Intensive I Classes End
October 9 ..... Final Exams for Intensive I Classes

Fall Semester 2007
Second Intensive Term

October 10 ..... Intensive II Registration/Classes Begin
November 7 ..... Last Day to Drop a Course with a "W"
November 28 ..... Last Day to Drop a Course with a "WP" or "WF"
December 6 ..... Intensive II Classes End
December 10 ..... Final Exams for Intensive II Classes

Spring Semester 2008
(Day and Night Classes – Full Semester)

January 3 ..... 12-month faculty & staff begin work
January 7 ..... 9 month faculty & staff begin work
January 6 ..... Residence Halls Open at 12 pm (Scooba Campus)

January 7-8 ..... Registration
January 10 ..... Classes Begin
January 18 ..... Deadline for Registration and Drop/Adds
..... (Night Classes Prior to 2nd Class Meeting)
January 21 ..... Martin Luther King, Jr. Holiday
March 3 ..... Application Deadline for Spring 2008 Graduation
March 3-5 ..... Mid-Term Exams
March 10-14 ..... Spring Break
March 17 ..... Classes Resume
March 21 ..... Good Friday Holiday
March 28 ..... Last Day to Drop a Course with a "W"
March 31-April 4 ..... On-line and Campus Pre-Registration for Summer and Fall 2008
..... (Returning and On-line Students)
April 7-25 ..... On-line and Campus Open Pre-Registration for Summer and Fall 2008
..... (New, Returning, and On-line Students)
April 11 ..... Last Day to Drop a Course with a "WP" or "WF"
April 14-23 ..... On-line Final Exams
April 28-30 ..... Graduation Exit Exams
May 2 ..... Last Day of Class
May 5-8 ..... Final Exams
May 9 ..... Graduation (Golden Triangle Campus)
May 10 ..... Graduation (Scooba Campus)
May 14 ..... 9-month faculty & staff last duty day

Spring Semester 2008
First Intensive Term

January 9 ..... Intensive I Registration/Classes Begin
February 6 ..... Last Day to Drop a Course with a "W"
February 20 ..... Last Day to Drop a Course with a "WP" or "WF"
March 3 ..... Intensive I Classes End
March 4 ..... Final Exams for Intensive I Classes

Spring Semester 2008
Second Intensive Term

March 5 ..... Intensive II Registration/Classes Begin
April 9 ..... Last Day to Drop a Course with a "W"
April 23 ..... Last Day to Drop a Course with a "WP" or "WF"
May 6 ..... Intensive II Classes End
May 7 ..... Final Exams for Intensive II Classes

Summer Semester 2008
Full-Term

May 26 ..... Memorial Day Holiday
May 27 ..... Final Registration
May 28 ..... Classes Begin
May 30 ..... Deadline for Registration and Course Drop/Adds
June 23 ..... Deadline to Apply to Registrar for Summer Graduation
June 30 & July 1 ..... Summer Registration Emphasis Days
June 30-July 4 ..... Summer Break (No Classes)
July 4 ..... Independence Day Holiday
July 11 ..... Last Day to Drop a Course with a "W"
July 14-23 ..... On-line Final Exams
July 18 ..... Last Day to Drop a Course with a "WP" or "WF"
August 5 ..... Last Day of Classes
August 6 ..... Final Examinations

Summer Semester 2008
First Intensive Term

May 28 ..... First Intensive Classes Begin
May 30 ..... Deadline for Registration and Course Drop/Adds
June 12 ..... Last Day to Drop a Course with a "W"

June 19 ..... Last Day to Drop a Course with a "WP" or "WF"
June 26 ..... Last Day of Regular Classes
June 27 ..... Final Examinations

Summer Semester 2008
Second Intensive Term

July 3 ..... Second Intensive Registration
July 7 ..... Second Intensive Classes Begin
July 9 ..... Deadline for Registration and Course Drop/Adds
July 22 ..... Last Day to Drop a Course with a "W"
July 29 ..... Last Day to Drop a Course with a "WP" or "WF"
August 5 ..... Last Day of Regular Classes
August 6 ..... Final Examinations

Fall Semester 2008
(Day and Night Classes – Full Semester)

August 7 ..... 9 month faculty & staff begin work
August 7-8 ..... In-Service Days
August 10 ..... Residence Halls Open (Scooba Campus)
August 11-12 ..... Registration
August 13 ..... Classes Begin
August 22 ..... Deadline for Registration and Drop/Adds
..... (Night Classes Prior to 2nd Class Meeting)
September 1 ..... Labor Day Holiday
October 6-8 ..... Mid-Term Exams
October 10 ..... Application Deadline for Fall 2008 Graduation
October 27-31 ..... On-line and Campus Pre-registration for Spring 2009
..... (Returning and On-line students)
October 31 ..... Last Day to Drop a Course with a "W"
November 3-5 ..... Graduation Exit Exams
November 3-21 ..... On-line and Campus Open Pre-registration for Spring 2009
..... (New, Returning, and On-line students)
November 14 ..... Last Day to Drop a Course with a "WP" or "WF"
November 17-21 & December 1-3 ..... On-line Finals
November 24-28 ..... Fall Break and Thanksgiving Holiday
December 1 ..... Resume Class Schedule
December 5 ..... Last Day of Regular Classes
December 8-11 ..... Final Examinations
December 15-January 4 ..... Christmas Holiday
(12 month faculty and staff must work 2 unscheduled duty days from December 15-January 4)

Fall Semester 2008
First Intensive Term

August 13 ..... Intensive I Registration/Classes Begin
September 10 ..... Last Day to Drop a Course with a "W"
September 24 ..... Last Day to Drop a Course with a "WP" or "WF"
October 6 ..... Intensive I Classes End
October 7 ..... Final Exams for Intensive I Classes

Fall Semester 2008
Second Intensive Term

October 8 ..... Intensive II Registration/Classes Begin
October 31 ..... Last Day to Drop a Course with a "W"
November 14 ..... Last Day to Drop a Course with a "WP" or "WF"
December 4 ..... Intensive II Classes End
December 8 ..... Final Exams for Intensive II Classes

Spring Semester 2009
(Day and Night Classes – Full Semester)

January 5 ..... 12-month faculty & staff begin work
January 5 ..... 9 month faculty & staff begin work

January 4 ..... Residence Halls Open at 12 pm (Scooba Campus)
January 5-6 ..... Registration
January 7 ..... Classes Begin
January 16 ..... Deadline for Registration and Drop/Adds
..... (Night Classes Prior to 2nd Class Meeting)
January 19 ..... Martin Luther King, Jr. Holiday
March 2 ..... Application Deadline for Spring 2009 Graduation
March 2-4 ..... Mid-Term Exams
March 9-13 ..... Spring Break
March 16 ..... Classes Resume
March 27 ..... Last Day to Drop a Course with a "W"
March 30-April 3 ..... On-line and Campus Pre-Registration for Summer and Fall 2009
..... (Returning and On-line Students)
April 6-24 ..... On-line and Campus Pre-Registration for Summer and Fall 2009
..... (New, Returning, and On-line Students)
April 9 ..... Last Day to Drop a Course with a "WP" or "WF"
April 10 ..... Good Friday Holiday
April 13-22 ..... On-line Final Exams
April 6-8 ..... Graduation Exit Exams
May 1 ..... Last Day of Classes
May 4-7 ..... Final Exams
May 8 ..... Graduation (Golden Triangle Campus)
May 9 ..... Graduation (Scooba Campus)
May 12 ..... 9-month faculty & staff last duty day

Spring Semester 2009
First Intensive Term

January 7 ..... Intensive I Registration/Classes Begin
February 11 ..... Last Day to Drop a Course with a "W"
February 25 ..... Last Day to Drop a Course with a "WP" or "WF"
March 2 ..... Intensive I Classes End
March 3 ..... Final Exams for Intensive I Classes

Spring Semester 2009
Second Intensive Term

March 16 ..... Intensive II Registration/Classes Begin
April 9 ..... Last Day to Drop a Course with a "W"
April 23 ..... Last Day to Drop a Course with a "WP" or "WF"
May 5 ..... Intensive II Classes End
May 6 ..... Final Exams for Intensive II Classes

Summer Semester 2009
Full-Term

May 25 ..... Memorial Day Holiday
May 26 ..... Final Registration
May 27 ..... Classes Begin
May 29 ..... Deadline for Registration and Course Drop/Adds
June 22 ..... Deadline to Apply to Registrar for Summer Graduation
June 29 & 30 ..... Summer Registration Emphasis Days
June 29-July 3 ..... Summer Break
July 3 ..... Independence Day Holiday
July 10 ..... Last Day to Drop a Course with a "W"
July 13-22 ..... On-line Final Exams
July 24 ..... Last Day to Drop a Course with a "WP" or "WF"
August 5 ..... Last Day of Classes
August 6 ..... Final Examinations

Summer Semester 2009
First Intensive Term

May 27 ..... First Intensive Classes Begin
May 29 ..... Deadline for Registration and Course Drop/Adds
June 11 ..... Last Day to Drop a Course with a "W"

June 18 ..... Last Day to Drop a Course with a “WP” or “WF”
June 25 ..... Last Day of Regular Classes
June 26 ..... Final Examinations

Summer Semester 2009
Second Intensive Term

July 6 ..... Second Intensive Registration
July 7 ..... Second Intensive Classes Begin
July 9 ..... Deadline for Registration and Course Drop/Adds
July 22 ..... Last Day to Drop a Course with a “W”
July 29 ..... Last Day to Drop a Course with a “WP” or “WF”
August 5 ..... Last Day of Regular Classes
August 6 ..... Final Examinations

CONTROL AND SUPPORT

The College is under the direction of the President, who is the chief executive officer, and a Board of Trustees composed of twelve members who are chosen from the six counties, which comprise the College district. The President of the College is appointed by this board and serves to administer the operations of the College under the direction, advice, and consent of the Board of Trustees. East Mississippi Community College receives financial support from appropriations from the state legislature and through fees. In addition, there are six counties levying tax support for East Mississippi Community College. Those counties and their Boards of Supervisors are listed below.

BOARDS OF SUPERVISORS

CLAY COUNTY

Dist. 1 Lynn Horton
Dist. 2 Luke Lummus
Dist. 3 R. B. Davis
Dist. 4 Shelton L. Deanes
Dist. 5 David Winfield

KEMPER COUNTY

Dist. 1 James Granger
Dist. 2 Johnny B. Whitsett
Dist. 3 John Paul Darnell
Dist. 4 Mike Luke
Dist. 5 Roy O. VanDevender

LAUDERDALE COUNTY

Dist. 1 Eddie Harper
Dist. 2 Jimmie Smith
Dist. 3 Craig Hitt
Dist. 4 Joe Norwood
Dist. 5 Ray Boswell

LOWNDES COUNTY

Dist. 1 Harry Sanders
Dist. 2 Tommy Southerland
Dist. 3 Mike Smith
Dist. 4 Jim Terry
Dist. 5 Leroy Brooks

NOXUBEE COUNTY

Dist. 1 Larry Tate
Dist. 2 William Oliver
Dist. 3 George Robinson, Sr.
Dist. 4 Eddie Coleman
Dist. 5 Bruce Brooks

OKTIBBEHA COUNTY

Dist. 1 Carl Clardy
Dist. 2 Orlando Trainer
Dist. 3 Terry Kellum
Dist. 4 David Oswalt
Dist. 5 George Curry

LOCATION AND FACILITIES

SCOOBA CAMPUS - The town of Scooba is located in Kemper County, adjacent to the Railroad, U.S. Highway 45, and State Highway 16, 35 miles north of Meridian and 50 miles south of Columbus. East Mississippi Community College is located one mile west of the business section of town. The College owns 287 acres of land, 25 of which make up the main campus. The principal buildings on the Scooba Campus are as follows:

THOMAS L. DAVIS, JR. ADMINISTRATION BUILDING - This facility is an office complex completed in Spring 1996. It houses the offices of the President, Executive Vice President, Vice President of the Scooba Campus, Vice President of Student Services, Civil Rights and Athletics, Director of Development and secretarial areas. The structure is located in the center of the campus across from the cafeteria.

MUSIC BUILDING - This facility was completely renovated in 2006. This building houses the band, choral groups, and music classes. This two-story brick structure is located at the south archway entrance to the campus.

JOHN STENNIS HALL - This facility is an academic classroom building housing carpeted classrooms, faculty offices, conference rooms, a general-use computer lab, Distance Learning computer lab and the College theatre. The offices of the Dean of Academics, Distance Learning Coordinator, District Recruiter, Registrar, TRIO Director, Academic Counselor and Director of Admissions are located in Stennis Hall.

WALLACE HALL - One of the traditional buildings on campus, this facility houses the offices associated with Financial Aid and the Business Office. This two-story brick building is located in the center of the campus across the street from Tubb-May Memorial Library.

TUBB-MAY MEMORIAL LIBRARY - Located near the center of the campus, this facility houses the Library, the Instructional Materials Center, and the CCN (Community College Network) classrooms. A classroom, offices, a Cyber Café, group study rooms and an art area are also located in this structure.

OKTIBBEHA HALL (SCIENCE BUILDING) – This building houses science classrooms and biology labs. As well this building also houses a day student lounge, the Minority Science and Engineering Improvement Center and the Yearbook and Newspaper offices.

VIRGIL G. WARREN HALL FOR MATHEMATICS AND SCIENCE – This building houses math and science classrooms and state-of-the-art chemistry, biology, and computer labs, as well as faculty offices.

MARGIE B. AUST HALL - This facility houses the art department's classrooms and labs, offices, general-purpose classrooms and a conference room.

HAWKINS CAREER-TECHNICAL COMPLEX - This 40,000 square foot building houses Career and Technical programs. This facility features carpeted classrooms, fully equipped, modern laboratories along with offices for faculty, Career-Technical staff, ABE, Related Studies, Single-Parent programs and the Assistant Dean of Career-Technical Education for the Scooba Campus.

THE ATHLETIC INSTRUCTION AND TRAINING BUILDING (THE LION FIELD HOUSE) - This building is used for athletic training and physical education activities.

KEYES C. CURRIE COLISEUM - A 900-seat athletic and assembly center, this building contains a large hardwood playing surface, theater-type seating, dressing room facilities, concession areas, a lounge, and coaches' offices.

THE CAFETERIA - Serving three meals daily in a comfortable setting, this facility is regarded as one of the most notable features of the Scooba Campus, both in atmosphere and in food quality.

THE LION'S DEN (THE STUDENT CENTER) - This facility houses the student post office, grill, bookstore, game room, and television lounge.

THE PHYSICAL PLANT COMPLEX - This brick and metal building contains the maintenance office, maintenance shop, and the campus fire department.

GILBERT-ANDERSON HALL (THE WOMEN'S RESIDENCE HALL) - This facility has two television lounges, community kitchenettes and laundry areas, a complete security system, and living accommodations for 150 female students. A spacious head-resident's apartment is also located in the building. All rooms are equipped with cable television outlets.

MEN'S RESIDENCE HALLS - The four residence halls for male students--Honors Hall, Lauderdale Hall, Noxubee Hall, and Sullivan Hall--contain semi-private suites with central heating and air-conditioning. All rooms are equipped with cable television outlets.

STUDENT ACTIVITY CENTER - A 12,000 square foot facility at Scooba that houses intramural sports, the Wellness Center, weight training for athletic programs, coaches' offices, meeting rooms, and visitor's dressing area for football.

WOMEN'S HONORS DORM - This facility is Scooba's newest residence hall and was completed in October, 2004. It is an honors residence hall, meaning that occupants must meet and maintain high academic standards to be a resident. This facility has one lobby, complete security system with 24 hour security, living accommodations for 48 female students and a head-resident's apartment. Each room is designed for two students with each room having a private bath/restroom area. Each room is equipped with independently controlled heating and air-conditioning, cable television, telephone service and wireless internet.

THE CHAPEL IN THE PINES - The chapel is designed and intended for interdenominational use by students, faculty, staff, and community citizens. It is to be used for devotionals, weddings, memorial services, private prayer and meditation, special campus functions, and other religious activities. The chapel provides a focal point of emphasis for the spiritual lives of the students, faculty, and staff of EMCC. It underscores the great truth that for persons to be truly educated, they must have the mental, physical, and social aspects of life firmly under girded by strong spiritual values.

GOLDEN TRIANGLE CAMPUS (Mayhew) - The Golden Triangle Campus is located in Mayhew, Mississippi, on 83.46 acres adjacent to U.S. Highway 182 (Frontage Road) and the I. C. & G Railroad and one mile east of the intersection of Alternate U.S. Highway 45 and U.S. Highway 82. The campus is 10 miles east of Starkville, 10 miles south of West Point, and 12 miles west of Columbus. The Golden Triangle Campus is comprised of a multi-building layout with over 200,000 square feet of floor space. All aspects of the facilities are modern with the most up-to-date technology available.

THOMAS DOUGLAS BUILDING – Originally built as a vocational education center, this building has been expanded over time into a 166,000 square-foot complex, which houses classrooms for both academic and technical instruction. In addition, laboratories for Career and Technical training, the sciences, computer applications, and developmental education are located in this facility.

AARON LANGSTON STUDENT CENTER – Named for the first director of the Golden Triangle Campus, this 5,876 square-foot student center is located in the Thomas Douglas Building. It is comprised of a bookstore, solarium, lounge area, cafeteria-style seating, and a recreation area. The recreation area connects with the 155 Grill and dining room and consists of a television viewing area, pool tables, and vending machines. The student center is monitored to insure a relaxing, safe, and secure atmosphere.

THE CENTER FOR MANUFACTURING TECHNOLOGY EXCELLENCE – The CMTE is located on the west side of the Golden Triangle Campus. This new 27,000 square-foot facility includes 7,800 square feet of high bay manufacturing space, a 4,400 square-foot multi purpose commons area, 2,200 square feet of classroom space, a 70 seat elevated seminar room, and an administration area which includes office space, workrooms, and a 750 square-foot conference room.

THE THOMAS DOUGLAS ANNEX – This 50,000 square-foot building houses laboratories, classrooms, and office space for the Automotive Mechanics, Industrial Maintenance Technology, and Heating, Ventilation, Air Conditioning, and Refrigeration Technology.

ACADEMIC & SCIENCE BUILDING – This 22,539 square foot facility provides classrooms and additional office space for faculty. The building contains three labs allowing the expansion of science offerings in the area of chemistry, physics, biology, and academic classrooms. Another feature is the 70 seat elevated seminar/classroom that allows for larger group instruction supported by lap-top connections.

LIBRARY - An expanded library opened its doors in August 2002. With over 8,200 square feet, the library is complete with two study rooms, a computer lab with 17 computers, and a multi media center.

STUDENT SERVICES BUILDING – The 11,738 square foot Student Services Building houses administrative offices, the campus' business offices, financial aid offices, counseling center, Registrar, and other student services offices.

HUMANITIES AND FINE ARTS BUILDING – The newest addition to the Golden Triangle Campus is a 24,600 square foot building containing classrooms, laboratories, and offices supporting coursework in visual arts, music, drama, literature, and related disciplines.

COLUMBUS AIR FORCE BASE EXTENSION - EMCC offers academic courses open to the general public at the Columbus Air Force Base Extension. Courses are available day and night on an eight-week or eighteen-week basis year round. Library facilities are available. For information call (662) 434-2660 between the hours of 8:30 a.m. and 4:30 p.m.

MERIDIAN NAVAL AIR STATION EXTENSION - EMCC offers academic courses open to the general public at the Meridian Naval Air Station Extension. Afternoon and night courses are available on an eight-week basis year round, and library facilities are in place. For information call the EMCC Building at (601) 679-3570 between the hours of 8:00 a.m. and 4:00 p.m.

MACON EXTENSION - EMCC offers academic courses open to the general public in Macon at Noxubee County High School. Night courses are available each semester and in the summer. For information call (662) 476-5025.

STUDENT ACTIVITIES AND SERVICES

STUDENT ORGANIZATIONS

AMATEUR RADIO CLUB - The purpose of the Amateur Radio Club is to further the exchange of information and cooperation of members, to promote radio knowledge, fraternalism, and individual operating efficiency. The programs will serve to advance the general interest and welfare of amateur radio in the community. Membership is open to students interested in amateur radio.

ART CLUB - The Art Club is open to any student interested in any of the arts. Activities may include trips to art exhibits or performances, sponsoring art events on campus such as art exhibitions, art demonstrations, cookouts, and get-togethers to discuss artistic ideas.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (Student Chapter) - AITP is a national organization that offers opportunities for Information Technology (IT) students to participate in leadership and education through partnerships with industry, government, and academia. AITP provides quality IT related education, information on relevant IT issues, and forums for networking with experienced peers and other IT professionals. Visit the national website at www.aitp.org.

BAND - The Band provides concerts at various times during the year, provides half-time shows for football games, and participates in many community parades and activities.

CHEERLEADER SQUAD - The cheerleader squad's main function is to instill pride and commitment to excellence in the student body, faculty, staff, and College community. Auditions for the squad are held during the spring semester each year. Students or prospective students interested in the auditions should contact the cheerleader squad sponsor.

CHOIR - The College Choir is open to any student interested in singing. Membership in the choir carries one hour credit each semester. The performances include an annual Christmas Concert, as well as participation in the Mississippi Community/Junior College Choral Festival and the annual Pine Grove Fine Arts Festival on the Scooba campus in the spring. Upon request, the group performs at various College functions, civic and religious activities, and schools within the six-county district served by East Mississippi Community College.

DELTA EPSILON CHI - Delta Epsilon Chi is a national College organization of students enrolled in Marketing Technology and Fashion Merchandising Technology. It seeks to develop leadership in the fields of marketing and merchandising.

DELTA PSI OMEGA - Delta Psi Omega is a national honorary dramatics fraternity. Students who have experience in the College theatre are eligible for membership, which is by invitation.

FORESTRY CLUB - The Forestry Club is comprised of students in the Forestry Technology program. It promotes the development of the forestry sector of the economy and reflects the attitudes and expectations of individuals enrolled in the Forestry Technology program who plan to make forestry their career.

FUTURE TEACHERS OF AMERICA - This organization gives the members the opportunity to network with other education majors and association with individuals currently in the profession. It is designed to offer benefits to education majors with no cost to join. Members are provided training on teacher education program certification requirements of the major universities, training on the requirements of Praxis testing and test preparation for Praxis I, and access to resources for in-depth individual Praxis preparation.

HEALTH OCCUPATION STUDENTS OF AMERICA - HOSA is a national organization comprised of Health Occupations Students. Competitions are held on the State and National levels in various health-related contests.

NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES-STUDENT CHAPTER - EMCC's student practical nursing association is a chapter of the Mississippi LPN Association. The purpose of the organization is to increase awareness of nursing roles, nursing issues, and medical technology through hands on experiences, educational conferences, guest speakers and community services.

PHI BETA LAMBDA - Phi Beta Lambda is a national College organization of students enrolled in business subjects. It seeks to develop competent, aggressive business leadership, to increase interest and understanding in the intelligent choice of business occupations, and to encourage improvement in scholarships.

PHI THETA KAPPA - Phi Theta Kappa, an international society for the two-year Colleges, is recognized by the American Association of Junior and Community Colleges as the official honor society. The East Mississippi Community College chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides opportunity for the development of

leadership and service. Invitations are extended to academic and technical students who make the President's List on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

REFLECTIONS - The Reflections, a select vocal group with instrumental accompaniment, along with the stage band, make up the musical recruiting group for the six-county district served by East Mississippi Community College. Members of the Reflections are selected by auditions, with tryouts being open to any student. Students interested in auditioning should contact the Choral Director, East Mississippi Community College, P.O. Box 158, Scooba, MS 39358. Upon request, the Reflections perform at College functions, clubs, banquets, schools within the East Mississippi Community College six-county district, and in the surrounding area. Primary emphasis is placed on the performance of current music or contemporary classics, although the Reflections perform other types of music including traditional, folk, Broadway musical numbers, and seasonal selections.

NATIONAL TECHNICAL HONOR SOCIETY - NTHS is a national honor society that recognizes scholarship and leadership among secondary and postsecondary Career & Technical Education students.

SIGMA PHI SIGMA - Sigma Phi Sigma is a national mortuary science fraternity. The purpose of this fraternity is to promote knowledge, professionalism, and fellowship among funeral service majors.

STUDENT CHRISTIAN FELLOWSHIP - SCF is the campus organization for Christian students. Its purpose is to provide a fellowship of study, prayer, and discussion for students on campus. SCF meets each Monday at noon for lunch and presentations.

STUDENT GOVERNMENT ASSOCIATION - Each campus has a Student Government Association that is comprised of elected representatives of the student body and serves through executive and advisory function as the voice of the students. The SGA plans recreational and social activities, encourages student discussion of campus concerns, presents recommendations to the faculty and administration, and acts in an advisory capacity to the students of each of the campuses.

SKILLS USA - Skills USA is a national nonprofit organization serving teachers, high school and College students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. Skills USA was formerly known as VICA (Vocational Industrial Clubs of America).

SOCIETY OF EXCEPTIONAL STUDENTS – This society is comprised of students participating in the TRIO program with the purpose to provide opportunities for improved academic achievement, personal growth, and social awareness.

ATHLETICS

Athletics should be educationally centered, committed to the College mission, and used to promote school morale. Athletics are often a focal point for comparison with other institutions and should promote unity within the student body. At East Mississippi Community College, football, basketball, baseball, golf, soccer and softball teams participate on an intercollegiate basis.

PUBLICATIONS

THE COLLEGIAN - Interested students may serve on the staff of The Collegian, the College newspaper.

LION - The Lion, the College yearbook, presents a pictorial record of life at the College. Under the guidance of a faculty advisor and Yearbook Committee, it is compiled and edited by a staff of students who demonstrate interest and ability.

SYZYGY - This is the College literary magazine, which was the first publication of its kind in any Mississippi Junior College. It contains essays, one-act plays, short stories, and poems submitted by the students at East Mississippi Community College. SYZYGY is sponsored by the English Department and is published annually. Its purpose is to stimulate the creation and appreciation of quality literature.

STUDENT REGULATIONS

East Mississippi Community College has established certain regulations that are deemed necessary to carry out its educational mission. These regulations are specifically listed in the Student Handbook and all students are expected to be familiar with and abide by them.

STUDENT GUIDANCE

The faculty and staff of East Mississippi Community College are dedicated to the purpose of providing assistance to all students in making sound educational, vocational, and personal decisions. To this end, the College offers testing, counseling, and occupational information services.

RESIDENCE HALL ACCOMMODATIONS

Residence Hall rooms are generally equipped with single beds, dressers, chairs, and study tables. Students must provide bedspreads, blankets, sheets, pillows, towels, toilet articles, and curtains (if desired). Neatness and order in the care of rooms will be required of all students.

No room reservation or assignment will be made until the room deposit required of all residence hall students is paid. This deposit, less any charges for damage to room or furnishings, will be refunded at the end of the school year, provided the student properly checks out of the residence hall.

All students living in dormitories are required to be enrolled in at least 12 semester hours of traditional courses. Students living in a dormitory during summer session must maintain at least 6 traditional semester hours for the summer session. In documented medical or other extraordinary emergencies that may occur after the semester or summer session begins and a student is forced to drop below the required hours, the Director of Housing may make an exception and allow the student to remain in the residence hall and complete the term. Any subsequent enrollment in housing will require enrollment in the minimum hours defined in this policy.

FOOD SERVICES

Food services are available from the cafeteria and/or grill as well as vending offerings in the Student Center at GT, and the Cyber Café in the Tubb-May Memorial Library at Scooba.

LIBRARY

The East Mississippi Community College libraries contain a wide selection of reference materials and other traditional library holdings necessary to complement the educational mission. Students have access to convenient computer labs in EMCC Libraries. Wireless internet is available.

Students, faculty, and staff may check out Library holdings using a current College I.D. Books may be reserved and used in the library. Audio-Visual materials are available for student and faculty use. EMCC libraries have several agreements with area libraries to allow EMCC students to check out materials.

A Cyber Café, seminar room, art area, and group study rooms are available in the Scooba library.

BUSINESS OFFICE HOURS

SCOOBA CAMPUS - The SC Business Office is open 8:00 a.m. -11:30 a.m. and 12:30 p.m.-4:30 p.m. for transactions of College business affairs. Fee payment and other transactions may be made during this time.

GOLDEN TRIANGLE CAMPUS - The GTC Business Office is open 8:00 a.m. - 4:30 p.m. for transactions of College business affairs. Fee payment and other transactions may be made during this time.

All first-time students must pay the $110.00 Registration fee, regardless of financial aid. Registration fees are non-refundable.

CHECK CASHING

SCOOBA CAMPUS CHECK CASHING - Personal checks may be cashed at the Business Office located in Wallace Hall, 10:00 a.m.- 11:30 a.m. and 12:30 p.m. - 3:00 p.m. Monday through Friday. The amount of any check to be cashed shall not exceed $20, and no check is to be cashed if the notation on the check alludes to fees or educational supplies.

GOLDEN TRIANGLE CAMPUS CHECK CASHING - Personal checks may be cashed at the Business Office Window during operating hours. The maximum amount for student checks is $5, and for faculty/staff checks $20. As on the Scooba Campus, no checks will be cashed if the notation denotes fees or supplies.

If a check is returned, a fee of $15 will be assessed and both the $15 fee and the face value of the check must be paid to the Business Office before any additional checks are cashed. This payment must be made by cash, money order, or cashier's check.

Any student who has an unpaid account at East Mississippi Community College may be denied check cashing privileges at the Business Office.

BOOKSTORE LOCATION

SCOOBA CAMPUS - The bookstore is located in the rear of the Student Center. All necessary books and most supplies may be purchased during and after registration. Hours of operation will be posted each semester. Used hardback and paperback books in good condition may be purchased from students at the END OF EACH SEMESTER ONLY for one-half the original purchase price provided the books will be used again as textbooks. Workbooks are excluded.

GOLDEN TRIANGLE CAMPUS - The bookstore is located in the rear of the Aaron Langston Student Center. All necessary books and most supplies may be purchased during and after registration. Hours of operation will be posted each semester. Used hardback and paperback books in good condition may be purchased from students at the END OF EACH SEMESTER ONLY for one-half the original purchase price provided the books will be used again as textbooks. Workbooks are excluded.

COMPLAINTS AND GRIEVANCES

East Mississippi Community College has adopted an internal grievance procedure providing for prompt resolution of complaints alleging any action prohibited by the provisions of Title VI of the Civil Rights Act of 1964 and its amendments, Title IX of the Higher Education Act of 1965 and its amendments, Section 504 of the Rehabilitation Act of 1973 and its amendments, and the Americans With Disabilities Act of 1990.

Complaints should be addressed to the Vice President of Student Services and Athletics, who has been designated to coordinate such efforts, by mail at P.O. Box 158, Scooba, MS 39358 or by telephone at (662) 476-5068. For more information and details please see the Student Handbook.

FINANCIAL INFORMATION

EXPENSES

ALL FEES ARE DUE IN ADVANCE OR FEE PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE.

FULL-TIME STUDENT FEES FOR RESIDENTS OF MISSISSIPPI (12 continuous months other than educational)

	FALL	SPRING
Registration Fee (NON-REFUNDABLE)	110.00	110.00
Matriculation Fee (Tuition)	800.00	800.00
Room and Board	1400.00	1400.00
Health Clinic Fee (mandatory for all dorm students)	25.00	25.00
Parking decal	10.00	10.00
TOTAL	**$2,345.00**	**$2,345.00**

TOTAL FOR YEAR (SCOOBA CAMPUS ONLY): $ 4,690.00

OTHER FEES

Dormitory Room Deposit - per school year 50.00
Part-Time tuition - per semester hour.....110.00
Registration Fee - Part-Time.....50.00
Books and Supplies - per semester (estimated).....300.00 - 600.00
Late Registration.....10.00
Schedule Change 5.00
I.D. Replacement or Change.....5.00
Returned Check.....15.00
Dormitory Key Replacement (Scooba).....35.00
Lab/Course Fee (Science, Art, Computers) - as required.....30.00 – 100.00
Online Course Fee.....30.00 per course
Graduation Fee.....50.00
Transcript Fee.....3.00
Fax Transcript Fee.....5.00
Temporary Meal I.D. 1.00
Parking Decal 10.00

CAREER AND TECHNICAL PROGRAM FEES

Automotive Fee.....30.00
Business Technology Fee.....20.00
Computer Technology Fee.....20.00
Cosmetology Fee.....20.00
Drafting & Design Fee.....20.00
Electronics Fee 20.00
Electricity Fee 20.00
Funeral Service Fee.....75.00
Forestry Fee 30.00
Health Care Assistant Fee 20.00
Industrial Maintenance Fee.....20.00
License Practical Nurse Fee 30.00
Machine Shop Fee.....50.00
Ophthalmic Fee 25.00
Practical Nursing Fee.....65.00
Truck Driving Fee 100.00
Welding Fee.....50.00

OUT-OF-STATE TUITION: $875.00 out-of-state tuition plus $800.00 regular tuition $1,675.00 (total) per semester for full-time and $4.00 per semester hour for part-time residents of states other than Mississippi. (Legal residency is determined by State regulations.)

INTERNATIONAL STUDENT TUITION: $110.00 Per Semester Hour, part-time, in addition to regular tuition, or $1,675 for 12 hours or more.

Minimum payment amounts are established based on a student's total cost. *ALL EXPENSES ARE SUBJECT TO CHANGE.

PAYMENT OF FEES

ONLINE STUDENTS WHO DO NOT HAVE APPROVED FINANCIAL AID MUST PAY 100% IN ADVANCE.

During registration every student is informed of the total amount of fees. Approved financial aid is deducted from the total and the student is informed of the balance.

Students having overdue accounts must pay their balance before registering for another semester.

Students not having overdue accounts may pay their fees in full at registration, or fee payments may be made with certain MINIMUM down payments, described below. Students not prepared to make minimum payments must obtain administrative credit approval to complete registration.

Any students seeking administrative credit approval must bring their registration forms to the Business Office and receive a Special Fee Payment Agreement Form to take to the designated administrator. The Business Office will retain the registration forms and complete certain parts of the Special Fee Payment Agreement Form for the student. The students must return the approved forms to the Business Office after meeting with the designated administrator.

All first-time students must pay the $110.00 Registration fee, regardless of financial aid. Registration fees are non-refundable.

MINIMUM DOWN PAYMENTS: (FOR STUDENTS WITHOUT OLD BALANCES)

	WITH APPROVED Financial Aid Covering Full Costs	WITHOUT APPROVED Financial Aid Covering Full Costs; or with PENDING Financial Aid
Full-Time Students		
Dorm Students		
*** 1st Time EMCC	$50.00 Room Deposit $110.00 Down Payment on Fees	$50.00 Room Deposit $350.00 Down Payment, Cost of Textbooks, and Three (3) Monthly Payments
*** Returning	$50.00 Room Deposit	$50.00 Room Deposit, $350.00 Down Payment, Cost of Textbooks, and Three (3) Monthly Payments
Commuter Students		
*** 1st Time EMCC	$110.00 Down Payment on Fees	$250.00 Down Payment, Cost of Textbooks, and Three (3) Monthly Payments
*** Returning	No Down Payment Required	$250.00 Down Payment, Cost of Textbooks, and Three (3) Monthly Payments
*** 1st Time MSVCC	$110 Down Payment on Fees	Pay Full Cost in Advance
***Returning MSVCC	No Down Payment Required	Pay Full Cost in Advance
Part-Time Students		
*** 1st Time EMCC	$110.00 Down Payment on Fees	$100.00 Down Payment, per 3 hour course, Cost of Textbooks, and Two (2) Monthly Payments
*** Returning	No Down Payment Required	$100.00 Down Payment, per 3 hour course, Cost of Textbooks, and Two (2) Monthly Payments
*** 1st Time MSVCC	$110 Down Payment on Fees	Pay Full Cost in Advance
*** Returning MSVCC	No Down Payment Required	Pay Full Cost in Advance

FEE REFUND POLICY

A student who OFFICIALLY AND COMPLETELY WITHDRAWS FROM SCHOOL by completing an EMCC Withdrawal Form before completion of the course will have refundable charges adjusted as follows:

Tuition/Room/Meals	% Adjusted or Refunded
Before scheduled first class	100%
Before completing 2nd week of class	75%
Before completing 3rd week of class	50%
Before completing 4th week of class	25%
No refund after the 4th week	0%

Adjustments to tuition and fees for dropping and adding a class will not be made during the semester except for adding 2nd intensive or late term classes. In other words, no adjustments to fees will be made after the semester's official enrollment status date except for late-starting classes.

All textbooks that have been charged to the student's account and not yet paid for are to be returned to the Bookstore for proper adjustment to the student's account. Students who are military personnel and receive orders for mandatory TDY (Detached or Temporary Duty) or PCS (Permanent Change of Station) may receive a full refund of fees.

Refunds for intensive sessions are adjusted based on days rather than weeks.

Room deposits will be refunded in full at the end of May, provided the proper check-out/release form has been signed by the dormitory supervisor. A student with room damages may be required to forfeit part or all of his/her room deposit to cover damage costs. A student's room deposit may also be withheld to cover all or part of any outstanding balance due to the College.

**Dorm Deposits are refundable until August 1st for students who do not attend. Students must contact the Director of Housing prior to August 1st to request a refund of the deposit.

The refund policy of East Mississippi Community College for veterans, veterans' widows, or war orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed, and the refund must be requested.

REFUNDS OF FEDERAL/STATE GRANTS AND STUDENT LOANS

REFUNDS OF PELL GRANT/STAFFORD LOANS/OTHER FEDERAL AND STATE GRANTS/AND ALL OTHER GIFT AID begin during the 11th week or 60% point of each semester. Summer Semester is an exception with refunds being issued at the end of the 2nd Intensive Session.

ENROLLMENT LEVEL (FULL-TIME/THREE-QUARTER TIME/HALF-TIME) has a direct effect on grant, scholarship, and loan awards. In turn, the enrollment level will have an affect on the refund amount. The enrollment level is established on the Official Enrollment Status Date each semester.

Class withdrawals affect enrollment level and refunds. If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will definitely be recalculated, refunds will be adjusted or cancelled, and a repayment of Federal or State funds may be necessary. The immediate repayment of federal loan and federal grant monies is a definite possibility when students withdraw completely or drop out.

Students receiving financial aid should talk with the EMCC Financial Aid Office prior to dropping a class or withdrawing.

REFUND OF TITLE IV FUNDS POLICY

1. The United States Department of Education specifies how a school must determine the amount of Title IV federal aid that a student earns upon withdrawal, dropping out, or being dismissed prior to completing more than 60% of a payment period. Once the student has completed more than 60% of the payment period, all financial aid assistance is considered to be earned.

2. The amount of federal aid that a student earns is determined on a pro-rata basis.
   - **Percent Earned** = calendar days completed divided by total calendar days in the enrollment period. (The total number of calendar days in the enrollment period shall exclude any scheduled breaks that are at least 5 days long. Weekends are included in the definition of calendar days.)

- **Percent Unearned** = 100% minus percent earned.

3. When a student receives federal financial aid in excess of earned aid:

   - **The school returns the lesser of:**
     * total unearned aid, or
     * institutional charges multiplied by the unearned percentage
   - **The student returns any remaining unearned aid not covered by the school.**
     * Any loan funds are repaid in accordance with the terms of the promissory note.
     * After allocating unearned aid, any amount owed by the student to a grant program is reduced by 50%.
     * Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

4. Adjustments of institutional charges will be calculated using the EMCC refund policy published in the College Catalog. All refunds and adjusted bills will be sent to the student's home address on file in the Admissions/Records Office.

5. Listed below are the Federal Title IV programs and the order in which funds will be returned to the appropriate programs (no program can receive a refund if aid was not received from that program):

   1. Unsubsidized Stafford Loans
   2. Subsidized Stafford Loans
   3. PLUS Loans for Parents
   4. Federal Pell Grant
   5. Federal SEOG
   6. Other Title IV Programs

Note: Withdrawal date is defined as the actual date the student begins the institution's withdrawal process or officially notifies the institution, in writing or orally, of the intent to withdraw; or the midpoint of the payment/enrollment period for a student who leaves without notifying the institution; or the student's last date of attendance at a academically-related activity (i.e. exam, academic counseling/advisement, attending a study group assigned by EMCC, etc.)

Policy on Academic Qualifications for Recipients of Federal Financial Aid

To receive Student Financial Aid funds, a student must be qualified to study at the post-secondary level. For Student Financial Aid purposes, a student with a high school diploma or its recognized equivalent is considered qualified. A student without a diploma or equivalent can be eligible for Student Financial Aid if he or she passes a U.S. Department of Education approved test, called an ability-to-benefit test.

<u>High School Diploma or Equivalent</u>

The U.S. Department of Education recognizes several equivalents to the high school diploma:

- General Equivalency Diploma (GED) certificates and state certificates;
- For a student enrolling at the associate-degree level or higher, documentation that the student excelled academically in high school and has met the school's admissions standards;
- A certificate of completion of a home-study program if the program is recognized by the student's home state;
- A student's post-secondary school academic transcript if the student has completed an emphasis of at least two years in length that is acceptable for full credit toward a bachelor's degree.

Policy on SATISFACTORY ACADEMIC PROGRESS
For Recipients of Federal Financial Aid

All students applying for or receiving Title IV Federal Financial Aid for attendance at East Mississippi Community College must maintain SATISFACTORY ACADEMIC PROGRESS (SAP) for a chosen academic emphasis or Career or Technical program. Title IV Federal Financial Aid includes Federal Pell Grant (FPELL), Federal Supplemental Educational Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP), Federal Stafford (Subsidized and Unsubsidized), Parent Loan (PLUS), and Federal Work-Study (FWS).

The following policies are in compliance with federal guidelines for SATISFACTORY ACADEMIC PROGRESS (SAP):

1. Maintain a 2.00 cumulative GPA (Grade Point Average) as calculated by the Registrar's Office.

2. Maintain a course completion rate of 66 2/3%. For example, a student attempting 30 semester hours must successfully complete at least 20 semester hours (60 hours X 66 2/3% = 20).
3. Complete the educational emphasis within 150% of its published length. For example, an emphasis requiring 64 hours for graduation allows a maximum of 96 attempted hours (64 hours X 150% = 94 hours). Hours beyond 96 are not considered for financial aid award purposes.

4. Total academic history at EMCC is considered when determining SATISFACTORY ACADEMIC PROGRESS (SAP). Academic history includes all grades (A, B, C, D, F, AU, I, W, WF, WP) and transcript notations ("*", "R").

EMCC measures SATISFACTORY ACADEMIC PROGRESS (SAP) at the close of Spring Semester each year. Aid is withdrawn/cancelled for failure to meet SAP requirements. Students failing to maintain SAP are informed in writing. Detailed appeal procedures are mailed to all students who fail to maintain SAP.

Students have the right to appeal the cancellation of financial aid and must respond to the Director of Financial Aid within 30 days of being notified. SAP decisions are made within 10 days of receipt and students are notified of decisions in writing.

INSTITUTIONAL SCHOLARSHIPS

East Mississippi Community College awards scholarships in recognition of demonstrated scholastic merit by a student. Scholarships are awarded on a yearly basis to full-time students from Mississippi enrolling in the fall semester at any EMCC Campus. A student must maintain the minimum standards required to keep the scholarship. The dollar amount of each institutional scholarship and complete eligibility requirements for scholarships listed below may be found by consulting the EMCC: A Guide to Scholarships available from the Financial Aid offices.

VISUAL ART – These scholarships are awarded through portfolio reviews of student's art work with the chairman of the Division of Fine Arts and Humanities. A 2.00 cumulative GPA must be maintained. Participation in all art department activities is required.

TECH PREP SCHOLARSHIPS - The scholarships are available to high school seniors who have completed two years of an articulated high school technical program. The student must have a "C" average from high school and a recommendation from the high school technical instructor and must enroll in an articulated EMCC program. A 2.50 cumulative Grade Point Average is required to maintain the scholarship.

HIGH SCHOOL VALEDICTORY/SALUTATORY SCHOLARSHIPS - Valedictorians and salutatorians from high schools within the Community College district are eligible for these awards. In addition to being named valedictorian or salutatorian, the recipient must maintain a College Grade Point Average of at least 3.00.

ACT COMPOSITE SCORE SCHOLARSHIPS - These scholarships will be available to any Mississippi resident who enrolls full-time in an academic emphasis or technical or career program at any EMCC campus or center and has an appropriate composite score on the ACT. The scholarship is awarded for the normal length of the emphasis or program. A 2.50 cumulative Grade Point Average must be maintained for ACT Scores of 15 to 27 and 3.00 for ACT Scores of 28 or above.

ACADEMIC EMPHASIS, CAREER AND TECHNICAL PROGRAM SCHOLARSHIPS - Each emphasis or program may have institutional scholarships available to full-time students showing promise in that field of study. These scholarships are recommended by the division heads and should be applied for by August 1 preceding enrollment in the fall. Recipients of this scholarship must maintain a 2.50 cumulative GPA.

MEMORIAL AND OTHER SCHOLARSHIPS

East Mississippi Community College awards a grant-in-aid to a student on the basis of need and/or because the student demonstrates an ability worthy of development for the good of the College, its environment, or the student.

STENNIS LITTLE MEMORIAL FUND - This fund was established by Mr. James C. Windham as a perpetual memorial to the late Stennis Little, who coached Mr. Windham at East Mississippi Community College. Proceeds of this fund are used to assist students showing special financial need. A 2.50 cumulative GPA must be maintained. To apply a student can receive an application from the Financial Aid Office on the Scooba Campus.

DUFF BROCK MEMORIAL – This scholarship is limited to the Golden Triangle Campus only. You must

be an electrical technology student and be recommended by the Electrical Technology Instructor. A 2.50 cumulative GPA must be maintained.

JOSEPH GRADY HOPPER MEMORIAL GRANT - This grant was established through the EMCC Foundation in memory of Joseph G. Hopper, a former student at EMCC. Applicants must have a composite score of 21 on the ACT and have a 3.00 cumulative GPA. Applicants must possess qualities in leadership, character, and academic excellence and must be involved in extra-curricular activities while in school.

EDNA HARBOUR HOLLOWAY SCHOLARSHIP - This scholarship is to go each year to the "outstanding sophomore student in English Literature" to be used toward his or her expenses at the University of the student's choice.

THE MISSISSIPPI ASSOCIATION OF COUNTY SUPERVISORS SCHOLARSHIP - This fund was established by the State Association of County Supervisors as a scholarship to recognize good character, academic excellence, leadership potential, and future promise. This scholarship is available to freshmen from the EMCC district. The awarding of this scholarship rotates among the six counties comprising EMCC's district. A 2.5 GPA is required.

COLUMBUS AIR FORCE BASE AWARD - This award is given to the top two graduating cadets in the Community College of the Air Force class. They must have the two highest GPA's. Each recipient will be awarded free tuition for a 3-hour course to be used during the next semester.

PUBLIC RELATIONS - This scholarship is limited to the Scooba campus only. These are awarded on the recommendation of the Public Relations Director and an interview. A 2.00 cumulative GPA must be maintained. For more information contact the Public Relations Director.

EMPLOYEE AND DEPENDENTS - Employees and Dependents will be awarded a grant to cover matriculation fees. For the purpose of this waiver of fees, "dependents" shall be defined as spouse and/or dependent children residing in the home of the employee.

AMERICA'S JUNIOR MISS SCHOLARSHIP - This scholarship is awarded to the Junior Miss and the first and second alternates in each county of the tax supporting district. This is a one-year award.

ACTIVITY SCHOLARSHIPS

BAND - These scholarships are awarded on the recommendation of the Band Director. A 2.00 cumulative GPA must be maintained. For more information contact the Band Director.

CHEERLEADER - These scholarships are awarded through tryouts and selection by a panel of judges. A 2.00 cumulative GPA must be maintained. For more information contact the cheerleader sponsor.

ATHLETIC - All athletic scholarships are awarded by respective coaches in football, men's and women's basketball, softball, baseball, men's and women's soccer and golf. The athlete must meet the eligibility requirements of EMCC and the Mississippi Community and Junior College Athletic Association.

REFLECTIONS, MUSIC ENSEMBLE - These vocal and instrumental scholarships are recommended by the Director of Choral Activities and may be awarded following tryouts, auditions, or interviews.

CHORAL - These scholarships are awarded on the recommendation of the Director of Choral Activities. A 2.00 cumulative GPA must be maintained. For information contact the Choral Director.

STUDENT SERVICES – These scholarships are awarded on the recommendation of the Dean of Students and an interview. A 2.00 cumulative GPA must be maintained. For more information contact the Dean of Students.

THE COLLEGIAN NEWSPAPER – These scholarships are awarded on the recommendation of the Collegian Sponsor. A 2.00 cumulative GPA must be maintained. For more information contact the Collegian Sponsor.

THE LION YEARBOOK – These scholarships are awarded on the recommendation of the teacher (high school or College instructor) and an interview. A 2.00 cumulative GPA must be maintained. For more information contact the yearbook sponsor.

SYZYGY - LITERARY PUBLICATION - These scholarships are awarded on the recommendation of the SYZYGY Sponsor. A 2.00 cumulative GPA must be maintained. For more information contact the SYZYGY Sponsor.

SPEECH/DRAMA – These scholarships are awarded on the recommendation of the Speech/Drama Coordinator and an audition. A 2.00 cumulative GPA must be maintained. Individuals enrolled in drama production should be prepared to attend auditions, rehearsals, and performances at times other than regularly scheduled class meetings. For more information contact the Speech/Drama Coordinator.

OTHER TYPES OF ASSISTANCE

VOCATIONAL REHABILITATION - Students with certain disabilities may obtain grants-in-aid to cover matriculation fees plus books and supplies through the Division of Services of Vocational Rehabilitation. Students who believe they might qualify for this aid may obtain further information by contacting the Director of Vocational Rehabilitation in their area.

TRIO GRANT-AID - Students who qualify for the TRIO program may be eligible for grant aid to reduce student loan debt burdens. For additional information, contact the TRIO department.

VETERANS ASSISTANCE - EMCC maintains a Veterans Office in the Office of Financial Aid. Eligible veterans are entitled to benefits which are reflected in the amount of military time served, years of service, number of dependents, type of discharge, and many other factors. Veterans who are interested in claiming benefits under the G.I. Bill should contact the Office of Financial Aid at EMCC. For a schedule of the amounts of the various scholarships, contact the Financial Aid Office at:

EMCC-Scooba Campus
P.O. Box 158
Scooba, MS 39358

EMCC-Golden Triangle Campus
P.O. Box 100
Mayhew, MS 39753

GENERAL ACADEMIC
AND
CAREER-TECHNICAL INFORMATION

ADMISSIONS

East Mississippi Community College does not discriminate in its admission of students on the basis of age, sex, race, religion, color, national origin, or disability.

East Mississippi Community College ascribes to an "open admissions" policy consistent with all laws.

East Mississippi Community College embraces the philosophy that students be provided the opportunities for learning experiences (e.g., developmental courses, counseling, and tutorial assistance), that will them succeed in achieving their educational goals.

East Mississippi Community College may use relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate options to ensure student success.

All applicants are notified of their admission status as requested information is received in the Admissions Office. All applicants who have met admission requirements will be considered for acceptance to the College. General admission to EMCC does not guarantee admission to a specific program. Additional requirements for specific programs are listed within the program section of the EMCC Catalog.

ACADEMIC EMPHASES AND TECHNICAL PROGRAMS

Academic students are students who are taking classes that lead to the Associate of Arts degree. In general, academic students intend to transfer their work completed at EMCC to a College or University and have the work apply toward a Bachelor of Arts or a Bachelor of Science degree. Technical students are students who are taking classes that lead to the Associate in Applied Science degree. This degree combines intensive technical training in a specific career with relevant academic courses and professional development. The Associate of Applied Science degree is traditionally structured for completion in four semesters by students who are academically prepared for College level work. For students who need developmental courses, a minimum of one additional semester may be needed for successful completion of a technical program. Applicants who feel that they may not meet ACT or other placement requirements are encouraged to seek advisement and placement in the spring or summer session prior to regular admission in the fall.

All academic and technical students who enroll at EMCC are required to meet the following admission requirements (as well as additional requirements listed in the description of certain areas).

1. Submit an application for admission to the Admissions Office.

2. Beginning freshmen must submit an official high school transcript reflecting an academic Mississippi High School Diploma or a Mississippi Occupational Diploma from an accredited high school showing date of graduation and principal's signature. Alternatively, the student could submit an official high school transcript showing nineteen (19) acceptable high school units or submit an official GED transcript with satisfactory scores. If the high school transcript is from a school that is not accredited, the prospective student must present an official GED transcript with satisfactory scores or submit an ACT composite of 20 or higher. Occupational Diploma students must also present an approved portfolio.

3. Home schooled students must submit an official transcript with a graduation date from a recognized school agency and signed by an official of that agency or an official transcript signed by a parent with a notarized sworn affidavit stating that the student’s record is accurate and complete. The transcript must show all courses completed, grades earned, and number of units. Course descriptions may be required.

4. Transfer students from other College(s) must submit official transcripts from the last College attended. Students anticipating graduating from EMCC must submit official transcripts from all Colleges previously attended.

   Transfer students enrolling at East Mississippi Community College are required to meet the following admission requirements:

   - Submit an application for admission to the Admissions Office,
   - Provide an official transcript from the most recent postsecondary institution previously attended. An official transcript is one mailed directly to the Office of Admissions from the former College(s), ("Issued to Student" and “In Progress” transcripts are unacceptable),
   - Be eligible for immediate readmission to the College last attended. Once admitted to EMCC as a transfer student, academic standing will be based on EMCC coursework.

5. ACT scores are required of all students under 21 years of age, except transfer students. All applicable ACT requirements are waived for any student who has completed a technical degree program or higher degree program from an accredited institution equal to or greater in length than the emphasis the student is seeking to enter.

6. All students must also meet placement requirements, including ACT scores (see ACADEMIC PLACEMENT in this catalog) and other requirements as specified by academic and technical counseling.

7. Out of state students must meet the equivalent admission requirements outlined for Mississippi students.

CAREER PROGRAMS

Career education students are students who are taking classes that lead to a Certificate of Proficiency. The Certificate of Proficiency is a validation that the student has completed an intensive, full-time schedule of training in a specific skill area.

Career education students who enroll at East Mississippi Community College are required to meet the following admission requirements:

1. Submit an application for admission to the Admissions Office.

2. Students must meet number two (2) under Academic and Technical Programs to enroll in all Career Education Programs. However, when enrollment space is available, students may qualify for admission into Automotive Mechanics or Machine Tool Operations by (a) being 18 years of age, (b) having completed the tenth grade or equivalent units toward the academic Mississippi High School Diploma, and (c) showing "Ability to Benefit" by appropriate performance on the Test of Adult Basic Education (TABE), Level A.

3. Students seeking admission to Career Education Programs must meet specific requirements as outlined in each program. For these requirements, see the Career Programs Description in this catalog.

4. All applicable ACT requirements are waived for any students (except Practical Nursing students) who have completed a Career education program or a higher degree program from an accredited institution equal to or greater in length than the emphasis the student is seeking to enter. For Practical Nursing students, the ACT scores are State Department of Education requirements for entrance.

INTER-CAMPUS TRANSFER

Students wishing to transfer between campuses (Golden Triangle Campus, Scooba Campus, CAFB Extension, and Meridian NAS) may do so on the basis of their completed applications. Credit may be awarded for previous and appropriate work.

DISTANCE LEARNING

EMCC recognizes the needs of students, who because of various time or space barriers cannot attend the traditional classroom offerings of our courses. Through the use of the Internet, EMCC brings the opportunity for students to receive classes at home or the office. EMCC provides a growing number of credit courses through distance learning delivery. EMCC is an active participant in the Mississippi Virtual Community College (MSVCC), an online effort of 15 public Mississippi Community Colleges, further increasing the number of Internet-based courses that are available.

Faculty and students participating in distance learning courses interact through phone, e-mail, discussion board, and/or chat rooms. These courses meet the same educational requirements as the traditional classroom, just in a more flexible format.

In order to be awarded a degree from EMCC, a student must meet the graduation requirements as defined in the EMCC catalog for the student's chosen emphasis. Admission/registration requirements for distance learning courses are maintained at the same rate as the traditional classes. Costs for distance learning courses are maintained at the same rate as the traditional courses except for an additional fee for each course taken online. Textbooks for distance learning students are available for EMCC-originated courses in the EMCC Bookstore.

Prior to registering for a distance learning course, EMCC recommends that students visit the distance learning web site at http://www.eastms.edu/online/index.php for important information. EMCC provides advisors to assist the student to determine if distance learning is a viable alternative.

Information regarding the schedule for distance learning courses can be found in the printed catalog, schedule each semester, and through the Mississippi Virtual Community College link from the College's web page.

Distance Learning Mission Statement

East Mississippi Community College seeks to provide distance learning opportunities for its district's constituents who are unable, for a variety of reasons, to attend classes on one of the College's campuses. The distance learning opportunities meet all quality standards set forth for traditional off-campus courses to carry out the mission of the College.

Distance Learning Goals

- To provide quality educational offerings
- To provide students with greater access to higher education resources
- To reduce focus on place and time restraints for delivery of educational services
- To provide educational/student services equal in content and quality to traditional educational/student services
- To provide opportunities within the courses offered via distance learning for student/faculty interaction
- To ensure comparability to traditional on-campus classes through systematic planning and evaluation

Description:

EMCC, through the Mississippi Virtual Community College network, offers a wide variety of fully accredited freshman and sophomore courses. EMCC has approved all MSVCC courses as an addendum to courses listed in the EMCC catalog.

Minimum Requirements To Take Online Classes

Students must have a computer with a reliable connection to the internet and an overall GPA of 2.0 or greater on a 4.0 scale. The computer must reflect current technology and it must handle Internet Explorer 5.x or later with Java enabler. A free download of Internet Explorer can be found on the Internet. Students must be computer competent and learn to interact using the "Blackboard" medium and various common software packages. Before registering for an online class, a student must have a working email address.

Computer/internet access and mastery of basic computer skills are considered the student's responsibility. At a minimum, you should be able to perform basic computer functions: create, save, and manage files on a computer, navigate the Internet, download files, attach files to an email message, and save and open attached files from incoming email. Students are discouraged from taking online courses if they do not have daily access to a computer.

Admission requirements: Must have Application for Admission, Official High school transcripts and transcripts for other Colleges attended. (see "Admissions" in this catalog)

Distance Learning Tuition and Fees

In addition to usual fees and costs associated with online courses, there is a $30 per course fee for each online class per term.

Registration Procedure: Students must set up an appointment with their designated faculty advisor. All previous business office charges must be paid before a student is allowed to register for class.

After the student is registered and fees have been paid, the student must take the student profile to the bookstore for placing book orders. In the event of a textbook delay, the student should notify the instructor of the course.

Textbook Information

EMCC Students taking courses originating at EMCC

Students taking classes offered through the Mississippi Virtual Community College site, originating at EMCC and taught by an EMCC instructor, can make purchases at either bookstore or order by phone through the Golden Triangle campus bookstore. Phone orders require payment by Visa, MasterCard, money order or personal check. Orders placed with a Visa or MasterCard are shipped immediately via priority mail. Priority mail is guaranteed through the postal service for arrival in 2-3 days. Orders placed with a money order or check are processed and shipped upon receipt of the check or money order. Textbooks can be shipped for an additional shipping and handling charge per book. Textbooks may also be shipped via UPS at the student's request. EMCC students wishing to have their bookstore

charges billed to their account may do so by presenting a bookstore credit slip issued from the business office showing sufficient financial aid.

EMCC Students taking courses originating from another College

EMCC students taking classes offered through MSVCC that are taught by another College can purchase their books through the EMCC GT campus bookstore using either financial aid, cash, or a credit card. Students must take their student profile to the EMCC bookstore to place their order for books. Books ordered from other Colleges are not eligible for EMCC's book buyback.

Non-EMCC Students taking courses originating from EMCC

Students registered at other Colleges who are taking classes offered through the Mississippi Virtual Community College site and taught by an EMCC instructor may call the EMCC Golden Triangle bookstore and place an order for the required text using their Visa, MasterCard, or money order. Orders placed with a Visa or MasterCard are shipped immediately via priority mail. Priority mail is guaranteed through the postal service for arrival in 2-3 days. Orders placed with a money order are processed and shipped upon receipt of the money order. EMCC is not able to charge financial aid for non-EMCC students. Textbooks can be shipped for an additional shipping and handling charge.

Placing an order for shipment of books for courses originating at EMCC

To have your order shipped to you, please call the EMCC Golden Triangle bookstore at (662) 243-1940. Please have the following information available: Your name, ID number, ISBN number, credit card or financial aid information, and shipping address.

SCOOBA CAMPUS
EMCC Bookstore
P.O. Box 158
1512 Kemper Street
Scooba, MS 39358

Email: mmontgomery@eastms.edu
Phone Number: 662-476-5117

GOLDEN TRIANGLE CAMPUS
EMCC Bookstore
8731 South Frontage Rd.
P.O. Box 100
Mayhew, MS 39753

Email: vturner@eastms.edu
Phone Number: 662-243-1940

Login Information:

Students will be able to login to their online classes the day that the online classes are scheduled to begin.

To login the student must visit the website: http://msvcc.blackboard.com

The student username and password are found on the student profile. Each student will be given a profile during registration. To access the student profile, visit the website http://msvcc.blackboard.com and click the "student profile" link. If the username and password are not listed on the profile, please try using your first name initial, last name and last 4 digits of your social security number as the username and password (example: jdoe4423). If that fails, please call the Distance Learning Coordinator at 662-476-5386.

To login the online course:

Visit the website: http://msvcc.blackboard.com. After entering the student username and password information, click "login." Click "My Student Home" to see the list of courses for which you have registered. If you registered for a class that is not showing in your Blackboard listing of classes or have difficulty logging in, contact the Distance learning Coordinator immediately at 662-476-5386.

Students must loginto their online classes during the first week of class.

Attendance Policy for Online Classes

Distance Learning Class Attendance Policy:

All students are expected to attend and participate in class and submit assignments on a regular basis, at least weekly. Attendance is taken regularly each week based on the submission of weekly assignments as otherwise noted in the syllabus. In all cases, attendance is taken at least weekly. Distance learning students are subject to EMCC's excessive absence policy. If a student is considered absent for a given week by the instructor the student will have accrued one absence. A student will be withdrawn from the class upon the 3rd unexcused absence.

Online Testing Information:

Students taking an online course are required to take one or more proctored exams. The student is responsible for making an appointment with a designated proctor for taking any proctored exam. Appointments must be made in advance. To find your proctor go to http://msvcc.blackboard.com and click "proctored testing."

Withdrawal procedure:

Students who want to withdraw from a class must visit the EMCC campus where the student registered to pay for and complete a withdrawal form.

For students who are unable to visit campus: Call the Business office to pay for a withdrawal form by credit card and contact the Distance Learning Coordinator at 662-476-5386 to provide course information and a fax number. The DLC will complete the form and fax a copy to you for your signature. It must be signed and returned by fax to 662-476-5276 for processing. Unless the DLC receives your signed form, your class(es) will not be withdrawn.

EMCC Calendar Dates:

Students should make note of the established semester withdrawal dates. The online drop/add period ends on the day after the online class begins.

MSVCC POLICIES

Students who register through the MSVCC will be subject to the disciplinary policies and procedures of the student's host College. (*The host College is the institution where the student registers for the class*.)

Any student who wishes to make a complaint regarding any aspect of the MSVCC must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the parties usually resolves most of the problems.

2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Distance Learning Coordinator (DLC) at the student's host College to help in processing the complaint. *(The host College is the institution where the student registers for the class.)*

3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the specific nature of the complaint and the remedy sought in writing to the providing College's DLC with a copy sent to the host College's DLC (if different). The providing DLC will then refer it to the appropriate person at the providing College for disposition. A response will be made to the complainant within 15 working days by the providing College. *(Providing College is the institution teaching the course.)*

4. If the student is not satisfied with the resolution of the grievance, that student must follow the procedures prescribed by the student's provider College in writing. This appeal must be made within five working days.

5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.

Honesty Policy

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, students are expected to accomplish their own individual work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

a. plagiarizing from any source
b. cheating in any manner on tests, papers, reports, etc.
c. turning in work as their own when, in fact, it was not their work
d. improperly using technology
e. stealing, buying, or selling course materials
f. either impersonating another student during a test or having another person assume one's identity during a test
g. deliberately conveying false or misleading information

When misconduct has occurred, the instructor has the responsibility of action in accordance with the instructor's institutional policy on misconduct.

READMISSION OF FORMER STUDENTS

A student who for any reason has remained out of College for one or more semesters, excluding the summer semester, must apply for readmission. An application (if one is not still on file) together with official transcripts of all Colleges attended since last attending East Mississippi Community College must be forwarded to Admissions.

TRANSIENT STUDENTS

Transient students must meet the same admission requirements as transfer students. Transient students should secure permission from the Dean of the College to which they will return to assure that the earned credit will be accepted.

DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS

Students attending high school and enrolled in high school courses may be admitted to and allowed to enroll in courses at East Mississippi Community College subject to the following admission requirements:

1. Students must have completed a minimum of fourteen (14) core high school units.

2. Students must have a 2.5 or better Grade Point Average on a 4.0 scale on all high school courses as documented by an official high school transcript; a home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed sworn affidavit to meet this requirement.

3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent's, guardian's or custodian's written recommendation to meet this requirement.

Students may be admitted through Dual Enrollment who have not completed the fourteen (14) core high school units, if they have a minimum ACT composite of thirty (30) or the equivalent SAT score and have the required Grade Point Average and recommendations described above.

Credit earned during Dual Enrollment periods is recorded on the College transcript and may be released to another institution or used for College graduation requirements only after students have received their high school diploma.

INTERNATIONAL STUDENTS

EMCC will admit international student athletes according to State Board Policy and may admit other international students who are part of an exchange agreement between EMCC and an international College/University or who enhance a specific educational emphasis at EMCC.

MILITARY COURSES (ROTC)

Pending approval, EMCC will work with Mississippi State University and the United States Army and United States Air Force in partnership to provide military course experiences (ROTC) for students who matriculate at East Mississippi Community College.

ADMISSIONS CONTACT INFORMATION

The Admissions Office
East Mississippi Community College
Scooba Campus
P.O. Box 158
Scooba, MS 39358
Telephone: (662) 476-5041

The Admissions Office
East Mississippi Community College
Golden Triangle Campus
P. O. Box 100
Mayhew, MS 39753
Telephone: (662) 243-2615

EMCC-Columbus Air Force Base Extension
81 Fifth Street, Room A
Columbus Air Force Base, MS 39701-5000
Telephone: (662) 434-2660

EMCC-Meridian Naval Air Station Extension
255 Rosenbaum Avenue
NAS Meridian, MS 39309-5024
Telephone: (601) 679-3570

ACADEMIC PLACEMENT

It is essential that students be able to meet basic academic standards before they attempt certain College-credit courses. In an effort to meet the expanded mission of EMCC, certain areas of developmental studies are required.

A student should be placed in English and Math courses based on ACT scores, and/or professional advice. Any course designated as developmental will award institutional credit only. Successful completion of the appropriate developmental prerequisite courses with a grade of "C" or better is required before moving to the next higher level course.

CLASS LOAD

The average student's class load is 15 to 18 semester hours. Twelve hours is necessary to be a full-time student at East Mississippi Community College. No student will be permitted to enroll in more than 18 semester hours in any one semester without the approval of the appropriate administrative officer, usually the Academic Dean or a Career-Technical Assistant Dean, whichever is applicable. For summer sessions, the usual load is 12 hours for the entire summer, or 6 hours for summer term one and 6 hours for summer term two. A student may take up to two additional hours during the summer, if those hours are labs or activity courses, 7 hours each term or 14 hours total. With administrative approval, and if a student earned at least a 3.5 GPA in 12 hours or more in the spring term preceding, a student may take 9 hours during one of the summer terms but not exceed 15 hours for the entire summer.

STUDENT CLASSIFICATION

College students with fewer than 32 semester hours credit are classified as freshmen. Those with 32 or more semester hours are classified as sophomores.

CLASS ATTENDANCE

All students are expected to attend class. If circumstances require an absence, then students should note that all absences are either excused or unexcused. Excused absences are those incurred when students miss class due to personal illness, family death, inclement weather, officially representing the college, serving on jury duty, participating in military activities, or fulfilling approved legal requirements. All excused absences must be verified through proper documentation. Up to 20% of classroom work may be made up within a reasonable time frame for excused absences. Absences for reasons other than those defined above shall be considered unexcused.

Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Three tardies constitute an unexcused absence. Students who enter a class meeting later than 10 minutes will be assigned an unexcused absence. Likewise, students who leave a class meeting early without the approval of the instructor will be assigned an unexcused absence.

A student will be administratively withdrawn with the instructor notifying the Registrar's Office when the total number of unexcused absences exceed two for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week, ten for a class that meets five times per week, and as prescribed by the nature of other courses not covered above. Students enrolled in Career & Technical Education programs should be aware that most of these programs have additional attendance requirements that are outlined in the respective program guidelines or syllabi.

A student who is administratively withdrawn due to excessive unexcused absences prior to the posted withdrawal date on the academic calendar will be assigned a grade of "W." A student who is administratively withdrawn after the posted withdrawal date will be assigned a grade of "FA." A student who wishes to appeal an administrative withdrawal due to excessive unexcused absences must do so in writing to the appropriate dean within one week of the withdrawal date.

PROGRAMS WITH SPECIAL ATTENDANCE POLICIES

Cosmetology Practical Nursing Health Care Assistant

COSMETOLOGY ATTENDANCE POLICY

In the Cosmetology program, students are required to have a minimum of 1,500 clock hours of attendance in order to take the Mississippi licensure examination. Due to this requirement, the following attendance policy is required for this program:

1. A maximum of twenty-four hours may be missed each semester during the fall and spring school terms. A maximum of 16 hours may be missed during the summer session. Absences in excess of 24 hours during the fall and spring terms or sixteen hours during the summer term will be grounds for dismissal.

2. In addition to the above, two personal days may be taken during the school year for death of immediate family (mother, father, husband, wife, son, daughter, grandmother, grandfather, sister, or brother) or for family emergencies such as serious illnesses, surgery, or emergency-type illnesses. Proof of illness or death will be given to the instructor on the first day back to school.

3. If a student is absent for any excused reason, as outlined in the Student Handbook, the student shall be allowed to make up work missed during said absence(s). Such make-up work shall be completed within two days of returning to class.
4. Make-up work for unexcused absences is left to the discretion of the instructor with appeal to the Assistant Career-Technical Dean.

5. A minimum of 15 minutes will be deducted for each tardy. Actual time will be deducted for tardies in excess of 15 minutes.

LICENSED PRACTICAL NURSING ATTENDANCE POLICY

1. Prompt class attendance is required.
2. A maximum of twenty-one (21) hours may be missed each semester for the fall and spring semesters. A maximum of fourteen (14) hours is allowed for the summer semester. A total of eight (8) hours of clinical time can be missed during the entire school year. Clinical make up time is not guaranteed. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing more than eight (8) hours of clinical time. Absences greater than 21 hours in the fall and spring semesters, greater than 14 in the summer semester, or more than 8 hours of clinical time in the entire year are grounds for termination from the practical nursing program. All absences on clinical and test days must be validated with a medical (physician or nurse practitioner) or legal excuse, or a zero (0) will be given for that day's work
3. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing chairperson so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will not be counted. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused and time will be deducted.
4. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school and approved by the instructor. The student must see the instructor immediately upon returning to school. If the student fails to do this, he/she will receive a zero (0) on work not completed within two (2) days of returning to school.
5. Pop quizzes will not be made up. A zero (0) will be given to any student who does not have an instructor-approved excuse. In the case of students, with a medical (physician or nurse practitioner), legal, or family emergency excuse there will be no grade penalty for missing the test.
6. When arriving late to class, the student will sign the check-in log with the time of arrival noted. It is the responsibility of the student to have their instructor to cosign the entry. Failure to have the instructor to cosign will result in the student having the entire day deducted from their allotted time. At five (5) minutes after class begins, the door will be shut and students will not be allowed to enter the class until the next break. Students returning to class late from breaks and lunch will not be allowed to enter the class until the next break. Time missed will be deducted from the student's allotted time. Students should note that three (3) tardies constitute one (1) day's absence (8 hours).
7. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.
8. Students who leave class early must sign the sign out log located in the nursing department noting the time of departure. It is the responsibility of the student to have their instructor to cosign the entry. Please note: the student must bring an acceptable medical or legal excuse before they will be readmitted to the classroom. Any student arriving late to clinical by ten (10) minutes or more will be sent home and the tardy counted as one (1) day absent (8, 10 or 12 hours). All clinical paperwork required for the missed day will receive a grade of zero (0).
9. During inclement weather, listen to the radio fro an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the CEO of the school as early as possible. Absence without official closure will be treated as a regular absence and time will be deducted. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible.
10. Students will not be allowed to leave clinical for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing instructor and then to the primary nurse. Upon return to school, students must present a medical (physician or nurse practitioner), legal, or family emergency excuse.
11. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Practical Nursing guidelines are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.

12. Students must have access to a personal car for clinical as clinical assignments are made at various facilities.

HEALTH CARE ASSISTANT ATTENDANCE POLICY

1. Prompt class attendance is required.
2. A maximum of twenty-one (21) hours to include no more than eight (8) hours of clinical may be missed each semester. All absences on clinical and test days must be validated with a medical (physician or nurse practitioner), legal, or family emergency excuse, or a zero (0) will be given for that day's work. Absences in excess of 21 hours will be grounds for dismissal from the nursing assistant program.
3. In the event of a death in the immediate family (mother, father, brother, sister, spouse, child, grandparents, aunts, or uncles), or a family emergency such as a serious illness, injury, surgery, or emergency type of illness, two (2) personal days, in addition to the hours cited above, may be taken during the semester. Proof of the emergency, illness or death must be given to the instructor of the department on the first day back at school. If the student has had a serious illness, it will be necessary to have permission from the physician or healthcare provider to return to class or clinical. These personal leave days may not be used for other reasons than those stated.
4. If a student is subpoenaed for jury duty, the student must present the subpoena to the instructor so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will not be counted. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused and time will be deducted.
5. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school and approved by the instructor. The student must see the instructor immediately upon returning to school. If the student fails to do so, he/she will receive a zero (0) on work not completed within two (2) days of returning to school.
6. Pop quizzes will not be made-up. A zero (0) will be given to any student who does not have an instructor-approved excuse. In the case of students with instructor-approved excuses, there will be no grade penalty for missing the test.
7. When arriving late to class or clinical, the student will sign the check-in log with the time of arrival noted and an instructor must co-sign the entry. Any student more than five (5) minutes late for lecture or lab will have time deducted from the maximum hours allowed. Students later than 5 minutes to class will not be admitted into the classroom until the next class break. Students should note that three (3) tardies constitute one (1) day's absence (6 hours).
8. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and any other appointments.
9. Students who leave class early must sign the sign-out log with the time of departure. Time will be deducted from the maximum hours allowed.
10. Any student arriving late to clinical by ten (10) minutes or more will be sent home and the tardy counted as one (1) day absent (8 hours). If you are unable to attend clinical or you experience unforeseen difficulties, you must contact the instructor as soon as possible to notify him/her of the reason.
11. Students will not be allowed to leave clinical for reasons other than illness or a family emergency. Prior to leaving, the student must report to the nursing instructor and then to the primary nursing assistant. Upon return to school, students must present an instructor-approved excuse.
12. Students must have access to a personal car for clinical because clinical assignments are made at various facilities.
13. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the President of the school as early as possible. Absence without official closure will be treated as a regular absence and time will be deducted. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing assistant instructor as soon as possible.
14. National Guard duty will be excused; however, your superior must make written notification. We will work with the student to the best of our ability on Guard matters.

WITHDRAWAL FROM A CLASS

Before considering withdrawal from a course, a student should be aware of the following information:

1. Students receiving Financial Aid, Veteran Benefits, Scholarships, or Loans should note that dropping a course(s) may lower benefits or cause repayment to be due immediately.

2. Students must maintain full-time enrollment (12 semester hours or more) to live in a residence hall.

Students must initiate withdrawals from each/all courses. If appropriate paperwork is completed and submitted on or before the last date for a "W" as specified in the calendar, a "W" will be recorded in the student's permanent record. After the "W" date, a grade of "WP" or "WF" will be assigned by the instructor on student-initiated withdrawals and recorded for courses discontinued after the last day specified in the calendar and before final examinations. It is the student's responsibility to officially withdraw from a course in the registrar's office.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from College shall complete a Withdrawal Form in the Registrar's Office (Scooba Campus) or the Student Services Office (GTC).

GRADUATION REQUIREMENTS

Each student must meet the following requirements for graduation:

1. A student in an academic field must have successfully completed sixty-four (64) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of oral communication (SPT 1113), three (3) semester hours of computer science (CSC 1113 or above), three (3) semester hours of College algebra (or above), six (6) semester hours of a laboratory science, three (3) semester hours of social/behavioral science, three (3) semester hours of fine arts six (6) semester hours of humanities and a one-hour orientation course*.

   * Beginning the fall 2007 semester all first time, first semester freshmen are required to take EDU 1311 Orientation.

2. A student in a technical field must have successfully completed sixty-four (64) semester hours (or the required technical program, whichever is greater) which must include fifteen (15) semester hours of general education. These fifteen semester hours of general education must include three (3) semester hours of English Composition; three (3) semester hours of College algebra or a natural science elective course; three (3) semester hours of oral communication; three (3) semester hours in social/behavioral science; three (3) semester hours in humanities/fine arts; and a one-hour orientation course*. To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment.

   * Beginning the fall 2007 semester all first time, first semester freshmen are required to take EDU 1311 Orientation.

3. A student in a Career program must have successfully completed the prescribed program of study as set by the College, including a score of at least 555 on the TABE, Level A, any occupation specific skills assessment and a one-hour orientation course*.

   * Beginning the fall 2007 semester all first time, first semester freshmen are required to take EDU 1311 Orientation.

4. The prospective graduate must have a 2.0 or above on the final overall Grade Point Average.

5. For associate degree or certificate completion, at least 25% of the credit semester hours required must be acquired through instruction offered at EMCC.

6. The student must complete all requirements and meet all obligations to the College before participating in graduation exercises.

GRADUATION FEE AND HONORS

A graduation fee of $50.00 is charged each student tentatively accepted for graduation.

Students who meet graduation requirements at EMCC and have a cumulative GPA of the following, will graduate with the following distinctions:

3.20 – 3.59 will graduate with Honors
3.60 – 3.89 will graduate with Special Honors
3.90 – 4.00 will graduate with Highest Honors

TRANSCRIPT OF CREDITS

Written consent from the student must be received in order to process transcript requests. The first request that is received will be processed at no charge. The fee for processing subsequent requests is $3.00 each. The fee to fax unofficial transcripts is $5.00. Official transcripts cannot be faxed. Requests for transcripts should include the student's dates of attendance at EMCC, full name, name and address of location to mail (include fax number if faxing) transcript and the signature of the student. Transcript requests should be sent to the EMCC campus that you attended.

PRIVACY OF RECORDS

No personally identifiable information from a student's educational record may be revealed to third parties without the prior written consent of the student. Further information regarding the privacy of student and staff records as outlined by the Buckley Amendment may be obtained through the Office of the Registrar.

DEGREES AND CERTIFICATES

The Associate of Arts degree is awarded to an academic student upon successful completion of all requirements.

The Associate of Applied Science degree is awarded to a technical student upon successful completion of all requirements.

The Vocational Certificate of Proficiency is awarded to a career education student upon successful completion of all requirements.

STUDENT-FACULTY CONFERENCE

All full-time instructors will schedule office hours for the purposes of advising and class preparation. The hours should be posted outside instructors' offices and in course syllabi. All students, but especially those who encounter special difficulties or who are doing unsatisfactory work, should schedule conferences with instructors during these scheduled times. Each instructor is expected to give students aid as needed. Part-time instructors will be available for conferences with students by appointment.

TESTING AND CLASSROOM PROCEDURES

TESTS AND EXAMINATIONS

The academic year is divided into two semesters of eighteen weeks each. Each semester is divided into two nine-week terms. Tests are administered by the end of the first nine-week term. Midway through the nine-week period, all students not doing satisfactory work may schedule conferences with the academic counselor or academic advisor. This step aids students in improving their performance. Final examinations are administered at the end of each semester.

Each of the fall and spring semesters is divided into two intensive terms. These classes meet twice the usual time each week.

GRADING SYSTEM

100	----------	94 - A
93	----------	85 - B
84	----------	75 - C
74	----------	65 - D
64	----------	or below - F
I	----------	Incomplete - (Becomes F - Unless removed within one semester)
W	----------	Withdrawal - (No GPA penalty if within the drop date)
WP	----------	Withdrawal Passing – (After drop date)
WF	----------	Withdrawal Failing - (After drop date – penalty to GPA)
FA	----------	Failure to Attend (penalty to GPA)
AU	----------	Audit

QUALITY POINTS

Quality points are assigned for grades earned according to the following schedule:

GRADE	QUALITY POINTS
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The final grade in each course attempted will be counted for quality-point purposes. The formula for computing grade-point average is Total Quality Points divided by Hours Attempted. “WF” grades will count as “F” grades in GPA computation.

Any challenge of a final grade must be initiated by mid-semester of the next term after the grade was recorded. For purposes of this procedure, the summer is consider a usual term.

HONORS COURSES

The College offers a few honors courses. Students interested in these courses may contact chairpersons for the Division of Humanities and Fine Arts and/or the Division of Social Science and/or the Division of Mathematics and Science. Students may also contact their faculty advisor, counseling center personnel or the Dean of Academics.

A leadership development class sponsored by Phi Theta Kappa and offered by the College is available to selected students. Selections are made by the instructor who conducts the class.

HONORS AND DISTINCTIONS

Full-time academic, career education, and technical students having a quality point average of 3.2-3.5 for a semester will be honored by having their names placed on the Dean's or Director's List for that semester.

Full-time academic, career education, and technical students having a quality point average of 3.5 or above for a semester will be honored by having their names placed on the President's List for that semester.

ACADEMIC/CAREER/TECHNICAL PROBATION AND SUSPENSION

1. Students who fail to earn a 2.0 GPA in any semester will be placed on academic probation.

2. Students who do not earn a 2.0 GPA while on academic probation, and who have less than a 2.0 GPA overall, will be suspended for one semester. The summer session will count as a semester, when applicable.

3. If a student is suspended from an EMCC academic or technical program because of the grade policy, the student shall have the option of requesting to enroll in a Career or another Technical program, but only with the written approval of the appropriate Career-Technical program instructor and campus dean. Such approval shall only be granted upon the student's presentation of convincing reasons that the student may succeed in the new program. While on academic suspension and enrolled in a career education or technical program, the student is prohibited from taking any academic courses.

CHANGE IN CLASS SCHEDULE

After a student's schedule has been created in the administrative computing system, it may not be changed without official approval. An "Drop-Add" form must be completed by the student and approved by the Academic Dean, a Career-Technical Assistant Dean or Registrar before such a change can be made. Students may add courses, as approved by an advisor and the Academic Dean or an Assistant Career-Technical Dean, only during the official “add” period. A fee of $5.00 is assessed for each “add” and for each “drop” in a completed schedule after the add/drop date. Additions after the “add date” should not be made.

CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction, measured in duration, subject to performance evaluation of the participant and meeting categorical requirements will be measured in continuing education units (CEU). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction." The CEU will serve as a unit of measure to give recognition for an individual's participation in non-credit activities which meet appropriate criteria and will serve as an accounting unit for the institution's non-credit courses.

TRANSFER CREDIT

An applicant who has previously enrolled in any other College, University, or post-secondary institution must furnish the Registrar with official transcripts of all work previously earned and accepted.

To be eligible for admission to East Mississippi Community College, the student must be eligible for immediate readmission to the College last attended. Applicants whose records show unsatisfactory scholastic standing may be probationally accepted, if their individual cases indicate that they may deserve special consideration.

Up to forty-eight (48) semester hours of academic courses and credit other than developmental or remedial can be accepted at full value as they correspond to the curriculum of East Mississippi Community College, provided they are earned at a regionally accredited institution. Transfer of technical and career education credits is evaluated on an individual basis by the various Career and Technical program advisors.

Transcripts from other Colleges for transfer students will be distributed to the appropriate individual for evaluation upon arrival. Once evaluated, the student should be informed of transfer credit. Once the student is enrolled, the transfer credit will be recorded on the East Mississippi Community College transcript within the first 45 calendar days of the semester.

CREDIT BY EXAMINATION/MILITARY

College-Level Examination Program (CLEP) - The College-Level Examination Program (CLEP) allows students to earn College credit by examination. By successfully completing CLEP subject tests, students may earn College credit. Credit is awarded for a scaled score of 50 or above on the subject tests. East Mississippi Community College is not a testing center for CLEP. Academic credits awarded through CLEP will carry a grade of "P" and will not be used in calculating GPA.

Advanced Placement - Credit will be awarded on scores of 3 or higher on AP examinations administered by the College Entrance Examinations Board. Academic credit earned through AP will carry a grade of "P" and will not be used in calculating GPA.

Military Experience - Credit may be earned for military experience as evaluated by the American Council on Education in its annual guides.

Credit by examination/military must be directly related to specific courses taught by East Mississippi Community College. Credit by examination/military is limited to thirty (30) semester hours.

UNIVERSITY-RELATED EMPHASES

GENERAL INFORMATION

University related curricula are offered for students planning to transfer to a Senior College and pursue a degree. The Associate of Arts degree is awarded to those students completing a University-related emphasis. The Associate of Arts degree may be earned by completing the general education core and specific courses related to the planned University-level major:

General Education Core:

English Composition I and II	6 Semester Hours
MAT 1313 College Algebra (or higher)	3 Semester Hours
SPT 1113 Oral Communication	3 Semester Hours
CSC 1113 Introduction to Computers	3 Semester Hours
Laboratory Science	6-8 Semester Hours
Social/Behavioral Science	3 Semester Hours
Fine Arts	3 Semester Hours
Humanities	6 Semester Hours
Orientation	1 Semester Hour
	Total 34-36 Semester Hours

Generally, one-half of the hours required for a bachelor's degree may be transferred from a Community College and applied to that degree at a four-year College or University. The East Mississippi Community College district maintains a close working relationship with all Mississippi Senior Colleges to insure that all academic courses, which are intended for transfer will do so. In this regard, EMCC is guided by the current Articulation Agreement between Mississippi's Community Colleges (via the State Board for Community and Junior Colleges) and Mississippi's Senior Colleges (via the Board of Trustees of State Institutions of Higher Learning). This Articulation Agreement covers transfer courses between the state's two-year and four-year schools.

SUGGESTED UNIVERSITY-RELATED EMPHASES

The selection of courses and course sequences depends largely upon the student's career choice. The Academic Counselor, the Academic Dean, and the assigned faculty advisor are available to counsel with each student; but it is, all students' final responsibility to choose their own course of study.

The three Academic Divisions at EMCC are Social Science and Business, Humanities and Fine Arts, and Mathematics and Science. Each Academic Division provides students ample opportunity to select coursework that will lead to an Associate of Arts Degree that prepares them for transfer to a University.

East Mississippi Community College has designed its basic course requirements so that earned credits can be transferred readily to other accredited institutions. It should be clearly understood, however, that individual Senior Colleges and professional schools may have individual freshman and sophomore requirements. Students contemplating transfer should consult the latest catalog of the institution to which they plan to transfer. If the Senior institution requires an arrangement of courses different from any recommended in this section, students may deviate and schedule an arrangement to meet their individual need with their advisor's authorization.

Students are urged to enroll for no more than a total of 4 credit hours in general activities, varsity sports, etc. Refer to the catalog of the Senior College or University for any different requirements.

LIBERAL ARTS

General Education courses (from core) not noted below	12 Semester Hours
English Composition II	3 Semester Hours
Literature (1 Year Sequence)	6 Semester Hours
History (1 Year Sequence)	6 Semester Hours
Fine Arts (Music/Art Appreciation or Music/Art History)	3 Semester Hours
Social Sciences (Sociology SOC 2113 and Psychology PSY 1513)	6 Semester Hours
Laboratory Science with Labs	8 Semester Hours
Foreign Language (2 Year Sequence)	12 Semester Hours
Mathematics (Trigonometry MAT 1323 and Finite Math MAT 1333)	6 Semester Hours
Physical Education Activities	2 Semester Hours
	Total 64 Semester Hours

SOCIAL SCIENCE AND BUSINESS DIVISION

The Social Science and Business Division is dedicated to improving the quality of life of our students, our community, and our personnel through a focus on excellence in teaching and dedication to life-long learning. The program of study within the Social Science and Business Division offers students the opportunity to select from a wide variety of courses that will transfer to a University. Students should be aware of the transfer requirements that may apply in their own particular case. Students are advised to use the catalog of the College/University that they plan to attend coordinated with the curriculum given in this section to plan a class schedule.

General Education Core:

English Composition I and II	6 Semester Hours
MAT 1313 College Algebra (or higher)	3 Semester Hours
SPT 1113 Oral Communication	3 Semester Hours
CSC 1113 Introduction to Computers	3 Semester Hours
Laboratory Science	6-8 Semester Hours
Social/Behavioral Science	3 Semester Hours
Fine Arts	3 Semester Hours
Humanities	6 Semester Hours
Orientation	1 Semester Hour
	Total 34-36 Semester Hours

ACCOUNTING

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Principles of Accounting I and II	ACC 1213; ACC1223	6
Business Calculus I	MAT 1513	3
Economics I and II	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Electives		8
Recommended Electives:		
Business Statistics	BAD 2323	3
Geography	GEO 1113	3
American National Government	PSC 1113	3

ADVERTISING

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Core 3 semester hours of Social Science (SOC 2113) or Behavioral Science (PSY 1513) + 3 additional hours (need both SOC 2113 and PSY 1513)		3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
Electives		8
Recommended Electives:		
Economics I	ECO 2113	3
Legal Environment of Business	BAD 2413	3

AFRICAN AMERICAN STUDIES

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
American National Government	PSC 1113	3
Economics I	ECO 2113	3
Foreign Language	(2 Year Sequence)	12
Electives		2

AMERICAN STUDIES

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 9 additional hours of Humanities should include American Literature 6 hours in sequence, HIS 2213 American History I/HIS 2223 American History II, and an additional 3 hours of History for a total of 15 semester hours of humanities)		9
Economics I	ECO 2113	3

Foreign Language	(1 Year Sequence)	6
Marriage and Family	SOC 2143	3
American National Government	PSC 1113	3
Electives		2

ATHLETIC TRAINING

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Athletic Training and Treatment of Injuries	HPR 2443	3
First Aid	HPR 2213	3
Geography or American Government	GEO 1113 or PSC 1113	3
Personal & Community Health	HPR 1213	3
Nutrition	FCS 1253	3

BUSINESS

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Principles of Accounting	ACC 1213, 1223	6
American National Government	PSC 1113	3
Business Calculus I	MAT 1513	3
Economics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Electives		5
Recommended Electives:		
Business Statistics	BAD 2323	3
Geography	GEO 1113	3

CHILD CARE/FAMILY EDUCATION

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Marriage and Family	SOC 2143	3
Physical Science	PHY 2244; PHY 2254	8
Electives		12
Recommended Electives:		
Human Growth and Development	EPY 2533	3
Nutrition	FCS 1253	3

CHILD DEVELOPMENT

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Marriage and Family	SOC 2143	3
Physical Science	PHY 2244; PHY 2254	8
Nutrition	FCS 1253	3
Electives		9
Recommended Elective:		
Human Growth and Development	EPY 2533	3

COACHING AND SPORTS ADMINISTRATION/KINESIOLOGY

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Anatomy & Physiology I & II	BIO 2514; BIO 2524	8
Nutrition	FCS 1253	3
First Aid	HPR 2213	3
Athletic Training and Treatment of Injuries	HPR 2443	3
Recreational Leadership	HPR 2313	3
Personal and Community Health	HPR 1213	3

CRIMINAL JUSTICE

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
American National Government	PSC 1113	3
Business Statistics	MAT 2323	3
Foreign Language	(2 Year Sequence)	12
Criminal Justice Courses		8

ECONOMICS

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
American National Government	PSC 1113	3
Calculus	MAT 1613	3
Legal Environment of Business	BAD 2413	3
Accounting I and II	ACC 1213; ACC 1223	6
Economics I and II	ECO 2113; ECO 2123	6
Elective(s)		2

EDUCATIONAL PSYCHOLOGY

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Social Science or Behavioral Science Elective		3
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Human Growth and Development	EPY 2533	3
Math Elective (higher than College Algebra)		3
Science Elective		4
Electives		7

ELEMENTARY EDUCATION/EARLY CHILDHOOD EDUCATION

This emphasis is designed for a student who plans to teach in elementary schools upon completion of the two-year curriculum plus a Senior College curriculum leading to a degree and a teacher's certificate for grades K-8. This includes some of the core curriculum for the teaching certificate. It is advisable that you use the catalog of the College/University that you plan to attend coordinated with this curriculum to plan your class schedule. A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Refer to the catalog/bulletin for the particular GPA requirement of individual classes at each University. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum passing score on the Praxis I – Pre-Professional Skills: Reading, Writing, and Math. Universities prefer that the students have completed the Praxis I requirement by the end of the sophomore year. In addition, elementary education majors must have a minimum of 40 hours documented field experience.

General Education Core		33-35 Semester Hours
American National Government	PSC 1113	3
Real Number System	MAT 1723	3
Geometry, Measurement, + Prob.	MAT 1733	3
Problem Solving w/Real Numbers	MAT 1743	3
Geography	GEO 1113	3
Laboratory Science (General Education Core 8 hours + 4 additional credit hours should include at least 2 fields of study - Recommended PH 2244; PH 2254; BIO 1134-need a total of 12 hours semester hours of laboratory science)		4
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and HIS 2213 American History I/HIS 2223 American History II for a total of 12 semester hours of humanities)		6
Electives (should be taken in concentration area)		4

*Prescribed Elective - Scooba Campus – If the student did not make an ACT score of 21 with no score lower than 18 on any subcategory or has not passed Praxis I:

Essential College Skills I	EDU 1103	3
Introduction to Elementary Education	EDU 2513	3

(Provides 40 hour field experience required for Elementary Education majors)

EXERCISE SCIENCE

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Anatomy & Physiology I & II	BIO 2514; BIO 2524	8
Chemistry	CHE 1114	4
Physics	PHY 2414	4
First Aid	HPR 2213	3
Personal & Community Health	HPR 1213	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Elective		1

FAMILY AND CONSUMER SCIENCES/FAMILY AND CONSUMER SCIENCES EDUCATION/HUMAN SCIENCES

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Core 3 semester hours of Social Science (SOC 2113) or Behavioral Science (PSY 1513) + 3 additional hours (need both SOC 2113 and PSY 1513)		3
Marriage and Family	SOC 2143	3
Chemistry	CHE 1214	4
Economics	ECO 2113	3
Nutrition	FCS 1253	3
Electives		10
Recommended Electives:		
Anatomy and Physiology I & II	BIO 2514; BIO 2524	8
Personal and Community Health	HPR 1213	3
First Aid	HPR 2213	3

GEOGRAPHY

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
American National Government	PSC 1113	3
Geography	GEO 1113	3
Economics	ECO 2113	3
Electives		11
Recommended Elective:		
Economics	ECO 2123	3

HEALTH AND PHYSICAL EDUCATION/HEALTH, PHYSICAL EDUCATION, AND RECREATION/HUMAN PERFORMANCE/PHYSICAL EDUCATION

A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. It is advisable that you use the catalog of the College/University that you plan to attend coordinated with this curriculum to plan your class schedule. Refer to the catalog/bulletin for the particular GPA requirement of individual classes at each University**.** Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum score on the Praxis I – Pre-Professional Skills: Reading, Writing, and Math. Universities prefer that the students have completed the Praxis I requirement by the end of the sophomore year.

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Laboratory Science (General Education Core 8 hours + 4 additional credit hours should include at least 2 fields of study - Recommended PH 2244; PH 2254; BIO 1134-need a total of 12 hours semester hours of laboratory science)		4
Personal and Community Health	HPR 1213	3
First Aid	HPR 2213	3
Physical Activities		1
Athletic Training and Treatment of Injuries	HPR 2443	3
Nutrition	FCS 1253	3

Human Growth and Development	EPY 2533	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3

*Prescribed Elective - Scooba Campus – If the student did not make an ACT score of 21 with no score lower than 18 on any subcategory or has not passed Praxis I:

Essential College Skills I	EDU 1103 hours	3

HEALTH INFORMATION MANAGEMENT

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Accounting I and II	ACC 1213; ACC 1223	6
Foreign Language	(1 Year Sequence)	6
Elective(s)		3

HISTORY

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 9 additional hours of Humanities should include Literature 3 hours, HIS 2213 American History I/HIS 2223 American History II, and an additional 6 hours of History in sequence for a total of 15 semester hours of humanities)		9
American National Government	PSC 1113	3
Geography	GEO 1113	3
Economics	ECO 2113; ECO 2123	6
Trigonometry	MAT 1323	3
Electives		5

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Economics I and II	ECO 2113; ECO 2123	6
Business Calculus	MAT 1513	3
Legal Environment of Business	BAD 2413	3
Accounting I and II	ACC 1213; ACC 1223	6
Electives		5

Recommended Electives:

Foreign Language	(1 Year Sequence)	6
Geography	GEO 1113	3

INTERNATIONAL BUSINESS

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Economics I and II	ECO 2113; ECO 2123	6
Business Calculus	MAT 1513	3
Legal Environment of Business	BAD 2413	3
Accounting I and II	ACC 1213; ACC 1223	6
Foreign Language	(1 Year Sequence)	6
Elective(s)		2

Recommended Elective:

Geography	GEO 1113	3

INTERNATIONAL STUDIES

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Economics I and II	ECO 2113; ECO 2123	6
Geography	GEO 1113	3

Foreign Language	(2 Year Sequence)	12
Elective(s)		2

LANDSCAPE ARCHITECTURE

*Students who will major in Landscape Architecture at the University should take Art Appreciation ART 1113 as the General Education Core Fine Arts Requirement.

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Trigonometry	MAT 1323	3
Botany I and II	BIO 1314; BIO 1324	8
American National Government	PSC 1113	3
Drawing	ART 1313	3
Design I	ART 1423	3
Economics I	ECO 2113	3
Statistics	MAT 2323	3

LANDSCAPE CONTRACTING

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Economics I and II	ECO 2113; ECO 2123	6
Accounting I and II	ACC 1213; ACC 1223	6
Statistics	MAT 2323	3
Trigonometry	MAT 1323	3
Spanish I	MFL 1213	3
General Chemistry I	CHE 1214	4
Elective		1

LIBRARY AND INFORMATION SCIENCE

Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 12 additional hours of Humanities should include Literature 6 hours in sequence, HIS 1163 World Civilization I/HIS 1173 World Civilization II, HIS 2213 American History I/HIS 2223 American History II for a total of 18 semester hours of humanities)		12
Foreign Language	(1 Year Sequence)	6
Personal and Community Health	HPR 1213	3
Elective(s)		5

MARKETING COMMUNICATION

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Business Calculus I	MAT 1513	3
Accounting I and II	ACC 1213; ACC 1223	6
Economics I and II	ECO 2113; ECO 2123	6
Business Statistics	BAD 2323	3
Legal Environment of Business	BAD 2413	3
Elective(s)		2

PARALEGAL STUDIES

Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Foreign Language	(2 Year Sequence)	12
Legal Environment of Business	BAD 2413	3
Geography	GEO 1113	3
American National Government	PSC 1113	3
Elective(s)		2

PARK AND RECREATION MANAGEMENT

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3

Foreign Language	(2 Year Sequence)	12
Personal and Community Health	HPR 1213	3
First Aid	HPR 2213	3
Human Growth and Development	EPY 2533	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Elective(s)		2

POLITICAL SCIENCE

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Economics I and II	ECO 2113; ECO 2123	6
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Elective(s)		2

PSYCHOLOGY

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Human Growth & Development	EPY 2523	3
Foreign Language	(2 Year Sequence)	12
Physical Sciences	PHY 2213	4
Psychology of Personal Adjustment	PSY 2553	3
Elective(s)		4

PUBLIC ADMINISTRATION

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Accounting I	ACC 1213	3
Economics I	ECO 2113	3
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Elective(s)		2

RECREATION

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Personal and Community Health	HPR 1213	3
First Aid	HPR 2213	3
Athletic Training and Treatment of Injuries	HPR 2443	3
Nutrition	FCS 1253	3
Foreign Language	(1 Year Sequence)	6
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Elective(s)		2

SECONDARY EDUCATION/BIOLOGY EDUCATION/BUSINESS EDUCATION/BUSINESS TECHNOLOGY EDUCATION/ENGLISH EDUCATION/MATHEMATICS EDUCATION/SCIENCE EDUCATION/SOCIAL SCIENCE EDUCATION

This emphasis is designed for students who plan to teach a specific subject area in grades seven through twelve upon completion of the two-year curriculum plus a Senior College curriculum leading to a degree and a teacher's certificate. Given the diversity of the various programs in education offered at different four-year institutions, there is no specific emphasis entitled "secondary education" for those who wish to teach in grades seven through twelve. At a four-year institution, the student will major in his/her specific teaching area, such as Biology Education, English Education, etc. It is advisable that you use the catalog of the College/University that you plan to attend coordinated with this curriculum to plan your class schedule. The curriculum included here is based on some of the core curriculum for the teaching certificate. A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Refer to the catalog/bulletin for the particular GPA requirement of individual

classes at each University. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum score on the Praxis I – Pre-Professional Skills: Reading, Writing, and Math. Universities prefer that the students have completed the Praxis I requirement by the end of the sophomore year.

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Laboratory Science (General Education Core 8 hours + 4 additional credit hours should include at least 2 fields of study - Recommended PH 2244; PH 2254; BIO 1134-need a total of 12 hours semester hours of laboratory science)		4
Academic Teaching Area	(see specific subject area courses)	15
Electives		7

*Prescribed Elective - Scooba Campus – If the student did not make an ACT score of 21 with no score lower than 18 on any subcategory or has not passed Praxis I:

Essential College Skills I	EDU 1103 hours	3

SOCIAL SCIENCES

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 12 additional hours of Humanities should include Literature 6 hours in sequence, HIS 2213 American History I/HIS 2223 American History II and an additional 6 hours of History in sequence for a total of 18 semester hours of humanities)		12
American National Government	PSC 2113	3
Economics	ECO 2113	3
Geography	GEO 1113	3
Electives		8
Recommended Electives:		
Foreign Language	(1 Year Sequence)	6
Core 3 semester hours of Social Science (SOC 2113) or Behavioral Science (PSY 1513) + 3 additional hours (both SOC 2113 and PSY 1513)		3

SOCIAL WORK

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Marriage and Family	SOC 2143	3
Economics	ECO 2113	3
Human Growth & Development	EPY 2533	3
Foreign Language	(1 Year Sequence)	6
American National Government	PSC 1113	3
Psychology of Personal Adjustment	PSY 2553	3
Elective(s)		2

SOCIOLOGY

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and History 6 hours in sequence for a total of 12 semester hours of humanities)		6
Economics I	ECO 2113	3
American National Government	PSC 1113	3
Marriage and Family	SOC 2143	3
Foreign Language	(1 year Sequence)	6
Electives		5

SOUTHERN STUDIES

General Education Core		33-35 Semester Hours
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and HIS 2213 American History I/HIS 2223 American History II for a total of 12 semester hours of humanities)		6
American National Government	PSC 2113	3
Foreign Language	(2 Year Sequence)	12

Economics	ECO 2113	3
Geography	GEO 1113	3
Electives		2

SPECIAL EDUCATION

This emphasis includes some of the core requirements for the teaching certificate. It is advisable that you use the catalog of the College/University that you plan to attend coordinated with this curriculum to plan your class schedule. A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Refer to the catalog/bulletin for the particular GPA requirement of individual classes at each University. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum score on the Praxis I – Pre-Professional Skills: Reading, Writing, and Math. Universities prefer that the students have completed the Praxis I requirement by the end of the sophomore year. In addition, special education majors must have a minimum of 40 hours documented field experience.

General Education Core		33-35 Semester Hours
Laboratory Science (General Education Core 8 hours + 4 additional credit hours should include at least 2 fields of study - Recommended PH 2244; PH 2254; BIO 1134-need a total of 12 hours semester hours of laboratory science)		4
Real Number System	MAT 1723	3
Human Growth and Development	EPY 2533	3
Personal and Community Health	HPR 1213	3
Geometry, Measurement, + Prob.	MAT 1733	3
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 3 additional hours)		3
Electives		7

*Prescribed Elective - Scooba Campus – If the student did not make an ACT score of 21 with no score lower than 18 on any subcategory or has not passed Praxis I:

Essential College Skills I	EDU 1103 hours	3

URBAN STUDIES

General Education Core		33-35 Semester Hours
Social Science/Behavioral Science (General Education Core 3 semester hours + 3 additional hours-need both SOC 2113 and PSY 1513)		3
Humanities (General Education Core 6 semester hours + 6 additional hours of Humanities should include Literature 6 hours in sequence and HIS 2213 American History I/HIS 2223 American History II for a total of 12 semester hours of humanities)		6
Economics I	ECO 2113	3
American National Government	PSC 1113	3
Marriage and Family	SOC 2143	3
Foreign Language	(1 Year Sequence)	6
Geography	GEO 1113	3
Electives		2

HUMANITIES AND FINE ARTS DIVISION

The Humanities and Fine Arts Division is dedicated to improving the quality of life of our students, our community, and our personnel through a focus on excellence in teaching and dedication to life-long learning. The program of study within the Humanities and Fine Arts Division offers students the opportunity to select from a wide variety of courses that will transfer to a University. Students should be aware of the transfer requirements that may apply in their own particular case. Students are advised to use the catalog of the College/University that they plan to attend coordinated with the curriculum given in this section to plan a class schedule.

ART / ART EDUCATION / ART HISTORY / ARCHITECTURE

Art History Survey	ART 2713, 2723	6
Studio – Drawing	ART 1313, 1323	6
Design	ART 1433, 1443, 1453	9
Computers in Art	ART 1513	3
Painting	ART 2513, 2523	6

CLASSICS

Foreign Language	(2 Year Sequence)	12
Finite Mathematics	MAT 1333	3
Trigonometry	MAT 1323	3
Geography	GEO 1113	3

COMMUNICATION

Philosophy	PHI 2113	3
Geography	GEO 1113	3
Foreign Language	(2 Year Sequence)	12
Economics	ECO 1113	3

ENGLISH

Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
Additional Literature Courses	(1 Year Sequence)	6

FOREIGN LANGUAGE

Trigonometry or Finite Mathematics	MAT 1323 or MAT 1333	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
Elective		2

JOURNALISM

Foreign Language	(2 Year Sequence)	12
Economics, Geography, or Government	ECO 2113, GEO 1113, or PSC 1113	3
College Publications	JOU 1111; 1121; 2111; 2121	4
Elective		1

LINGUISTICS

Trigonometry or Finite Mathematics	MAT 1323 or MAT 1333	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
Elective		2

MUSIC / MUSIC EDUCATION / PERFORMANCE
PIANO, VOCAL, OR INSTRUMENTAL CONCENTRATION

Depending on selection of a major at a University and consultation with their advisor, students will take a minimum of 20 hours from the following:

Music Theory I, II, III, IV	MUS 1214, 1224, 2214, 2224
Music Survey	MUS 1123

Piano (instrumental majors)	MUS 1511, 1521, 2511, 2521	
(piano and vocal majors)	MUS 1572, 1582, 2572, 2582	
Applied Major (instrument or voice)	MUA selection	
Ensemble	MUO selection	

RADIO, TELEVISION, AND FILM

Economics	ECO 2113	3
Geography	GEO 1113	3
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12

SPANISH

Spanish	(2 Year Sequence)	12
Economics	ECO 2113	3
Geography	GEO 1113	3
Trigonometry or Finite Mathematics	MAT 1323 or MAT 1333	3

SPEECH COMMUNICATION AND THEATRE ARTS

Geography, Economics, or Government	GEO 1113, ECO 2113, or PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Introduction to Dramatic Arts	SPT 2223	3
Drama Production	SPT 1241; 1251; 2241; 2251	

MATHEMATICS AND SCIENCE DIVISION

The Mathematics and Science Division is dedicated to improving the quality of life of our students, our community, and our personnel through a focus on excellence in teaching and dedication to life-long learning. The program of study within the Mathematics and Science Division offers students the opportunity to select from a wide variety of courses that will transfer to a University. Students should be aware of the transfer requirements that may apply in their own particular case. Students are advised to use the catalog of the College/University that they plan to attend coordinated with the curriculum given in this section to plan a class schedule. Note #1: CHE 1224 General Chemistry II is required for Biological, Chemical, Civil, Industrial, and Mechanical Engineering. Note #2: It is probable that all science majors will need two consecutive semesters of foreign language.

AGRICULTURE

Botany I	BIO 1314	4
General Chemistry I and II	CHE 1214; CHE 1224	8
General Biology I and II	BIO 1134; BIO 1144	8
Zoology I	BIO 2414	4
Principles of Economics I or II	ECO 2113 or ECO 2123	3

ANIMAL SCIENCE

Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424; CHE 2434	8
Zoology I and II	BIO 2414; BIO 2424	8
Microbiology	BIO 2924	4
Physics I	PHY 2414	4
Trigonometry or Finite Mathematics	MAT 1323 or MAT 1333	3

ARCHITECTURE

Physics I and II w/labs	PHY 2414; PHY 2424	8
Trigonometry	MAT 1323	3
Finite Mathematics	MAT 1333	3
Calculus	MAT 1613	3
Drawing I and II	ART 1313; ART 1323	6
Social Science Elective		3
Electives (Based on consultation with advisor)		5

AUDIOLOGY AND SPEECH PATHOLOGY

Biology I and II	BIO 1134; BIO 144	8
Physical Science Survey I and II	PHY 2244; PHY 2254	8
Geography	GEO 2113	3
General Psychology	PSY 1513	3
American National Government	PSC 1113	3
Human Growth and Development	EPY 2533	3

BIOCHEMISTRY

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Organic Chemistry I and II	CHE 2424; CHE 2434	8
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4
Botany	BIO 1314	4
Calculus I	MAT 1613	3
Two consecutive semesters of foreign language		6

BIOLOGICAL ENGINEERING

Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Biology I and II with Labs	BIO 1134; BIO 1144	8
Physics with Calculus I and II	PHY 2514; PHY 2524	8

BIOLOGY

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Zoology I	BIO 2414	4
Zoology II	BIO 2414	4
Botany	BIO 1314	4
Microbiology	BIO 2924	4
Physics with Calculus I and II w/labs	PHY 2514; PHY 2524	8
Organic Chemistry with Labs	CHE 2424; CHE 2434	8
Two consecutive semesters of foreign language		6

CHEMISTRY

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Calculus I and II	MAT 1613, MAT 1623	6
Organic Chemistry with Labs	CHE 2424; CHE 2434	8
Physics with Calculus I and II w/labs	PHY 2514; PHY 2524	8
Two consecutive semesters of foreign language		6

CLINICAL LABORATORY SCIENCES

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Microbiology	BIO 2924	4
Anatomy and Physiology	BIO 2514; BIO 2524	8
Biology I and II with Labs	BIO 1134; BIO 1144	8
Laboratory Science Elective		3

COMPUTER SCIENCE

Chemistry I with Lab	CHE 1214	4
Physics with Calculus I and II w/labs	PHY 2514; PHY 2524	8
Biology I with Lab	BIO 1134	4
Calculus I and II	MAT 1613, MAT 1623	6
Computer Programming I and II	CSC 1613; CSC 2623	6
Object-Oriented Programming Elective		3

CYTOTECHNOLOGY

Anatomy and Physiology	BIO 2514; BIO 2524	8
Biology I and II with Labs	BIO 1134; BIO 1144	8
Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Microbiology	BIO 2924	4
Calculus I	MAT 1613	3

DENTAL HYGIENE

Anatomy and Physiology	BIO 2514; BIO 2524	8
Biology I and II with Labs	BIO 1134; BIO 1144	8
Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
Microbiology	BIO 2924	4

ENVIRONMENTAL SCIENCE

Biology I and II with Labs	BIO 1134; BIO 1144	8
Trigonometry	MAT 1323	3
Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Organic Chemistry	CHE 2424; CHE 2434	8
Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
Microbiology	BIO 2924	4

ENGINEERING

General Chemistry I and II	CHE 1214; CHE 1224	8
Physics with Calculus I and II	PHY 2514; PHY 2524	8
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
Electives with Consent of Advisor, based on Discipline of Engineering		7

FORENSICS

General Chemistry I	CHE 1214	4
General Chemistry II	CHE 1224	4
Organic Chemistry	CHE 2424; CHE 2434	8
Biology I and II with Labs	BIO 1134; BIO 1144	8
Calculus	MAT 1613; MAT 1623	6

FORESTRY

General Chemistry I	CHE 1214	4
Botany I	BIO 1314	4
Zoology I	BIO 2414	4
Statistics	MAT 2323	3
Economics I or II	ECO 2113 or ECO 2123	3
Applied Dendrology	FOT 1714	4

GENERAL SCIENCE

General Chemistry I and II	CHE 1214; CHE 1224	8
Botany I	BIO 1314	4
Additional Math Course	MAT 1323, 1613, or 1623	3
Zoology I	BIO 2414	4
Physics I and II w/labs	PHY 2414; PHY 2424	8
Two consecutive semesters of foreign language		6

HORTICULTURE

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Organic Chemistry	CHE 2424	4
Botany	BIO 1314; BIO 1324	8
Calculus	MAT 1613; MAT 1623	6
Trigonometry	MAT 1323	3

MARINE BIOLOGY

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Physics I and II w/labs	PHY 2414; PHY 2424	8
Organic Chemistry 1 and 2	CHE 2424; CHE 2434	8
Biology 1 and 2 with Labs	BIO 1134; BIO 1144	8
Two consecutive semesters of foreign language		6

MATHEMATICS

Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
General Chemistry I and II	CHE 1214; CHE 1224	8
Physics with Calculus I and II w/labs	PHY 2514; PHY 2524	8
Differential Equations	MAT 2913	3
Two consecutive semesters of foreign language		6

METEOROLOGY

General Chemistry I and II	CHE 1214; CHE 1224	8
Biology I and II	BIO 1134; BIO 1144	8
Calculus	MAT 1613; MAT 1623	6
Trigonometry	MAT 1323	3

Computer Programming	CSC 1613	3
Differential Equations	MAT 2913	3
General Physics I and II	PHY 2414; PHY 2424	8

MICROBIOLOGY

General Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424; CHE 2434	8
General Biology I and II	BIO 1134; BIO 1144	8
Botany I	BIO 1314	4
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4
Calculus I	MAT 1613	3
Statistics	MAT 2323	3

MEDICAL TECHNOLOGY

General Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424; CHE 2434	8
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4
Statistics	MAT 2323	3
Two consecutive semesters of foreign language		6

NURSING

Anatomy and Physiology	BIO 2514, BIO 2524	8
Microbiology	BIO 2924	4
Human Growth & Development	EPY 2533	3
Marriage and Family	SOC 2143	3
Nutrition	FCS 1253	3
Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
General Chemistry I and II	CHE 1214; CHE 1224	8
Statistics	MAT 2323	3
Two consecutive semesters of foreign language		6

Nursing majors may also need Ethics and Logic and/or Philosophy

OCCUPATIONAL THERAPY

Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
Human Growth & Development	EPY 2533	3
Anatomy and Physiology	BIO 2514, BIO 2524	8
Biology I and II	BIO 1134; BIO 1144	8
General Chemistry I and II	CHE 1214; CHE 1224	8
General Physics I	PHY 2414	4
General Psychology I	PSY 1513	3
Human Growth and Development	EPY 2533	3

PHARMACEUTICAL SCIENCES

Biology I and II	BIO 1134; BIO 1144	8
General Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424; CHE 2434	8
Physics I and II	PHY 2414; PHY 2424	8
Statistics	MAT 2323	3
Principles of Economics II	ECO 2123	3

PHYSICAL THERAPY

General Physics I and II	PHY 2414; PHY 2424	8
General Chemistry I	CHE 1214	4
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Statistics	MAT 2323	3

PHYSICS

Physics with Calculus I and II w/labs	PHY 2514; PHY 2524	8
Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4

Calculus	MAT 1613; MAT 1623	6
Additional Social Science Elective	(SOC 2113 or PSY 1513)	3
Foreign Language	(1 Year Sequence)	6

POLYMER SCIENCE

Chemistry I with Lab	CHE 1214	4
Chemistry II with Lab	CHE 1224	4
Organic Chemistry	CHE 2424; CHE 2434	8
Physics I and II w/labs	PHY 2414; PHY 2424	8
Calculus	MAT 1613; MAT 1623	6

POULTRY SCIENCE

Zoology I	BIO 2414	4
General Chemistry I and II	CHE 1214; CHE 1224	8
Microbiology	BIO 2924	4
Principles of Accounting I and II	ACC 1213; ACC 1223	6
Trigonometry or Finite Math	MAT 1323 or MAT 1333	3
Economics	ECO 2113; ECO 2123	6
Statistics	MAT 2323	3

PRE-DENTISTRY OR PRE-MEDICINE

Biology I and II	BIO 1134; BIO 1144	8
General Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424, CHE 2434	8
Anatomy and Physiology I and II	BIO 2514, BIO 2524	8
General Physics I and II	PHY 2414; PHY 2424	8
Microbiology	BIO 2924	4

PRE-VET

General Chemistry I and II	CHE 1214; CHE 1224	8
Organic Chemistry I and II	CHE 2424, CHE 2434	8
General Physics I	PHY 2414	4
Zoology I and II	BIO 2414; BIO 2424	8
Microbiology	BIO 2924	4

SOFTWARE ENGINEERING

Chemistry I	CHE 1214	4
Physics with Calculus I and II	PHY 2514; PHY 2524	8
Calculus	MAT 1613; MAT 1623	6
Differential Equations	MAT 2913	3
Computer Programming	CSC 1613; CSC 1623	6
Biology I	BIO 1134	4

WILDLIFE AND FISHERIES SCIENCES

General Chemistry I and II	CHE 1214; CHE 1224	8
Botany I	BIO 1314	4
Principles of Economics I	ECO 2113	3
Zoology I and II	BIO 2414; BIO 2424	8
Calculus	MAT 1513	3
Statistics	MAT 2323	3

CAREER AND TECHNICAL PROGRAMS

GENERAL INFORMATION

The Career-Technical Division of East Mississippi Community College provides students the opportunity to develop their knowledge and skills through occupational preparation programs. These programs include both theory and "hands-on" training to ensure that the graduates are job-ready upon successful completion of instruction.

Outstanding features of the Career-Technical Division are the laboratory and shop facilities and the excellent faculty. The facilities are complemented with up-to-date equipment and relevant technology that mirrors today's business and industrial settings. The Career-Technical faculty represent many years of training and experience in the various occupational fields. In addition to continuous professional development and occupational training, many of the full-time Career-Technical faculty hold graduate degrees in areas of educational and teaching concentrations.

In addition to the Career-Technical programs of study at EMCC, the College offers a variety of support services that help prepare students for the workforce. EMCC provides Special Populations Support Services, Related Studies, and Developmental Education programs. In addition, EMCC provides educational career counseling through the office of Student Services and Career Development Center on the Scooba campus and the Center for Career Advancement on the Golden Triangle campus. Course articulation and academic and Career-Technical integration are provided through Tech Prep. Opportunities for work-site experiences as part of the program of study and job placement after graduation are provided through Work-Based Learning. For all technical students, assurance is provided of sufficient breadth in general education through a total of 15 hours of coursework requirements to include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.

SPECIAL POPULATIONS SUPPORT SERVICES - EMCC provides a full range of services for individuals with disabilities, individuals from economically disadvantaged families, individuals preparing for non-traditional training and employment, single parents, including single pregnant women; displaced homemakers, and individuals with other barriers to educational achievement.

RELATED STUDIES AND DEVELOPMENTAL EDUCATION - For students scoring less than 10.0 grade equivalent on the Test of Adult Basic Education (TABE) Level A, Related Studies personnel and the student will develop an individualized program of study that will focus on English, reading, or mathematics. It will be necessary for students to follow the program of study, especially the prescribed number of hours per week dedicated to one-on-one and computer-based instruction. Failure to attain a 10.0 grade equivalent on the TABE in two semesters will result in the student not graduating from a career education program. Study skills and professional development training will also be provided for students enrolled in Career and Technical courses.

COUNSELING - Counselors assist students in choosing careers relevant to their interests and abilities. Individual counseling and group employment counseling are available for graduating students seeking full-time jobs. In addition, seminars on various topics (e.g., self-assessment, job-seeking skills, resume writing, and interviewing) are offered throughout the year.

JOB PLACEMENT - EMCC employs a full-time job placement counselor who assists students in obtaining part-time or full-time employment.

WORK-based LEARNING (WBL) - WBL provides eligible career education and technical students the opportunity to receive supervised, paid, on-the-job training related to their career paths and to earn College credit. Employers who agree to participate in WBL provide College personnel valuable feedback on student performance.

BUSINESS AND INDUSTRIAL SERVICES

Business and industry needs are met through the East Mississippi Community College Workforce Development Service Division, which is located in the Center for Manufacturing Technology Excellence on the Golden Triangle Campus. Workforce Development Services is a catalyst and resource for training in the six county district and across the region. The Center for Manufacturing Technology Excellence (CMTE) was created by a partnership of local industry, education, and economic development organizations and is committed to the development and enhancement of advanced technological skills in the area's workforce. The combination of these two entities leverages not only state and federal funding, but also highly trained professionals who specialize in making educational and training resources available to business and industrial customers. The diversified staff works with business and industry clientele to determine and deliver comprehensive, customized workforce training.

CAREER DEVELOPMENT – Workforce Development Services provides assistance enabling individuals to develop a career plan to maximize employment opportunities. Sample services include career counseling, assessments, resume development, interview skills, and job search strategies.

CAREER PROGRAMS

(Career Programs Leading to a Certificate of Proficiency)

AUTOMOTIVE MECHANICS
GOLDEN TRIANGLE CAMPUS
(ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

The Automotive Services Technology department offers two programs: (1) a nine month curriculum that leads to a vocational certificate in Automotive Mechanics and, (2) a two-year curriculum that leads to an Associate of Applied Science degree in Automotive Technology. The Automotive Mechanics program is a nine-month curriculum leading to a vocational certificate in Automotive Mechanics.

The Automotive Mechanics program provides the graduate with the basic skills and the technical knowledge to diagnose properly and repair late model vehicles, along with problem solving techniques and computer diagnosis.

Students are taught in modern, well-equipped labs utilizing late model vehicles for repair procedures as well as electronic diagnostics. Practical experience is given in such areas as overhauling engines, transmissions, brakes and differentials, and in replacing clutches and other accessories. Classes are held 6 1/2 hours a day, five days a week for 9 months in a modern Career-Technical complex with facilities designed especially for this program.

All necessary tools for laboratory experiences will be provided by the College; however, for job placement purposes, students in this program are required to furnish their own set of tools by the second semester of the program. A complete list of tools will be provided by the program instructor.

In addition to general admission requirements, priority admission will be given to applicants who score 575 or better on TABE test, pass a manual dexterity test, and complete an interview. If total enrollment within the department is less than 25 students, probationary admission will be granted, in rank order, to applicants who are at least 18 years of age, have completed the tenth grade, and have shown appropriate performance on the approved "Ability to Benefit" test.

FIRST SEMESTER

ATT	1124	Basic Electrical/Electronic Systems	4 Semester Hours
ATT	1213	Brakes	3 Semester Hours
ATT	1314	Manual Drive-Trains/Transaxles	4 Semester Hours
ATT	1424	Engine Performance I	4 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
			16 Semester Hours

SECOND SEMESTER

ATT	2434	Engine Performance II	4 Semester Hours
ATT	1134	Advanced Electrical/Electronic Systems	4 Semester Hours
ATT	1715	Engine Repair	5 Semester Hours
ATT	2334	Steering and Suspension Systems	4 Semester Hours
Computer Science Elective			3 Semester Hours
			20 Semester Hours

(Certificate Program Exit Point)
A Two-Year Associates Degree Option is Also Available
Please see the Technical Programs Section of this Catalog

COMMERCIAL TRUCK DRIVER TRAINING
(GOLDEN TRIANGLE CAMPUS)

The Commercial Truck Driving program is an eight-week program which prepares the graduate to enter the commercial truck driving industry as an over-the-road driver. This program is a combination of classroom, lab, and actual road driving for students. The course covers such areas as safety, DOT rules and regulations, proper shifting techniques, pre-trip inspections, map reading, log books, handling of paperwork, cargo handling, two-lane driving, four-lane driving, night driving, and metro driving. Students will be trained driving conventional and cab-over tractors pulling loaded and empty vans and flatbed trailers.

This program places great emphasis on preparing students for today's truck driving industry. Today, truck drivers must be prepared and well trained to meet the increased demands of the modern, competitive transportation industry. Federal laws such as Commercial Drivers License will aid in the process of "weeding out" drivers with poor safety records. Trucking companies will be willing to offer

increased driver benefits and pay to keep good drivers. Modern, well-equipped trucks with such options as air conditioning, air-ride suspension, air-ride cabs, and satellite communications are definitely the wave of the future in driver convenience and comfort.

ADDITIONAL ADMISSION REQUIREMENTS:

1. Must submit an official high school transcript showing date of graduation; submit an official high school transcript showing nineteen (19) acceptable high school units; submit an official GED transcript with satisfactory scores; OR must have completed at least the tenth grade.
2. Must be 23 years of age. Persons at least 21 years of age may attend if they can bring a statement, on company letterhead stationery, stating that upon successful completion of the course, the company will employ the person as a truck driver.
3. Must be able to pass the Department of Transportation physical and drug test requirements*
4. Must present a satisfactory driver's history from state of residence: (a) must not have any driving under the influence of alcohol (DUI) or driving while intoxicated (DWI) within the previous five years (b) must not have a reckless driving, failure to heed a traffic control device, or failure to yield violation in the previous three years (c) must not have more than two speeding tickets within the previous three years, and (d) must not have any speeding violations 15 miles in excess of the posted limit within the previous three years.
5. Must hold a valid driver's license from state of residence.
6. Priority enrollment is given to students scoring 555 on the TABE test.

* The DOT Physical, drug screen, and the Motor Vehicle Report will be turned in to the school no later then two weeks after the start of class. Failure to comply with this requirement will result in possible dismissal from class.

Students will be subject to random drug and alcohol tests according to Federal guidelines. Failure of these tests will result in termination from the program.

All students are required to pass the written examination given by the Mississippi Highway Patrol for the Commercial Drivers License prior to their being allowed to drive off campus. Students must pass all CDL tests to secure their Commercial Drivers License before being allowed to receive a graduation certificate.

The Commercial Vehicle Driver Training Curriculum consists of four general categories:

1. Classroom: Department of Transportation regulations, demonstrations, freight handling, defensive driving, accidents, customer relations, maintenance of equipment, etc.
2. Field Work: Basic driving skills, handling equipment, yard tests, etc.
3. Road Driving: Actual day and night highway driving.
4. City Driving: Actual driving in city traffic.

DTV 1114 Commercial Truck/Bus Driving I & DTV 1124 Commercial Truck/Bus Driving II must be taken concurrently.

ESTIMATED ADDITIONAL COSTS

Physical and Drug Screen	$80.00
Books	$75.00
CDL license	$80.00

COSMETOLOGY

(GOLDEN TRIANGLE CAMPUS)

The Cosmetology program is a minimum of 1500 hours and is a three-semester curriculum leading to a vocational certificate in cosmetology. In addition to the general admission requirements, successful applicants to the cosmetology program will submit TABE scores of 579 in math, 572 in language, and 582 in reading. Students are admitted to the program based on date of application, after admission requirements are met.

This program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the course of study qualifies students for the Mississippi State Board of Cosmetology certification examination.

Actual Experience is provided in all areas of modern cosmetology. Classes are held from 8:00 a.m. to 4:30 p.m. five days a week in a modern facility especially designed for the program.

FIRST SEMESTER

COV	1122	Cosmetology Orientation	2 Semester Hours
COV	1245	Cosmetology Sciences I	5 Semester Hours
COV	1426	Hair Care I	6 Semester Hours
COV	1622	Skin Care I	2 Semester Hours
COV	1522	Nail Care I	2 Semester Hours
			17 Semester Hours

SECOND SEMESTER

COV	1255	Cosmetology Science II	5 Semester Hours
COV	1436	Hair Care II	6 Semester Hours
COV	1632	Skin Care II	2 Semester Hours
COV	1532	Nail Care II	2 Semester Hours
COV	1722	Salon Business I	2 Semester Hours
			17 Semester Hours

THIRD SEMESTER - SUMMER

COV	1263	Cosmetology Science III	3 Semester Hours
COV	1443	Hair Care III	3 Semester Hours
COV	1642	Skin Care III	2 Semester Hours
COV	1542	Nail Care III	2 Semester Hours
COV	1732	Salon Business II	2 Semester Hours
			12 Semester Hours

ELECTRICAL

(GOLDEN TRIANGLE CAMPUS)
(ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

The Electrical Technology department offers both a one-year vocational certificate option and a two-year Associate of Applied Science degree option. The one-year program is two semesters in length and prepares graduates to become employed in residential, commercial, and industrial electricity settings. Graduates of the program will possess the knowledge and skills necessary to plan, install, maintain, and troubleshoot various electrical systems. Students will study such topics as blueprint reading, residential/commercial industrial wiring, job cost estimation, motor maintenance and trouble shooting, and programmable logic controllers. A composite score of 538 on the TABE test is required for entrance.

First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1123	AC Circuits	3 Semester Hours
ELT	1102	Fundamentals of Electricity	2 Semester Hours
ELT	1113	Residential/Light Commercial Wiring	3 Semester Hours
ELT	1263	Blueprint Reading/Planning the Residential Installation	3 Semester Hours
Computer Elective			3 Semester Hours
			18 Semester Hours

Second Semester

EET	1134	Solid State Devices and Circuits	4 Semester Hours
ELT	1123	Commercial & Industrial Wiring	3 Semester Hours
ELT	1223	Motor Maintenance and Troubleshooting	3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	3 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
			17 Semester Hours

Note: Students who are not required to take developmental course work may be allowed to take EET 1613 Computer Fundamentals for Electronics/Electricity.

(Certificate Program Exit Point)
A Two-Year Associates Degree Option is Also Available
Please see the Technical Programs Section of this Catalog

EMERGENCY MEDICAL TECHNICIAN
(GOLDEN TRIANGLE CAMPUS)

EMT-BASIC

The 128-hour course is offered by the State Bureau of Vocational, Technical, and Adult Education, with the cooperation of the Governor's Highway Safety Program, the Mississippi State Department of Health, and the American College of Surgeons-Mississippi Committee on Trauma, through the Community/Junior College system.

PURPOSE: This course is designed to cover a combination of subject matter and experiences to prepare technicians to become members of the health team responsible to professional members. Subject matter covered prepares the individual to respond to medical emergency calls, evaluate the nature of the emergency, take appropriate prompt action to reduce the medical hazards, transport to the receiving station, and serve as technical assistant to the emergency room staff of general hospitals. Specific course content is based on the National Department of Transportation and the National Standards Curriculum.

The curriculum consists of theoretical (classroom) & clinical experience, with six semester hours credit awarded.

EMT	1115	EMT Basic	5 Semester Hours
EMT	1211	Internship	1 Semester Hours
			6 Semester Hours

Upon successful completion of the course, the student will be eligible to write the National Registry Examination.

Priorities for Admission:

1. Ambulance Personnel
2. Rescue Personnel
3. Hospital Emergency Care Personnel
4. Fire Department Personnel
5. Law Enforcement Personnel
6. Civil Defense Workers

Admission Requirements:

1. Completed application to EMCC Golden Triangle.
2. A copy of the applicant’s valid driver’s license showing the applicant to be 18 years old before the beginning date of the EMC-Basic class.
3. An official transcript from the applicant’s high school showing date of graduation or official GED transcript showing high school equivalency.
4. A minimum scale score of 582 on the Reading section of the Test of Adult Basic Education (TABE) Level A or a minimum ACT composite of 16, if taken after October 1989, or 12 if taken before October 1989.
5. Valid CPR certification (Health Care Provider Level).
6. Physically fit per physical examination by physician (dated within six months prior to beginning date of the EMT-Basic class).
7. Depending upon the requirements of the available clinical, proof of Tuberculin test and proof of starting the Hepatitis B vaccination prior to clinical and ambulance rotations OR a declination form regarding the Tuberculin test and Hepatitis B vaccination must be in the student’s admission file.

TABE testing for EMT-Basic applicants is provided by the Adult Basic Education (ABE) district office located on the Golden Triangle campus. Applicants currently enrolled in high school at the time of application can satisfy all admission requirements except for TABE (also see age requirement). These applicants must wait until after receiving a high school diploma or GED certificate before taking the TABE. Applicants scoring less than 10.0 on the TABE will be allowed only one re-testing opportunity each enrollment period.

In addition to regular College fees, EMT students are responsible for paying liability insurance coverage. The school will obtain coverage and each student will be assessed a fee. The cost of coverage will be available at time of registration.

The number of students accepted into each class may be limited due to available space, equipment, funds, etc. Because of this, it is important to be prompt in meeting deadlines on required paperwork.

For further information contact the Registrar's Office, Golden Triangle Campus, (662) 243-1923.

EMT-BASIC REFRESHER TRAINING

This twenty-four hour class is designed primarily to serve as a review for Registered Emergency Medical Technicians and to provide an opportunity for them to receive instructions in new and improved emergency techniques. The purpose of the refresher course (including a final written examination and practical skills test) is to insure that all EMT's maintain a high level of professional skill. A refresher course of 24 hours should be taken every two (2) years after completing basic training. It will have a dual function of serving as a review and providing an opportunity for EMT-Basic to receive instruction in the latest approved techniques. This course will cover DOT National Standard objectives and must be state approved.

A refresher course should be taken at least every two years after completing the Basic EMT course.

EMERGENCY MEDICAL RESPONDER
(First Responder)

This 40-hour course is designed to provide training in all aspects of emergency medical care required by the first person at the scene of an accident or sudden illness. It includes all procedures needed to provide basic care to victims until technical or professional assistance is available to transport them for definitive treatment. This course is recommended for those people who respond to emergency scenes but are not involved with transportation.

Frequency of course offerings

EMT-Basic is offered during the fall and spring terms. EMT Refresher training will be offered on a quarterly basis using various instructional formats. Contact the Registrar concerning all class dates and application deadlines. In addition, Refresher Training and First Responder Training are conducted though the Workforce Development office in conjunction with local industries. Upon successful completion, the student will receive a certification card from the State Department of Education.

HEALTH CARE ASSISTANT/AIDE (CNA) PROGRAM
(SCOOBA CAMPUS)

The Health Care Assistant, Nursing Assistant/Aide (CNA) Program prepares the individual to assist in providing health care as a member of the health care profession.

Graduates of the one semester program will be awarded the Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nursing Assistant/CNA, Long-Term Care Aides or Home Health Aides in the Mississippi Health Care industry.

The program has been designed in modular format to allow sequential scheduling over a semester, or it may be blocked into a short course format. Extra points are provided to allow employment as a Long Term Care Aide after completion of the Nursing Assistant Core and Homemaker/Home Health Aide after completion of the Nurse Assistant Core, and Homemaker/Home Health Aide Course of study.

Admission requirements - Students who enroll in the Health Care Assistant Program at East Mississippi Community College are required to meet the following admission requirements:

(1) Submit a completed application for admission to the Admissions Office.

(2) Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature; OR Submit an official GED transcript with passing scores.

(3) Submit official transcripts from all Colleges previously attended. Transcripts cannot be stamped "Issued to Student."

(4) Applicant must be 18 years or older upon completion of the program.

(5) The applicant must sign an affidavit stating that he or she has not been convicted of or plead no contest to any disqualifying felony or misdemeanor in order to be fully admitted to the program.

(6) The applicant must have achieved a score of 10 on the Test of Adult Basic Education (TABE) complete battery or an ACT composite score of 15. It is strongly advised that you meet with our Related Studies instructors for remediation prior to taking the TABE.

(7) The applicant must have a completed health form on file to be fully admitted into the program.

(8) The applicant must complete all testing, meet the minimum requirements, and submit all paperwork by stated deadlines to be fully admitted into the program.

(9) Each new student must have a category "C" CPR card on file with the course instructor. The expiration date must not be earlier than the anticipated completion date of the Health Care Assistant Program.

(10) Based on the requirements of clinical affiliates, each applicant must submit evidence of measles and mumps vaccinations or evidence of immunities documented by having one of the following:
   a. Documentation of having received two (2) live measles vaccinations (MMR) after first birthday,
   b. Documentation of having had physician diagnosed measles disease. Laboratory evidence of measles/mumps immunity (Titer) or,
   c. Birth before 1957 and with Rubella immunity.

Check with a local Public Health Care Agency for assistance with tests and vaccinations. Check with your local Red Cross, American Heart Association, or EMS for category "C" CPR (Healthcare provider).

For further information contact the Career-Technical Counselor's office at (662) 476-5088 or the instructor at (662) 476-5103 or (662) 476-5085.

First Semester

HCA	1115	Basic Health Care Assisting	5 Semester Hours
HCA	1125	Special Care Procedures	5 Semester Hours
HCA	1214	Body Structure and Function	4 Semester Hours
HCA	1312	Home Health Aide & Homemaker Services	2 Semester Hours
			16 Semester Hours

MACHINE TOOL OPERATIONS

(GOLDEN TRIANGLE CAMPUS)
(Four Semester Optional)

The Machine Tool Operations Program is a one or two year career program. The first year of the course consists of hands-on operation of machine shop equipment and classroom theory covering such areas as safety, blueprint reading, lathe and milling machine operation, and shop math. In the second year of study the student learns the theory and operation of basic Computer Numerical Control (CNC) equipment, metallurgy, and production methods along with the development of more advanced hands-on skills.

In the two year program, students will perform bench work, develop hand tool skills, and learn applied applications of blueprint reading and shop math. Students will also learn the operation of the lathe, the vertical and horizontal milling machines, the drill presses, band saws, and cutoff saws. Emphasis will also be placed on programming and operating the Computer Numerical Control lathe and the Computer Numerical Control milling machine, as well as the heat treatment of metals, metallurgy and precision grinding.

Priority enrollment will be given to applicants who score 8.3 (555) on the Tests of Adult Basic Education. However, students who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved "Ability to Benefit" test (see this catalog for approved test), may enroll in the certificate program.

FRESHMAN YEAR

First Semester

BOT	1013	Introduction to Keyboarding	3 Semester Hours
MST	1115	Power Machinery I	5 Semester Hours
MST	1313	Advanced Shop Mathematics	3 Semester Hours
MST	1413	Blueprint Reading	3 Semester Hours
Developmental Studies*			
			14 Semester Hours

Second Semester

CPT	1113	Fundamentals of Microcomputer Applications	3 Semester Hours
DDT	1133	Machine Drafting I	3 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
MST	1125	Power Machinery II	5 Semester Hours
MST	1423	Advanced Blueprint Reading	3 Semester Hours
MST	1613	Precision Layout	3 Semester Hours
			18 Semester Hours

* Enrollment in Developmental Studies will be dependent upon scores on TABE.

(FIRST YEAR CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR

First Semester

MST	2134	Power Machinery III	4 Semester Hours
MST	2714	Computer Numerical Control Operations I	4 Semester Hours
MST	2813	Metallurgy	3 Semester Hours
DDT	1113	Fundamentals of Drafting	3 Semester Hours
Developmental Studies*			
			14 Semester Hours

Second Semester

DDT	1313	Principles of CAD	3 Semester Hours
MST	2144	Power Machinery IV	4 Semester Hours
MST	2725	Computer Numerical Control Operations II	5 Semester Hours
MST	2913	Special Problem in Machine Tool Operations/Machine Shop	3 Semester Hours
			14 Semester Hours

* Enrollment in Developmental Studies will be dependent upon scores on TABE.

(SECOND YEAR CERTIFICATE PROGRAM EXIT POINT)

OFFICE ASSISTANT

(SCOOBA CAMPUS AND GOLDEN TRIANGLE CAMPUS)
(ONE YEAR VOCATIONAL CERTIFICATE OPTION)

The Business Technology Department prepares graduates for employment in business, industry, and government organizations that use microcomputers to process and manage information. Program components include extensive training in effective human relations, oral and written communications, word processing, spreadsheet applications, database management, and desktop publishing

Students enrolling in Business and Office Technology certificate programs must score a minimum of 12 on the English portion of the ACT and have an overall composite on the ACT of 12, OR score a minimum of 579 in Math, 572 in Language, and 582 in Reading on the TABE.

FRESHMAN

First Semester

BOT	1213	Professional Development	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1413	Records Management	3 Semester Hours
BOT	1713	Mechanics of Communication	3 Semester Hours
BOT	1113	Document Formatting and Production*	3 Semester Hours
BOT	1133	Microcomputer Applications	3 Semester Hours
			18 Semester Hours

Second Semester

BOT	1123	Keyboard Skillbuilding	3 Semester Hours
BOT	1143	Word Processing	3 Semester Hours
BOT	1433	Business Accounting or ACC 1213 Principles of Accounting I	3 Semester Hours
BOT	1813	Electronic Spreadsheets	3 Semester Hours
BOT	2813	Business Communication	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
			18 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)
A Two-Year Associates Degree Option is Also Available
Please see the Technical Programs Section of this Catalog

PRACTICAL NURSING

(GOLDEN TRIANGLE CAMPUS)

This one-year program is a course of study designed to prepare qualified men and women to become Practical Nurses. Upon successfully completing the program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses.

The student will gain classroom and laboratory instruction in such areas as career adjustments, basic nursing skills, nutrition, anatomy and physiology, human growth and development, pharmacology, maternal child nursing, emotional and mental illness, and medical-surgical nursing. Clinical experiences are provided by the affiliating hospitals and other health care agencies. This program is a three-semester program which begins each year in August.

Persons who have previously completed any of the following courses during the past five years and received a grade of "C" or better will receive transfer credit in this program: Anatomy and Physiology I and II (with labs), Nutrition, or Human Growth & Development. In order to receive credit for Anatomy & Physiology, both Anatomy & Physiology I and Anatomy & Physiology II must be transferred to EMCC.

PRACTICAL NURSING ADMISSION REQUIREMENTS:

1. Submit a completed application for admission to the Admissions Office.
2. Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature, or submit an official GED transcript with satisfactory scores.
3. Submit official transcripts from all Colleges previously attended. Transcripts cannot be stamped "Issue to Student."
4. Applicant must be 18 years or older upon first day of clinical.
5. Applicant must be of good moral character and should not have a record of conviction of a felony or misdemeanor, as this may make the student ineligible to take the state board examination.
6. Applicant must have a minimum composite score of 18 on the ACT with a minimum of 18 in reading.
7. Applicant must achieve a score on the Diagnostic Entrance Test (DET) of 50%. The minimum ACT score must be met prior to taking the DET.
8. Applicants must sign an affidavit stating that they have not been convicted of or plead no contest to any disqualifying felony or misdemeanor in order to be fully admitted to the program.
9. Applicant must complete all testing, must meet the minimum requirements, and must submit all paperwork prior to June 1 of each year.
10. Students will be selected based on ACT scores, DET scores, and previous GPA.
11. All applicants will be sent a letter stating whether they are accepted, not accepted, or placed on the alternate list. Those accepted for admission will receive a packet including a health form, CPR information, and an affidavit. The health forms must be dated no earlier than 45 days before the first day of class. All health forms, immunization forms, lab results, proof of CPR certification, and notarized affidavit must be turned in to the nursing department by July 30th. All required paperwork must be submitted as a complete package only. Without completed paperwork, you will not be allowed in class, and the hours missed will be counted against you.
12. Each applicant selected must have a Health Care Provider "C" CPR card. The expiration date must not be earlier than the anticipated graduation date of the applicant. CPR certification must issued by the American Heart Association. Red Cross certification is not acceptable.
13. Based on the requirements of clinical affiliates, each applicant must submit evidence of measles and mumps vaccinations or evidence of immunity documented by having one of the following:
    a. Documentation of having received two (2) live measles vaccinations (MMR) after first birthday,
    b. Documentation of having had physician-diagnosed measles,
    c. Laboratory evidence of measles/mumps immunity, or
    d. Birth before 1957 and with Rubella immunity.

First Semester

PNV	1112	Basic Nutrition	2 Semester Hours
PNV	1213	Body Structure & Function	3 Semester Hours
PNV	1312	Growth & Development	2 Semester Hours
PNV	1413	Geriatric Nursing	3 Semester Hours
PNV	1425	Fundamentals of Nursing	5 Semester Hours
PNV	1434	Fundamentals of Nursing Lab	4 Semester Hours
			19 Semester Hours

Second Semester

PNV	1513	Pharmacology	3 Semester Hours
PNV	1614	Medical/Surgical Nursing	4 Semester Hours
PNV	1624	Medical/Surgical Nursing Lab	4 Semester Hours
PNV	1634	Alterations in Adult Health	4 Semester Hours
PNV	1644	Alterations in Adult Health Lab and Clinical	4 Semester Hours
			19 Semester Hours

Third Semester

PNV	1716	Maternal-Child Nursing	6 Semester Hours
PNV	1813	Psychiatric Concepts	3 Semester Hours
PNV	1913	Nursing Transition	3 Semester Hours
			12 Semester Hours

WELDING AND METAL FABRICATION

(GOLDEN TRIANGLE CAMPUS)

The Welding and Fabrication program prepares graduates to enter the job market in many different areas. Welding is utilized in manufacturing, structural construction, custom job shops, and as an integral part of many businesses. The Welding and Metal Fabrication Program offers two options of study: a) a nine-month curriculum that leads to a certificate and the opportunity to acquire the American Welding Society (AWS) Schools Excelling through National Skill Standards Education (SENSE) Level I certification; and b) a two-year curriculum that leads to an Associate of Applied Science degree in Welding and Metal Fabrication Technology. Students will be provided instruction in the correct methods of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Other components of metal fabrication along with special emphasis on safety in the work place, relations with others in the work place, and the importance of regular and timely attendance will also be covered.

Priority enrollment will be given to applicants who score a minimum of 10 (575) on TABE test and have met other general admission requirements of the College. However, students who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved "Ability to Benefit" test (see this catalog for approved test), may enroll in the certificate program. Students completing all requirements of the one-year certificate in Welding & Fabrication, and who meet the general admission requirements of the College for the associate of applied science degree, will be eligible to enter the second year of the program.

First Semester

WLV	1116	Shielded Metal Arc Welding I	6 Semester Hours
WLV	1226	Shielded Metal Arc Welding II	6 Semester Hours
WLV	1314	Cutting Processes	4 Semester Hours
WLV	1232	Drawing and Weld Symbols	2 Semester Hours
WLV	1171	Job Search Skills	1 Semester Hours
			19 Semester Hours

Second Semester

WLV	1124	Gas Metal Arc Welding (GMAW)	4 Semester Hours
WLV	1136	Gas Tungsten Arc Welding (GTAW)	6 Semester Hours
WLV	1143	Flux Cored Arc Welding	3 Semester Hours
WLV	1155	Pipe Welding	5 Semester Hours
WLV	1171	Weld Inspection	1 Semester Hours
			19 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

A Two-Year Associates Degree Option is Also Available
Please see the Technical Programs Section of this Catalog

TECHNICAL PROGRAMS

(Two-Year Associates of Applied Science Degree Programs)

AUTOMATION AND CONTROL TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

Automation and Control Technology is an instructional program that provides the student with the technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance, diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on electricity, electronics, industrial computer programming, pneumatics, hydraulics, robotics, programmable controls, interfacing techniques, instrumentation, and automated machine processes.

The curriculum is designed as a two-year program leading to the Associate of Applied Science Degree in Automated and Control Technology. Graduates of the program are qualified to seek entry-level jobs in technically progressive industries such as automotive manufacturing, electrical power, paper manufacturing, plastic molding, materials handling, and energy conservation systems for large buildings such as hospitals and office buildings. Students who score a minimum of 538 on the TABE test will be given priority enrollment.

FRESHMEN YEAR
First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1314	Solid State Devices & Circuits	4 Semester Hours
EET	1214	Digital Electronics	4 Semester Hours
MFT	1133	Survey of Manufacturing	3 Semester Hours
Computer Related Elective			3 Semester Hours
			18 Semester Hours

Second Semester

ENG	1113	English Composition I	3 Semester Hours
EET	1324	Microprocessors	4 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	3 Semester Hours
EET	1123	AC Circuits	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR
First Semester

INT	1214	Fluid Power	4 Semester Hours
INT	2114	Control Systems I	4 Semester Hours
Math/Science Elective			3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
Humanities/Fine Arts			3 Semester Hours
			17 Semester Hours

Second Semester

ELT	1123	Commercial & Industrial Wiring	3 Semester Hours
		Technical Elective	3 Semester Hours
EET	2514	Interfacing	4 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
			14 Semester Hours

Technical Electives:

EET	2423	Fundamentals of Fiber Optics
ELT	1213	Electrical Power
INT	2214	Calibration & Measurement
INT	2124	Control Systems II
ELT	2623	Advanced Programmable Controllers
ELT	2424	Solid State Motor Controls

Work-Based Learning

AUTOMOTIVE SERVICES TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

The Automotive Services Technology department offers two programs: (1) a nine month curriculum that leads to a vocational certificate in Automotive Mechanics and, (2) a two-year curriculum that leads to an Associate of Applied Science degree in Automotive Technology.

The Automotive Mechanics and the Automotive Technology programs provide the graduate with the basic skills and the technical knowledge to diagnose properly and repair late model vehicles, along with problem solving techniques, and computer diagnosis. Automotive classes/laboratories and academic coursework are taught during the second year of study.

Students are taught in modern well-equipped labs utilizing late model vehicles for repair procedures as well as electronic diagnostics. Practical experience is given in such areas as drive train components, suspension systems, automotive transmissions, heating and air conditioning systems, electronic fuel injection, engine repair and engine testing.

In addition to general admission requirements, priority admission will be given to applicants scoring 10.0 (575) or better on TABE test, passing the manual dexterity test, and completing an interview. If total enrollment within the department is less than 25 students, probationary admission will be granted, in rank order, to applicants scoring less than 10.0 (575).

All necessary tools for laboratory experiences will be provided by the College; however, for job placement purposes students in this program are required to furnish their own set of tools by the second semester of the program. A complete list of tools will be provided by the program instructor.

FRESHMAN YEAR
First Semester

ATT	1124	Basic Electrical/Electronic Systems	4 Semester Hours
ATT	1213	Brakes	3 Semester Hours
ATT	1314	Manual Drive-Trains/Transaxles	4 Semester Hours
ATT	1424	Engine Performance I	4 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
			16 Semester Hours

Second Semester

ATT	2434	Engine Performance II	4 Semester Hours
ATT	1134	Advanced Electrical/Electronic Systems	4 Semester Hours
ATT	1715	Engine Repair	5 Semester Hours
ATT	2334	Steering and Suspension Systems	4 Semester Hours
Computer Science Elective			3 Semester Hours
			20 Semester Hours

(CERTIFICATE EXIT POINT)

SOPHOMORE YEAR
First Semester

ATT	2325	Automatic Transmissions/Transaxles	5 Semester Hours
ATT	2434	Engine Performance II	4 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
Math/Science Elective (advisor approved)			3 Semester Hours
			15 Semester Hours

Second Semester

ATT	2444	Engine Performance III	4 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
		Elective	3 Semester Hours
			16 Semester Hours

Advisor Approved Elective: 3 semester hours to include one of the following:

ATT	291X	Special Problem in Automotive Technology
TSAP	1113	Safety and Accident Prevention (OR any humanities course)

*Work-based Learning is an elective based upon opportunity and requirements.

BANKING AND FINANCE TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

The Banking and Finance Technology program is a two-year course of study designed to help prospective banking and finance students and employees prepare for and take advantage of the varied career opportunities available to them in the progressive field of financial services. The financial services industry includes commercial banks, savings and loan associations, finance companies, credit unions, businesses, real estate, insurance, and educational facilities.

The program is designed to provide an introduction and an overview of the financial services industry, and the opportunities for the student or employee to develop basic financial knowledge and abilities, along with the required competencies and social skills necessary for employment/advancement in the field of finance. Courses in finance, computers, and academics are included.

Students enrolling in the Banking and Finance Technology degree program must present proof of a minimum ACT score of 10 in English and an overall composite score of 12 or have a TABE composite of 555 or higher.

FRESHMAN YEAR
First Semester

BFT	1213	Principles of Banking	3 Semester Hours
BFT	1313	Consumer Lending	3 Semester Hours
BOT	1133	Microcomputer Applications	3 Semester Hours
BFT	1513	Banking & Finance Math	3 Semester Hours
BOT	1713	Mechanics of Communication	3 Semester Hours
			15 Semester Hours

Second Semester

BFT	1223	Money and Banking	3 Semester Hours
BFT	1323	Commercial Lending	3 Semester Hours
BOT	1813	Electronic Spreadsheet	3 Semester Hours
BFT	1233	Law & Banking Principles	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
			18 Semester Hours

SOPHOMORE YEAR
First Semester

ACC	1213	Principles of Accounting I	3 Semester Hours
BFT	2113	Business Policy	3 Semester Hours
BFT	2113	Business Policy Lab	
Approved Elective			3 Semester Hours
BOT	2813	Business Communications	3 Semester Hours
BFT	2613	Bank Teller Operations	3 Semester Hours
MAT	1313	College Algebra or Natural Science/Lab Elective	3 or 4 Semester Hours
			18 or 19 Semester Hours

Second Semester

BFT	2444	Professional Development in Financial Institutions	4 Semester Hours
BFT	2523	Business Finance	3 Semester Hours
		Work-Based Learning in Banking & Finance Technology or	
BFT	2914	Special Project in Banking and Finance Technology	4 Semester Hours
ENG	1123	English Composition II (or Humanities/Fine Arts Elective)	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
			17 Semester Hours

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

Business and Marketing Management Technology prepares the graduate for careers in marketing research, sales, advertising, management, public relations, merchandising, and buying. The primary objective of any firm, agency or business, is to market its product or services profitably. Marketing

research helps to determine the demand for products and services. This is vital to the success of a company. A manager must oversee all of these activities and support services in order to maintain efficiency and profitability of the business.

The abilities to plan merchandise assortment and properly display the goods are essential skills for a manager. Students will develop these skills as well as learn to plan sales forecasts, prepare budgets, and effectively utilize various types of advertising media. These skills not only allow a manager to maximize their effectiveness but will provide the entrepreneur with tools necessary for a successful business.

Students enrolling in the Business and Marketing Management Technology degree program must present proof of a minimum ACT score of 10 in English and an overall composite score of 12 or have a TABE composite of 555 or higher. Enrollment is open to either the fall or spring semesters.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition I*	3 Semester Hours
MMT	1113	Marketing I	3 Semester Hours
MMT	1413	Merchandising Math	3 Semester Hours
MMT	1751	Marketing Seminar I	1 Semester Hours
MMT	2423	Retail Management	3 Semester Hours
Computer Related Elective			3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
			19 Semester Hours

Second Semester

MMT	1313	Salesmanship	3 Semester Hours
MMT	1123	Marketing II	3 Semester Hours
MMT	1323	Advertising	3 Semester Hours
ACC	1213	Principles of Accounting I	3 Semester Hours
MMT	1761	Marketing Seminar II	1 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR

First Semester

ECO	2113	Principles of Economics I*	3 Semester Hours
MAT	1313	College Algebra or Natural Science Elective	3 Semester Hours
MMT	2213	Management	3 Semester Hours
MMT	2313	E-commerce Marketing	3 Semester Hours
MMT	2513	Entrepreneurship	3 Semester Hours
MMT	2751	Marketing Seminar III	1 Semester Hours
			16 Semester Hours

Second Semester

BAD	2413	Legal Environment of Business	3 Semester Hours
ECO	2123	Principles of Economics II*	3 Semester Hours
MMT	2761	Marketing Seminar IV	1 Semester Hours
MMT	2233	Human Resource Management	3 Semester Hours
MMT	2613	International Marketing	3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
			16 Semester Hours

* Work-based Learning may be substituted for this course by recommendation of Instructor.
* Work-based Learning is an elective based upon opportunity and requirements.

BUSINESS TECHNOLOGY

The Business and Office Technology programs include a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 66-72 semester credit hours in the following areas: Office Systems Technology; Medical Office Technology; or Microcomputer Technology

The curriculum is designed to give each student:

- A broad overview of the entire office function, not his/her individual positions.
- An opportunity to investigate the integration of systems-people and technology.
- An exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor.
- A concentration of skills in a specific area.

Business and Office Technology is a two-year program of study which requires courses in the designated areas of concentration and general education. The Associate of Applied Science degree is earned upon successful completion of the Business and Office curriculum. Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate.

The Office Systems Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

The Medical Office Technology program of study is designed to prepare students to work in office positions in hospitals, doctor's offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications.

The Microcomputer Technology program of study provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

The curriculum complies with the National Standards for Business Education, the Registered Health Information Administrator (RHIA) Competency Statements, the American Association for Medical Transcription Exam Specifications for Certified Medical Transcriptionist, and the American Health Information Management Association Certified Coding Associate Competency Statements.

Student enrolling in any Business and Office Technology degree program must present proof of a minimum ACT score of 12 in English and an overall composite score of 12. Students enrolling in Business and Office Technology certificate programs must score a 10 (579) in Math, 10 (572) in Language, and 10 (582) in Reading on the TABE.

OFFICE SYSTEMS TECHNOLOGY
(SCOOBA AND GOLDEN TRIANGLE CAMPUS)

FRESHMAN YEAR
First Semester

BOT	1213	Professional Development	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1413	Records Management	3 Semester Hours
BOT	1713	Mechanics of Communication	3 Semester Hours
BOT	1113	Document Formatting and Production*	3 Semester Hours
BOT	1133	Microcomputer Applications	3 Semester Hours
			18 Semester Hours

Second Semester

BOT	1123	Keyboard Skillbuilding	3 Semester Hours
BOT	1143	Word Processing	3 Semester Hours
BOT	1433	Business Accounting or ACC 1213 Principles of Accounting I	3 Semester Hours
BOT	1813	Electronic Spreadsheet	3 Semester Hours
BOT	2813	Business Communication	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
			18 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

(CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR
First Semester

BOT 2133 Desktop Publishing ..... 3 Semester Hours
BOT 2323 Database Management ..... 3 Semester Hours
BOT 2413 Computerized Accounting ..... 3 Semester Hours
BOT 2823 Communication Technology ..... 3 Semester Hours
Math/Science Elective ..... 3 Semester Hours
SPT 1113 Oral Communication ..... 3 Semester Hours
18 Semester Hours

Second Semester

BOT 1513 Machine Transcription ..... 3 Semester Hours
BOT 2723 Administrative Office Procedures or BOT 2913 Supervised Work Exp . 3 Semester Hours
BOT 2833 Integrated Computer Applications ..... 3 Semester Hours
Humanities/Fine Arts Elective ..... 3 Semester Hours
Social/Behavioral Science Elective ..... 3 Semester Hours
15 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

MEDICAL OFFICE TECHNOLOGY

FRESHMAN YEAR

First Semester

BOT 1313 Applied Business Math ..... 3 Semester Hours
BOT 1413 Records Management ..... 3 Semester Hours
BOT 1713 Mechanics of Communication ..... 3 Semester Hours
BOT 1113 Document Formatting and Production* ..... 3 Semester Hours
BOT 1133 Microcomputer Applications ..... 3 Semester Hours
BOT 1613 Medical Office Terminology I ..... 3 Semester Hours
Developmental Studies* .....
18 Semester Hours

Second Semester

BOT 1123 Keyboarding Skillbuilding ..... 3 Semester Hours
BOT 1143 Word Processing ..... 3 Semester Hours
BOT 1433 Business Accounting or ACC 1213 Principles of Accounting I ..... 3 Semester Hours
BOT 1623 Medical Office Terminology II ..... 3 Semester Hours
ENG 1113 English Composition I ..... 3 Semester Hours
BOT 2743 Medical Office Concepts ..... 3 Semester Hours
18 Semester Hours

SOPHOMORE YEAR

First Semester

Transcription Elective** ..... 3 Semester Hours
BOT 2413 Computerized Accounting ..... 3 Semester Hours
BOT 2823 Communication Technology ..... 3 Semester Hours
BOT 2643 CPT Coding ..... 3 Semester Hours
BOT 2653 ICD Coding ..... 3 Semester Hours
MAT 1313 College Algebra or Natural Science Elective* ..... 3 Semester Hours
18 Semester Hours

Second Semester

Transcription Elective** ..... 3 Semester Hours
BOT 2753 Medical Information Management ..... 3 Semester Hours
BOT 2813 Business Communication ..... 3 Semester Hours
Humanities/Fine Arts Elective ..... 3 Semester Hours
Social/Behavioral Science Elective ..... 3 Semester Hours
SPT 1113 Oral Communication ..... 3 Semester Hours
18 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

*DEVELOPMENTAL STUDIES

- BOT 1013 Introduction to Keyboarding-Students who key fewer that 35 gwpm on a 5-minute timed writing with 5 or fewer errors. Placement in English Composition I and College Algebra will be referenced in academic placement in this catalog.

** Transcription electives will be chosen from BOT 1513 Machine Transcription, BOT 2523 Medical Machine Transcription I, and BOT 2533 Medical Machine Transcription II.

MICROCOMPUTER TECHNOLOGY
(SCOOBA CAMPUS)

The curriculum is designed for a person who wants to manage the microcomputer operations in an office. Training includes software configuration, troubleshooting, network administration, and system operation. This program is a two-year course with no one-year certificate.

FRESHMAN YEAR
First Semester

BOT	1213	Professional Development	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1423	Mechanics of Communication	3 Semester Hours
BOT	1843	Keyboard Concepts or BOT 1013 Keyboarding*	3 Semester Hours
BOT	2143	Operating Systems	3 Semester Hours
Developmental Studies**			
			15 Semester Hours

Second Semester

BOT	1143	Word Processing Applications	3 Semester Hours
BOT	1433	Business Accounting or ACC 1213 Principles of Accounting I	3 Semester Hours
BOT	1813	Electronic Spreadsheets	3 Semester Hours
CPT	1214	BASIC Programming Language	4 Semester Hours
ENG	1113	English Composition I**	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR
First Semester

BOT	2323	Database Management	3 Semester Hours
BOT	2413	Computerized Accounting	3 Semester Hours
MAT	1313	College Algebra**	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Computer Applications Elective			3 Semester Hours
Computer-Related Elective			3 Semester Hours
			17 Semester Hours

Second Semester

BOT	2133	Desktop Publishing	3 Semester Hours
BOT	2153	Network Management	3 Semester Hours
BOT	2813	Business Communications	3 Semester Hours
BOT	2833	Integrated Computer Applications	3 Semester Hours
ENG	1123	English Composition II	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
			18 Semester Hours

* Students who lack keyboarding skills will take BOT 1013 Keyboarding. BOT 1843 Keyboard Concepts will be taken the following semester.
** Placement in English Composition I and College Algebra based on academics placement guidelines found in this catalog.

DRAFTING AND DESIGN TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and is closely related to actual industrial standards. The subjects taught include architectural drafting, machine drafting, surveying, mapping and topography, and computer-aided drafting. In order to meet industrial demands, computer-aided drafting is the basis of all courses.

Priority admission into Drafting and Design Technology is given to applicants who score a composite of 15 with minimum score of 15 in math on the ACT. If departmental enrollment is less than 40, conditional admission will be granted to applicants who score less than 15 in rank order.

FRESHMAN YEAR

First Semester

DDT	1113	Fundamentals of Drafting	3 Semester Hours
DDT	1313	Principles of CAD	3 Semester Hours
DDT	1223	Microcomputer Applications For Drafting	3 Semester Hours
ENG	1113	English Composition I**	3 Semester Hours
MAT	1313	College Algebra**	3 Semester Hours
			15 Semester Hours

Second Semester

DDT	1133	Machine Drafting I	3 Semester Hours
DDT	1323	Intermediate CAD	3 Semester Hours
MAT	1323	Trigonometry	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
DDT	1614	Architectural Design I	4 Semester Hours
DDT	1213	Construction Materials	3 Semester Hours
			19 Semester Hours

SOPHOMORE YEAR

First Semester

DDT	1414	Elementary Surveying	4 Semester Hours
DDT	2343	Advanced CAD	3 Semester Hours
DDT	2625	Architectural Design II	5 Semester Hours
DDT	2253	Strength of Materials	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
			18 Semester Hours

Second Semester

DDT	2233	Structural Drafting	3 Semester Hours
DDT	2423	Mapping and Topography	3 Semester Hours
DDT	2913	Special Projects in Design	3 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
PHY	2244	Physical Science	4 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
			17 Semester Hours

* Work-based Learning is available as an additional elective based on opportunity and requirements.

** English Composition I and College Algebra will depend on ACT/Placement test scores and completion of any required prerequisite developmental courses.

ELECTRICAL TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

The Electrical Technology department offers both a one-year vocational certificate and a two-year Associate of Applied Science degree. The one-year program is two semesters in length and prepares graduates for employment in residential, commercial, and industrial electricity settings. Graduates of the program will possess the knowledge and skills necessary to plan, install, maintain, and troubleshoot various electrical systems. Students will study such topics as blueprint reading, residential/commercial/industrial wiring, job cost estimation, motor maintenance and troubleshooting, and programmable logic controllers.

The two-year program provides students with more in-depth training in all aspects of the electrical field. Additional instruction is provided in the areas of automation, solid state motor control, and digital electronics. Priority enrollment will be given to students scoring 538 or higher on the TABE.

FRESHMAN YEAR

First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1123	AC Circuits	3 Semester Hours
ELT	1192	Fundamentals of Electricity	2 Semester Hours
ELT	1113	Residential/Light Commercial Wiring	3 Semester Hours

ELT 1263 Blueprint Reading/Planning and Residential Installation .....3 Semester Hours
Computer Elective.....3 Semester Hours
18 Semester Hours

Second Semester

EET 1314 Solid State Devices & Circuits.....4 Semester Hours
EDU 1711 Job Search Skills .....1 Semester Hours
ELT 1123 Commercial & Industrial Wiring.....3 Semester Hours
ELT 1223 Motor Maintenance & Troubleshooting .....3 Semester Hours
ELT 1413 Motor Control Systems .....3 Semester Hours
ELT 2613 Programmable Logic Controllers.....3 Semester Hours
17 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR
First Semester

ELT 1213 Electrical Power.....3 Semester Hours
ELT 2424 Solid State Motor Control.....4 Semester Hours
ENG 1113 English Composition I** .....3 Semester Hours
MAT 1313 College Algebra** .....3 Semester Hours
Humanities/Fine Arts Elective .....3 Semester Hours
16 Semester Hours

Second Semester

ELT 2623 Advanced Programmable Logic Controllers .....3 Semester Hours
ELT 2913 Special Projects.....3 Semester Hours
Technical Electives .....3 Semester Hours
SPT 1113 Oral Communication .....3 Semester Hours
Social/Behavioral Science Elective .....3 Semester Hours
15 Semester Hours

* Work-based Learning is available as an additional elective based on opportunity and requirements.
** English Composition I and College Algebra will depend on ACT/Placement test scores and completion of any required prerequisite developmental courses.

Technical Electives
EET 1214 Digital Electronics
IMM 2114 Equipment Maintenance & Troubleshooting

ELECTRONICS TECHNOLOGY
(Golden Triangle Campus)

Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design; development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. Electronic Technicians find satisfying jobs working with telephone companies, electric companies, manufacturing, cell phone companies, satellite installation, and networking and computer repair companies. A graduate of this curriculum will be eligible for entry level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area. Priority enrollment will be given to students scoring 538 or higher on the TABE.

FRESHMAN YEAR
First Semester

EET 1114 DC Circuits .....4 Semester Hours
ENG 1113 English Composition I .....3 Semester Hours
EET 1214 Digital Electronics .....4 Semester Hours

Computer Related Elective ..... 3 Semester Hours
EET 1334 Solid State Devices and Circuits ..... 4 Semester Hours
18 Semester Hours

Second Semester

EET 1123 AC Circuits ..... 3 Semester Hours
EET 1324 Microprocessors ..... 4 Semester Hours
EDU 1711 Job Search Skills ..... 1 Semester Hours
EET 2334 Linear Integrated Circuits ..... 4 Semester Hours
EET 2414 Electronic Communications ..... 4 Semester Hours
16 Semester Hours

SOPHOMORE YEAR

First Semester

CST 2113 Computer Servicing Lab I ..... 3 Semester Hours
Technical Elective ..... 3 Semester Hours
Math/Science Elective ..... 3 Semester Hours
Humanities/Fine Arts Elective ..... 3 Semester Hours
SPT 1113 Oral Communication ..... 3 Semester Hours
15 Semester Hours

Second Semester

EET 2514 Interfacing Techniques ..... 4 Semester Hours
Technical Elective ..... 3 Semester Hours
Technical Elective ..... 3 Semester Hours
Technical Elective ..... 3 Semester Hours
Social/Behavioral Science Elective ..... 3 Semester Hours
16 Semester Hours

TECHNICAL ELECTIVES

EET 2423 Fundamentals of Fiber Optics
ELT 1213 Electrical Power
ELT 1413 Motor Controls
INT 1214 Fluid Power
ELT 2613 Programmable Logic Controllers
ELT 1123 Commercial Wiring
ELT 2424 Solid State Motor Controls
ELT 1223 Motor Main/Troubleshooting
WBL Work Based Learning
MFT 1133 Survey of Manufacturing

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

(GOLDEN TRIANGLE CAMPUS)

The Paramedic Program is a two (2) year Associate's Degree program that prepares the student for service in the pre-hospital emergency medical setting. Course topics include emergency pharmacology, cardiology, 12 lead EKG interpretation, invasive procedures, advanced cardiac life support, and pediatric advanced life support. On successful completion of the course of study students will be eligible to sit for the National Registry of Emergency Medical Technicians examination.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department that provides medical control to Advanced Life Support providers in the field and, according to availability, Critical Care Unit, Intensive Care Unit, labor and delivery suite, operating room, psychiatric ward, pediatric ward, and geriatric ward. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an associate degree from the College and be eligible to take the National Registry's Exam as an EMT-Paramedic. This training program is sanctioned by the Mississippi State Board of Health. The course meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

Admission Recommendations and Policies

In order to be considered for admission to this class you must have the following information on file in the Admission Counselor's Office:

- A completed EMCC application

- A copy of your valid driver's license showing you to be 18 years of age (or older) by the beginning date of the course
- All official College transcripts
- An official high school transcript showing date of graduation or official GED scores
- TABE (Test of Adult Basic Education) score or ACT scores. A TABE minimum score of 582 on reading and 579 on total math or an ACT composite of 16 is needed
- If enrolling for paramedic classes, a current copy of your EMT Basic Certification (Nationally Registered and State Certified)
- A copy of your current and valid CPR (Health Care Provider Level) Certification Card
- Physical examination by physician of choice. The physical must be dated within six months prior to the beginning of the EMT course. The student must also sign a statement agreeing to take the hepatitis B vaccination, the tuberculin test, or declines to take them. Students that agree to take the injection(s) must furnish written proof of each vaccination.
- Drug screen within 10 working days prior to beginning of class with negative results

Alternate entrance requirements are available for currently licensed paramedics. Please see the instructor or Career-Technical counselor for further information.

FRESHMAN YEAR

First Semester

EMT 1122 Fundamentals of Pre-hospital Care .....2 semester hours
EMT 1315 Airway Management and Ventilation.....5 semester hours
EMT 1415 Patient Assessment.....5 semester hours
EMT 1513 EMS Clinical Internship I.....3 semester hours
Math/Science Elective* .....4 semester hours
19 semester hours

Second Semester

EMT 1825 Pre-hospital Cardiology .....5 semester hours
EMT 1613 Pre-hospital Pharmacology.....3 semester hours
EMT 2855 EMS Clinical Internship II.....5 semester hours
EMT 1523 EMS Clinical Internship II.....3 semester hours
Written Communications Elective.....3 semester hours
19 semester hours

SOPHOMORE YEAR

First Semester

EMT 2714 Pre-Hospital Trauma.....4 semester hours
EMT 2423 Pre-Hospital Pediatrics .....3 semester hours
EMT 2552 EMS Field Internship I .....2 semester hours
SPT 1113 Oral Communication.....3 semester hours
12 semester hours

Second Semester

EMT 2412 Pre-hospital OB/GYN.....2 semester hours
EMT 2913 Team Management .....3 semester hours
EMT 1423 EMS Special Considerations .....3 semester hours
EMT 2564 EMS Field Internship II .....4 semester hours
Social/Behavioral Science Elective .....3 semester hours
Fine Arts/Humanities Elective .....3 semester hours
18 semester hours

* It is suggested that the Math/Science Elective be Anatomy and Physiology II (BIO 2524) for this program.

FORESTRY TECHNOLOGY

(SCOOBA CAMPUS)

Forestry Technology is an instructional program that prepares individuals to produce, protect, and manage timber and other forest crops. Students enrolled in the program will participate in a variety of learning experiences related to land and forest measurements, growth processes of timber stands, tree identification, timber and forest products harvesting, timber stand management, forest protection, and forest products utilization. Emphasis is placed on the development of job skills that allow students to enter employment. The latest technologies and computer application skills are incorporated into courses. The program combines lecture-based activities with laboratory field experiences.

Forestry Technology is a two-year technical program. An Associate of Applied Science degree is awarded upon successful completion of the curriculum. To graduate, students must complete all

Forestry Technology courses with a minimum grade of "C."

Enrollment is open in either the fall or spring semesters. Job openings often occur in forestry industries, state and federal agencies, and private consultants.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition	3 Semester Hours
FOT	1813	Introduction to Forestry	3 Semester Hours
FOT	1714	Applied Dendrology with Lab	4 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
Technical Elective			3 or 4 Semester Hours
			16 or 17 Semester Hours

Second Semester

CSC	1113	Introduction to Computer Concepts	3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
FOT	1114	Forest Measurement I with Lab	4 Semester Hours
FOT	2424	Timber Harvesting with Lab	4 Semester Hours
Math/Natural Science Elective			3 or 4 Semester Hours
			17 or 18 Semester Hours

SOPHOMORE YEAR

First Semester

AGT	1714	Applied Soils with Lab	4 Semester Hours
BIO	1314	Botany with Lab*	4 Semester Hours
FOT	2124	Forest Surveying with Lab	4 Semester Hours
*Technical Elective			3 or 4 Semester Hours
			15 - 16 Semester Hours

Second Semester

FOT	2614	Principles of Silviculture with Lab	4 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Technical Elective			3 or 4 Semester Hours
Technical Elective			3 or 4 Semester Hours
			13 – 15 Semester Hours

Technical Electives

ACC	1213	Principles of Accounting I	BAD	2413	Legal Environment of Business
ECO	2113	Economics I	ECO	2123	Economics II
FOT	1124	Forest Measurement II with Lab	FOT	1314	Forest Protection with Lab
FOT	1414	Forest Products Utilization/Lab	FOT	2213	Applications of GIS/GPS in Forestry
FOT	2624	Practices of Silviculture with Lab	FOT	291(1-3)	Special Problem in Forestry
FOT	292(1-6)	Work-Based Learning in Forestry Technology			
MAT	2323	Business Statistics			

FUNERAL SERVICE TECHNOLOGY

(SCOOBA CAMPUS)

The Department of Funeral Service Technology is nationally accredited by the American Board of Funeral Service Education. Their address is 3432 Ashland Ave., Suite U; St. Joseph, Missouri 64506; telephone 816-233-3747; (www.abfse.org). The curriculum is a two-year program of study leading to an Associate of Applied Science degree. The graduate, with successful achievement on the National Board Examination and/or State Board examination and completion of one-year apprenticeship, is qualified to practice as a licensed Funeral Director/Embalmer in the State of Mississippi. The graduate, with successful achievement on the National Board Examination, may become eligible for licensure in other states contingent upon completion of the particular requirements of the state which the graduate wishes to obtain a license. Laboratory experience is provided in all phases of funeral service in a modern facility with instruction from well-qualified faculty.

Students who are employed with a funeral home establishment or work at another job may be able to utilize the Block Class Schedule in order to permit them to attend classes and continue working. The Block Class Schedule requires a full-time student to attend classes only two (2) days per week. Students who prefer to remain on campus all week may take the Funeral Service Technology classes

under the Block Class Schedule while taking their academic classes under a traditional class schedule or online.

Admission to the Funeral Service Technology Program at East Mississippi Community College requires all applicants to have acquired either a GED or high school diploma. The program further requires all applicants to have achieved either a score of 17 or higher on the ACT or a score of 12.0 or higher on the Test of Adult Basic Education (TABE). To complete the program, students must complete all Funeral Service Technology courses with a minimum grade of "C." All Funeral Service Technology students are required by the American Board of Funeral Service Education to take the National Board Examination as a requirement for graduation.

The annual passage rate of first-time takers of the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited Funeral Service Education programs is posted on the ABFSE web site (www.abfse.org) and at www.eastms.edu.

STATEMENT OF PROGRAM AIMS - The program in Funeral Service Technology has as its central aim recognition of the importance of Funeral Service personnel as (1) members of a human service profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the Funeral Service profession, (4) professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. The Funeral Service program has the objectives of, (1) enlarging the background and knowledge of students about the funeral service profession, (2) educating students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary for responsibilities of the funeral service profession, (3) educating students concerning the responsibilities of the funeral service profession to community at large, (4) emphasizing high standards of ethical conduct, (5) providing a curriculum at the post secondary level of instruction, and (6) encouraging student and faculty research in the field of funeral service.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition	3 Semester Hours
FST	1113	Mortuary Anatomy I	3 Semester Hours
FST	1231	Clinical Embalming I	1 Semester Hours
FST	1314	Funeral Directing	4 Semester Hours
FST	1523	Rest Art/Color & Cos	3 Semester Hours
FST	2423	Funeral Service Business Law	3 Semester Hours
			17 Semester Hours

Second Semester

MAT	1313	College Algebra (or natural science w/lab)	3 Semester Hours
FST	1123	Mortuary Anatomy II	3 Semester Hours
FST	1241	Clinical Embalming II	1 Semester Hours
FST	1413	Fun. Serv. Eth. & Law	3 Semester Hours
FST	2623	Microbiology	3 Semester Hours
FST	2324	Funeral Merchandising and Management	4 Semester Hours
			17 Semester Hours

SOPHOMORE YEAR

Fall Semester

ACC	1213	Accounting I	3 Semester Hours
FST	1213	Embalming I	3 Semester Hours
FST	2251	Clinical Embalming III	1 Semester Hours
FST	2713	Psychosocial Counseling	3 Semester Hours
FST	2633	Pathology	3 Semester Hours
Social/Behavioral Science			3 Semester Hours
			16 Semester Hours

Spring Semester

CSC	1113	Introduction to Computers	3 Semester Hours
FST	1223	Embalming II	3 Semester Hours
FST	2261	Clinical Embalming IV	1 Semester Hours
FST	2273	Thanatochemistry	3 Semester Hours
FST	2813	Comprehensive Review	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Humanities/Fine Arts			3 Semester Hours

19 Semester Hours

Note: In conjunction with FST 2813, students must take the National Board Exam within the 45 day period prior to their date of graduation.

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY
(GOLDEN TRIANGLE CAMPUS)

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Pro-Management Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations.

Students enrolling in the Hotel and Restaurant Management Technology degree program must present proof of a minimum ACT score of 10 in English and an overall composite score of 12 or have a TABE composite of 555 or higher.

Freshman Year
First Semester

BOT	1313	Applied Business Math	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
HRT	1123	Introduction to the Hospitality Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1413	Rooms Division Management	3 Semester Hours
HRT	1511	Hospitality Seminar I	1 Semester Hours
			16 Semester Hours

Second Semester

HRT	1114	Culinary Principles I	4 Semester Hours
HRT	2713	Marketing Hospitality Services	3 Semester Hours
HRT	1521	Hospitality Seminar II	1 Semester Hours
ACC	1213	Principles of Accounting I	3 Semester Hours
CPT	1113	Fundamentals of Microcomputer Applications	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
			17 Semester Hours

Sophomore Year
First Semester

HRT	2613	Hospitality Supervision	3 Semester Hours
HRT	1224	Restaurant & Catering Operations	4 Semester Hours
HRT	1531	Hospitality Seminar III	1 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
Math/Science Elective			3 Semester Hours
			14 Semester Hours

Second Semester

HRT	2623	Hospitality Human Resource Management	3 Semester Hours
HRT	2233	Food and Beverage Management	3 Semester Hours
HRT	1541	Hospitality Seminar IV	1 Semester Hours
FCS	1253	Nutrition	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Electives*			6 Semester Hours
			19 Semester Hours

*Electives
1. 6 semester hours of Work-based Learning…or
2. 6 semester hours of Supervised Work Experience…or
3. 6 semester hours from:

BAD	2413	Legal Environment of Business
MMT	2513	Entrepreneurship
MMT	1323	Advertising

INDUSTRIAL MAINTENANCE TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

The Industrial Maintenance Technology curriculum is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity.

Priority enrollment will be given to applicants who score 10 (575) or better on the TABE OR ACT minimum score of 15 with a 15 in math.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition I	3 Semester Hours
IMM	1112	Industrial Maintenance Safety	2 Semester Hours
IMM	1123	Industrial Maintenance Math & Measurement	3 Semester Hours
IMM	1133	Industrial Maintenance Blueprint Reading	3 Semester Hours
IMM	1213	Industrial Hand Tools & Mechanical Components	3 Semester Hours
MAT	1313	College Algebra	3 Semester Hours
Computer Related Elective			3 Semester Hours
			20 Semester Hours

Second Semester

ELT	1193	Fundamentals of Electricity	3 Semester Hours
IMM	1234	Precision Machining Operations	4 Semester Hours
IMM	1514	Equipment Installation & Alignment	4 Semester Hours
IMM	1523	Preventive Maintenance & Service of Equipment	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
			17 Semester Hours

SOPHOMORE YEAR

First Semester

IMM	2134	Industrial Welding & Metals	4 Semester Hours
IMM	2143	Industrial Piping and Hydro-Testing	3 Semester Hours
INT	1214	Fluid Power	4 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
Social Science Elective			3 Semester Hours
			17 Semester Hours

Second Semester

ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	3 Semester Hours
IMM	2114	Equipment Maintenance, Troubleshooting, & Repair	4 Semester Hours
ELT	1123	Commercial Wiring	3 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
Technical Elective			3 Semester Hours
			17 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

COMPUTER NETWORKING TECHNOLOGY

(Golden Triangle Campus)

Students entering the Computer Networking Technology major will be given the opportunity to train in a hands-on environment in the field of information technology. The curriculum provides students the necessary exposure to a wide variety of classes and lab environments that will be beneficial to them after completing their Associates of Applied Science degree in Computer Networking Technology.

East Mississippi Community College Golden Triangle Campus's CNT curriculum is honored to also be a Cisco® Local Academy. Students will have the option to take a four semester program as part of the LAN curriculum which will teach them the principles of designing, building, and maintaining networks. Upon successful completion of these four classes, a participant will be able to register for the certification test for the Cisco® Certified Network Associate (CCNA).

There will be a choice of two graduation tracks; Cisco® Academy and Non-Academy. Students should discuss the purpose and outcomes of these two tracks with their instructors so they may discern which track (Cisco® Academy or Non-Academy) will be more appropriate for that student.

Students who aren't enrolled in the Cisco® Academy track will have to sign a waiver stating their understanding of the choice of tracks they have chosen. There will also be a note on their transcript that they were not involved in the Cisco® Academy during their tenure at EMCC.

A student who is enrolled in the Cisco® Academy track will have the ability to change tracks upon the completion of each semester if the instructor or the student feels that the student will be better served in the non-academy track.

In order for a student who is NOT in the Cisco® Academy track originally to join the Cisco® Academy track, they would have to pass the online and hands-on final for each previous semester of academy training they missed. They would then be able to join the current semester of academy track students.

Students who enroll in CNT at EMCC must present an ACT composite score of 15 with a minimum score of 15 in both the Math and Reading sub-scores.

Due to technological advances, the number of job openings in computer and computer-related fields is expected to increase. Job opportunities are available in such fields as network administration, network installation and computer/network technician.

FRESHMAN YEAR

First Semester

CNT	1414	Fundamentals of Data Communications	4 Semester Hours
CNT	1513	Web Development Concepts	3 Semester Hours
CNT	1623	Network Admin Using Win 2003	3 Semester Hours
CPT	1332	Operating Platforms	2 Semester Hours
ENG	1113	English Composition	3 Semester Hours
			15 Semester Hours

Second Semester

CNT	1524	Network Components	4 Semester Hours
CNT	1654	Network Admin Using Linux	4 Semester Hours
CNT	2644	Adv. Network Admin Using Win 2003	4 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
Elective			3 Semester Hours
			18 Semester Hours

SOPHOMORE YEAR

First Semester

BOT	2813	Business Communications	3 Semester Hours
CNT	2423	System Maintenance	3 Semester Hours
CNT	2533	Network Planning and Design	3 Semester Hours
CNT	2553	Network Security	4 Semester Hours
Math/Science Elective			3 Semester Hours
			16 Semester Hours

Second Semester

CPT	1214	Visual Basic Programming	4 Semester Hours
CNT	2544	Network Implementation	4 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Technical Elective			4 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
			18 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

OPHTHALMIC TECHNOLOGY

(SCOOBA CAMPUS)

Ophthalmic Technology is a two-year technical program. Upon successful completion of the program, the student is awarded the Associate of Applied Science Degree. The curriculum requires a minimum of 69 semester hours of courses. The minimum requirements are 47 semester hours of Career-Technical courses in ophthalmic technology and 19 hours of academic courses.

Opticianry is defined as "the art and science of optics as applied to compounding, filling, and adapting of ophthalmic prescriptions, products and accessories." Opticianry describes the preparation (making) of ophthalmic lenses, setting them into spectacle frames, and dispensing (fitting and delivering) them to the wearer. These acts include a large number of activities or trades, ranging from the mechanical act of lens grinding to the personal service of the selection, fitting, and adjusting of a pair of glasses to an individual's face, selling, and public relations.

Potential positions may be found in doctor's offices, retail optical stores, wholesale optical laboratories, and optical manufacturing companies. The majority of positions are found in larger city areas with fewer numbers being found in small communities.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition I	3 Semester Hours
OPT	1113	Introduction to Ophthalmic Optics I	3 Semester Hours
OPT	1214	Optics Laboratory Techniques I	4 Semester Hours
OPT	1313	Lab Management and Inventory Control I	3 Semester Hours
Elective			3 Semester Hours
			16 Semester Hours

Second Semester

MAT	1313	College Algebra	3 Semester Hours
OPT	1123	Ophthalmic Optics II	3 Semester Hours
OPT	1224	Optics Laboratory Techniques II	4 Semester Hours
OPT	1323	Lab Management & Inventory Control II	3 Semester Hours
OPT	1413	Ophthalmic Dispensing I	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR

First Semester

ACC	1213	Principles of Accounting I	3 Semester Hours
ENG	112	English Composition II	3 Semester Hours
OPT	2423	Ophthalmic Dispensing II	3 Semester Hours
OPT	2513	Optical Theory and Instrumentation	3 Semester Hours
OPT	2613	Dispensing Clinic I	3 Semester Hours
			15 Semester Hours

Second Semester

CPT	1113	Fundamentals of Microcomputer Technology or	
CSC	1113	Introduction to Computers	3 Semester Hours
OPT	2433	Ophthalmic Dispensing III	3 Semester Hours
OPT	2623	Dispensing Clinic II	3 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
			15 Semester Hours

Summer Semester

OPT	2916	Externship	6 Semester Hours

SUPERVISION AND MANAGEMENT TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

Supervision and Management Technology is offered in the evening program and leads to an Associate of Applied Science Degree. The sixty-six credit hours curriculum is designed for students who aspire to become qualified or more qualified for management and supervisory positions in business, industry, and government. Courses are offered on a rotating basis. Students should speak with an advisor concerning an appropriate program plan.

CURRICULUM:

ACC	1213	Principles of Accounting I	3 Semester Hours
BOT	1023	Computer Concepts	3 Semester Hours
ENG	1113	English Composition I**	3 Semester Hours

ENG	1123	English Composition II	3 Semester Hours
MAT	1313	College Algebra**	3 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
ECO	2113	Principles of Economics I	3 Semester Hours
BAD	2413	Legal Environment of Business I	3 Semester Hours
TIED	2113	Behavioral Science	3 Semester Hours
TIED	2523	Counseling the Troubled Employee	3 Semester Hours
TMGT	1213	Principles of Management I	3 Semester Hours
TMGT	1223	Principles of Supervision	3 Semester Hours
TMGT	1233	Production and Inventory Control	3 Semester Hours
TMGT	1243	Work Methods and Motion-Time Study	3 Semester Hours
TMGT	1253	Personnel Management	3 Semester Hours
TMGT	2113	Elements of Management Decision-Making	3 Semester Hours
TMGT	2123	Labor Relations	3 Semester Hours
TMGT	2213	Quality Control	3 Semester Hours
TSAP	1113	Safety and Accident Prevention	3 Semester Hours

ELECTIVES: (2 COURSES REQUIRED)

ACC	1223	Principles of Accounting II	3 Semester Hours
BOT	1213	Professional Development	3 Semester Hours
BOT	2813	Business Communications	3 Semester Hours
ECO	2123	Principles of Economics II	3 Semester Hours

** English Composition I and College Algebra depend on ACT/Placement Test scores and completion of any required prerequisite developmental courses.

WELDING AND FABRICATION TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

The Welding and Fabrication Technology program prepares graduates to enter the job market in many different areas. Welding is utilized in manufacturing, structural construction, custom job shops, and as an integral part of many businesses. The Welding and Fabrication Technology Program offers two options of study: a) a nine-month curriculum that leads to a certificate and the opportunity to acquire the American Welding Society (AWS) Schools Excelling through National Skill Standards Education (SENSE) Level I certification; and b) a two-year curriculum that leads to an Associate of Applied Science in Welding and Fabrication Technology. Students will be provided instruction in the correct methods of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Other components of metal fabrication along with special emphasis on safety in the work place, relations with others in the work place and the importance of regular and timely attendance will also be covered.

Priority enrollment will be given to applicants who score a minimum of 10 (575) on TABE test or ACT composite of 12 or higher and have met other general admission requirements of the College. However, students who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved "Ability to Benefit" test (see this catalog for approved test), may enroll in the certificate program. Students completing all requirements of the one-year certificate in Welding & Fabrication Technology and who meet the general admission requirements of the College for the associate of applied science degree will be eligible to enter the second year of the program.

Freshman
First Semester

WLV	1116	Shielded Metal Arc Welding I	6 Semester Hours
WLV	1226	Shielded Metal Arc Welding II	6 Semester Hours
WLV	1314	Cutting Processes	4 Semester Hours
WLV	1232	Drawing and Weld Symbol Interpretation	2 Semester Hours
EDU	1711	Job Search Skills	1 Semester Hours
			19 Semester Hours

Freshman
Second Semester

WLV	1124	Gas Metal Arc Welding (GMAW)	4 Semester Hours
WLV	1136	Gas Tungsten Arc Welding (GTAW)	6 Semester Hours
WLV	1143	Flux Cored Arc Welding	3 Semester Hours
WLV	1155	Pipe Welding	5 Semester Hours
WLV	1171	Welding Inspection and Testing Principles	1 Semester Hours

19 Semester Hours

*Work-based Learning is an elective based upon opportunity and requirements.

(CERTIFICATE PROGRAM EXIT POINT)

Sophomore
First Semester

ENG	1113	English Composition I	3 Semester Hours
CPT	1113	Computer Applications	3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
IMM	1122	Industrial Maint. Math & Measurement	3 Semester Hours
WLV	2812	Metallurgy	2 Semester Hours
WLV	1252	Advanced Pipe Welding	2 Semester Hours

16 Semester Hours

Sophomore
Second Semester

College Algebra or Natural Science			3 or 4 Semester Hours
SPT	1113	Oral Communication	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
WLV	2913	Weld Code & Certification	3 Semester Hours
DDT	1113	Fundamentals of Drafting	3 Semester Hours

15 or 16 Semester Hours

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1213--PRINCIPLES OF ACCOUNTING I
A study of the fundamental accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity. 3 semester hours credit.

ACC 1223--PRINCIPLES OF ACCOUNTING II
A continuation of ACC 1213. The topics to be covered include managerial accounting concepts and internal business decision making. Prerequisite: Accounting 1213.

ART

ART 1113--ART APPRECIATION
A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts) on a conceptual basis. 3 semester hours credit.

ART 1313--DRAWING I
Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white--media, pencil, charcoal. Required for art students. 3 semester hours credit.

ART 1323--DRAWING II
Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required for art students. Prerequisite: ART 1313. 3 semester hours credit.

ART 1383--BEGINNING PHOTOGRAPHY
An introduction to the theory practice, and history of black and white photography, with emphasis on the 35mm camera, developing, printing, composition, and presentation. 3 semester hours credit.

ART 1433--DESIGN I
Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art students. 3 semester hours credit.

ART 1443--DESIGN II
Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art students. Prerequisite ART 1313 or special permission of the instructor. 3 semester hours credit.

ART 1453--THREE DIMENSIONAL DESIGN
To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. 3 semester hours credit.

ART 1513--COMPUTERS IN ART
An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. 3 semester hours credit.

ART 1811/1821--EXHIBITION CLASS I & II
Attendance at 75% of all College art exhibitions during the semester student is enrolled. In addition, submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors. 3 semester hours credit.

ART 1913--ART FOR ELEMENTARY TEACHERS
Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experience with major forms of two-dimensional art problems; experiences with a variety of media. 3 semester hours credit.

ART 2313--DRAWING III
Fluid media techniques; washing drawing, interpretation and composition emphasized. Prerequisite: Permission of the instructor. 3 semester hours credit.

ART 2323--DRAWING IV
Fluid media techniques; wash drawing, interpretation and composition emphasized. Prerequisite: Permission of the instructor. 3 semester hours credit.

ART 2333--INTRODUCTION TO GRAPHICS I
An introduction to the stencil, relief and intaglio process in print making. 3 semester hours credit.

ART 2343--INTRODUCTION TO GRAPHICS II
A continuation of ART 2333 with emphasis shifting toward aesthetic principles and individual directions. 3 semester hours credit.

ART 2513--PAINTING I
Techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. 3 semester hours credit.

ART 2523--PAINTING II
Advanced problems in different media. 3 semester hours credit.

ART 2533--PAINTING III
Any medium: Oils, water colors, tempera, casein, or acrylic. Emphasis on portrait painting. 3 semester hours credit.

ART 2543--PAINTING IV
Study of composition for illustrative or mural paintings. All media; Study of techniques of the master painters. 3 semester hours credit.

ART 2613--CERAMICS I
A studio course designed to cover the making of pottery, from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures, to produce finished ceramic ware. An appreciation of the ceramics of the past and present will be included. 3 semester hours credit.

ART 2623--CERAMICS II
A continuation of ART 2613. 3 semester hours credit.

ART 2633--SCULPTURE I
Problems in a ceramic sculpture. Study of glaze mixing and application. 3 semester hours credit.

ART 2643--SCULPTURE II
A continuation of ART 2633. 3 semester hours credit.

ART 2713--ART HISTORY I
Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. 3 semester hours credit.

ART 2723--ART HISTORY II
Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. 3 semester hours credit.

ART 2811--EXHIBITION CLASS III
A continuation of ART 1821. 1 semester hour credit.

ART 2821--EXHIBITION CLASS IV
A continuation of ART 2811. 1 semester hour credit.

ART 2913--SPECIAL STUDIO
Prerequisite: Six semester hours of work in related studio. Independent study in an area of special interest. (Course designed for the exceptional student.) 3 semester hours credit.

BIOLOGY

BIO 1114--PRINCIPLES OF BIOLOGY I
A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 1124--PRINCIPLES OF BIOLOGY II
A combined lecture and laboratory course for non-science majors that emphasizes the relationship of humans to their environment, the diversity of life, classification of organisms, ecology and environmental concerns. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 1134--GENERAL BIOLOGY I
A combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture and 2 hours of lab. 4 semester hours of credit.

BIO 1134H--HONORS GENERAL BIOLOGY I
A lecture/laboratory course dealing with principles of modern biology. The principles include chemical and cellular bases of life, cell energy use, genetics and reproduction and the study of anatomy and physiology of the 11 human body systems. Prerequisite: ACT of 18+, Science emphasis or permission of the Instructor. 3 hours lecture and 2 hours of lab. 4 semester hours of credit.

BIO 1144--GENERAL BIOLOGY II
A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture and 2 hours of lab. 4 semester hours of credit.

BIO 1144H--HONORS GENERAL BIOLOGY II
A lecture/laboratory course dealing with principles of modern biology. The principles will include an emphasis on the survey of the kingdoms/domains, the biosocial problems and ecology, the study of structure, function and reproduction of plants, evolution and classification. Prerequisite ACT 18+, Science Emphasis, or permission of the Instructor. 3 hours lecture and 2 hours of lab. 4 semester hours of credit.

BIO 1214--ENVIRONMENTAL SCIENCE
A combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 1314--BOTANY I
A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture and 2 hours of lab. 4 semester hours of credit.

BIO 1414--GENERAL ZOOLOGY
A combined lecture and laboratory course that phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

BIO 2414--ZOOLOGY I
A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2424--ZOOLOGY II
A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 2414. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2514--ANATOMY AND PHYSIOLOGY I

A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: ACT of 20+ or a "C" in another laboratory science course. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2524--ANATOMY AND PHYSIOLOGY II

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 2514. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2924--MICROBIOLOGY

A combined lecture and laboratory course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands-on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Prerequisite: ACT of 20+ or a "C" in another laboratory course. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BUSINESS ADMINISTRATION

BAD 2323--BUSINESS STATISTICS

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Prerequisite: MAT 1313. 3 semester hours credit.

BAD 2413--LEGAL ENVIRONMENT OF BUSINESS I

An introduction to interrelationships of law and society, jurisprudence and business. The topics to be covered include an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. 3 semester hours credit.

CHEMISTRY

CHE 1114--CHEMISTRY SURVEY

A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 4 semester hours credit.

CHE 1214--GENERAL CHEMISTRY I

A combined lecture and laboratory course that covers atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding, and gases. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Corequisite: MAT 1313. 4 semester hours credit.

CHE 1224--GENERAL CHEMISTRY II

A combined lecture and laboratory course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: CHE 1214. 4 semester hours credit.

CHE 2414--INTRODUCTORY ORGANIC CHEMISTRY

A combined lecture and laboratory course in the fundamentals of organic chemistry for students requiring one semester of organic chemistry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

CHE 2424--ORGANIC CHEMISTRY I

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Prerequisite: CHE 1224. 4 semester hours credit.

CHE 2434--ORGANIC CHEMISTRY II
A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions, reaction mechanisms and nomenclature. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisite: CHE 2424. 4 semester hours credit.

COMPUTER SCIENCE

CSC 1113--INTRODUCTION TO COMPUTER CONCEPTS
A basic survey course which introduces advanced concepts, terminology, and application of modern microcomputers which includes competency in "the basic use of computers." It includes operating systems, application program and computer languages. Concepts are demonstrated and supplemented by hands-on microcomputer use. 3 semester hours credit (3 hr lecture).

CSC 1123--MICROCOMPUTER APPLICATIONS
This course is designed to teach an introduction to microcomputer applications to include: operating systems, word-processing, electronic spreadsheet, database management, presentation design, communications, scheduling, internet access, and web design with integration of these applications. 3 semester hours credit (3 hr lecture).

CSC 1213--BASIC COMPUTER PROGRAMMING I
This course is designed to introduce the writing of structures programs using a beginning computer program language with emphasis on problem solving, documentation, program statements, algorithms, and routines common to a wide variety of visual BASIC language variations. 3 semester hours credit (3 hr lecture).

CSC 1313--FORTRAN PROGRAMMING
This course is an introduction programming course with emphasis on the syntax and structure of FORTRAN programming using problem solving applications in mathematics, engineering and science. 3 semester hours credit (3 hr lecture).

CSC 1613--COMPUTER PROGRAMMING I
Introduction to problem solving methods and algorithm development; designing, debugging, looping scope rules, data structures, and a variety of applications in a high-level programming language. 3 semester hours credit (3 hr lecture).

CSC 2133--PROGRAMMING I WITH "C"
An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C/C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, functions, and array processing. 3 semester hours credit (3 hr lecture). Prerequisite: previous programming experience.

CSC 2143--PROGRAMMING II WITH "C"
Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C/C++ language. 3 semester hours credit (3 hr lecture). Prerequisite: CSC 2133

CSC 2623--COMPUTER PROGRAMMING II
Continued and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging, and testing of large programs in a high-level language. 3 semester hours credit (3 hr lecture). Prerequisite: CSC 1613

CRIMINAL JUSTICE

CRJ 1313--INTRODUCTION TO CRIMINAL JUSTICE
History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. 3 semester hours credit.

CRJ 1323--POLICE ADMINISTRATION AND ORGANIZATION I
Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. 3 semester hours credit.

CRJ 1363--INTRODUCTION TO CORRECTIONS
An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. 3 semester hours credit.

CRJ 1383--CRIMINOLOGY
The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. 3 semester hours credit.

CRJ 2313--POLICE OPERATIONS
A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. 3 semester hours credit.

CRJ 2333--CRIMINAL INVESTIGATION I
Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. 3 semester hours credit.

CRJ 2413--ADMINISTRATION OF CRIMINAL JUSTICE I
A study of the legal concepts and procedures, including laws of arrest and search warrant procedures, beginning with the issuance of legal process to ultimate disposition, including information, indictments, arraignments, preliminary hearings, bail, juries and trial and penal conditions. 3 semester hours credit.

CRJ 2513--LAW ENFORCEMENT AND THE JUVENILE
The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. 3 semester hours credit.

ECONOMICS

ECO 2113--PRINCIPLES OF ECONOMICS (MACROECONOMICS)
An introduction to macroeconomics. Topics to be covered include free enterprise principles, institutions, policies, monetary system, national income, employment, output, inflation, and business cycles. 3 semester hours credit.

ECO 2123--PRINCIPLES OF ECONOMICS (MICROECONOMICS)
A continuation of ECO 2113 with an introduction to microeconomics: Topics to be covered include supply and demand, pricing and output, income distribution, factor pricing, and foreign exchange markets. 3 semester hours credit.

EDUCATION

EDU 1103--ESSENTIAL COLLEGE SKILLS I (REMEDIAL COURSE)
This course is designed to aid in the development of student potentials in four fundamental areas; improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. 3 semester hours credit.

EDU 1311--ORIENTATION
This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking and report writing, and gives the student guidance in collegiate life. 1 semester hour credit.

EDU 1321--CAREER EXPLORATION
A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. 1 semester hour credit.

EDU 1411--IMPROVEMENT OF STUDY
This course is designed to aid the student in three basic areas: adjustment to College life, development of good study skills, and the formation of good test-taking skills. 1 semester hour credit.

EDU 1423--COLLEGE STUDY SKILLS
An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of College-level courses, both graduate and undergraduate. 3 semester hours credit.

EDU 1711--JOB SEARCH SKILLS
This course is designed to prepare students for job net-working skills, completing applications, resume writing, interviewing, and enhancing job attitudes. 1 semester hour credit.

EDU 1813--LEADERSHIP AND ORGANIZATIONAL SKILLS I
A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, communication, conducting effective meetings, and working with volunteers. 3 semester hours credit.

EDU 2513--INTRODUCTION TO ELEMENTARY EDUCATION
An introduction to elementary schools and the role of teachers. Study of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in the elementary schools. 3 semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2533--HUMAN GROWTH & DEVELOPMENT
A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people.

ENGLISH

ENG 1103--BASIC STUDIES IN ENGLISH (REMEDIAL COURSE)
This course in writing stresses basic communication skills-writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. 3 semester hours credit. Credit hours do not transfer.

ENG 1113--ENGLISH COMPOSITION I
A study of grammar and composition, with emphasis on the sentence, and the paragraph. Readings and frequent essays. 3 semester hours credit.

ENG 1123--ENGLISH COMPOSITION II
A continuation of ENG 1113 with emphasis on the whole composition. Readings, essays and research paper required. Prerequisite: ENG 1113. 3 semester hours credit.

ENG 1203--FUNDAMENTALS OF COMPOSITION (REMEDIAL COURSE)
A continuation of ENG 1103. 3 semester hours credit. Credit hours do not transfer.

ENG 1113H--HONORS COMPOSITION I
Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by invitation. 3 semester hours credit.

ENG 1123H--HONORS COMPOSITION II
Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by invitation. 3 semester hours credit.

ENG 2133--CREATIVE WRITING I
Writing the poem, the short story, the essay, and the play. Consent of the instructor required. Prerequisite: ENG 1123. 3 semester hours credit.

ENG 2143--CREATIVE WRITING II
A continuation of ENG 2133. 3 semester hours credit.

ENG 2223--AMERICAN LITERATURE I
Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Prerequisites: ENG 1113 and ENG 1123. 3 semester hours credit.

ENG 2233--AMERICAN LITERATURE II
Representative prose and poetry of the United States from Walt Whitman to the present. Prerequisites: ENG 1113 and ENG 1123. 3 semester hours credit.

ENG 2323--ENGLISH LITERATURE I
This course is a survey of English literature from *Beowulf* through the Age of Neo-Classicism. Prerequisites: ENG 1113 and ENG 1123. 3 semester hours credit.

ENG 2333--ENGLISH LITERATURE II
This course is a survey of English literature from the Age of Revolution and Romance to the present time. Prerequisites: ENG 1113 and ENG 1123. 3 semester hours credit.

ENG 2423--WORLD LITERATURE I
Selected writings of the Orient, Greece, Rome and Medieval Europe. 3 semester hours credit.

ENG 2433--WORLD LITERATURE II
A continuation of ENG 2423. Selected European writings from the Renaissance to the present. 3 semester hours credit.

FAMILY CONSUMER SCIENCE

FCS 1253--NUTRITION
A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and the applications for healthcare providers. 3 semester hours credit.

GEOGRAPHY

GEO 1113--WORLD GEOGRAPHY
A regional survey of the basic geographic features and major new developments of the nations of the world. 3 semester hours credit.

GEO 1214--INTRODUCTION TO METEOROLOGY
A Lab/lecture Descriptive study of weather with the objective of gaining appreciation of the variety of atmospheric phenomena. The effect of weather and climate on man and his activities. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

GEO 1234--INTRODUCTION TO CLIMATOLOGY
A lab/lecturenon-technical introduction to the climates of the earth. Topics include climatic controls, climate classification, climate zones of the world, climate change, and people's interaction with climate. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

GEOLOGY

GLY 1114--PHYSICAL GEOLOGY
A lab Geoscience course: Study of the earth, its materials and the forces acting upon them, and the land forms and their development. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

HEALTH/PHYSICAL EDUCATION

HPR 1111--GENERAL PHYSICAL EDUCATION ACTIVITIES I
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. 1 semester hour credit.

HPR 1111--WEIGHTS I – VARSITY SPORTS (FIRST COURSE)
Activity course with participation in weight training appropriate for the varsity sport. 1 semester hour credit.

HPR 1111--CHEERLEADING I
Activity course with participation in cheerleading fitness activities. 1 semester hour credit.

HPR 1121--GENERAL PHYSICAL EDUCATION ACTIVITIES II
This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Prerequisite: HPR 1111. 1 semester hour credit.

HPR 1121--WEIGHTS II– VARSITY SPORTS (SECOND COURSE)
Activity course with participation in weight training appropriate for the varsity sport. 1 semester hour credit.

HPR 1121--CHEERLEADING II
Activity course with participation in cheerleading fitness activities. 1 semester hour credit.

HPR 1131--VARSITY SPORTS (FIRST COURSE)
Participation in varsity sport (football, basketball, soccer, golf, softball, baseball, etc.). 1 semester hour credit.

HPR 1141--VARSITY SPORTS (SECOND COURSE)
Participation in varsity sport (football, basketball, soccer, golf, softball, baseball, etc.). 1 semester hour credit.

HPR 1213--PERSONAL AND COMMUNITY HEALTH I
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. 3 semester hours credit.

HPR 1313--INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION
Introduction to the objective, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. 3 semester hours credit.

HPR 1551--FITNESS AND CONDITIONING TRAINING I
Lecture and practice in weight training. 1 semester hour credit.

HPR 1561--FITNESS & CONDITIONING TRAINING
Lecture and practice in weight training. 1 semester hour credit.

HPR 2111--GENERAL PHYSICAL EDUCATION ACTIVITIES III
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Prerequisite: HPR 1121. 1 semester hour credit.

HPR 2111--WEIGHTS III–VARSITY SPORTS (THIRD COURSE)
Activity course with participation in weight training appropriate for the varsity sport. 1 semester hour credit.

HPR 2111--CHEERLEADING III
Activity course with participation in cheerleading fitness activities. 1 semester hour credit.

HPR 2121--GENERAL PHYSICAL EDUCATION ACTIVITIES IV
This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Prerequisite: HPR 2111. 1 semester hour credit.

HPR 2121--WEIGHTS IV– VARSITY SPORTS (FOURTH COURSE)
Activity course with participation in weight training appropriate for the varsity sport. 1 semester hour credit.

HPR 2121--CHEERLEADING IV
Activity course with participation in cheerleading fitness activities. 1 semester hour credit.

HPR 2131--VARSITY SPORTS (THIRD COURSE)
Participation in varsity sport (football, basketball, soccer, golf, softball, baseball, etc.). 1 semester hour credit.

HPR 2141--VARSITY SPORTS (FOURTH COURSE)
Participation in varsity sport (football, basketball, soccer, golf, softball, baseball, etc.). 1 semester hour credit.

HPR 2213--FIRST AID & CPR
Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (Does not transfer to some schools as a physical education course). 3 semester hours credit.

HPR 2323--RECREATIONAL LEADERSHIP
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. 3 semester hours credit.

HPR 2423--FOOTBALL THEORY
Theoretical study of football from offensive and defensive standpoints, including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. 3 semester hours credit.

HPR 2433--BASKETBALL THEORY
A theoretical study of basketball from offensive and defensive standpoints, including the study of teaching the fundamentals of team organization. 3 semester hours credit.

HPR 2443--ATHLETIC TRAINING AND TREATMENT OF INJURIES
A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. 3 semester hours credit.

HPR 2453--BASEBALL THEORY
A theoretical study of baseball from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. 3 semester hours credit.

HISTORY

HIS 1113--WESTERN CIVILIZATION I
A general survey of European history from ancient times to 1660 A.D. 3 semester hours.

HIS 1123--WESTERN CIVILIZATION II
A general survey of European civilization since 1600 A.D. 3 semester hours.

HIS 1163--WORLD CIVILIZATION I
A survey of man's struggle for civilization from early times to the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. 3 semester hours

HIS 1173--WORLD CIVILIZATION II
A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. 3 semester hours

HIS 2213--AMERICAN (U.S.) HISTORY I
This course is a survey of U.S. history from the period of discovery and exploration through Reconstruction. 3 semester hours credit.

HIS 2223--AMERICAN (U.S.) HISTORY II
This course is a survey of U.S. History from Reconstruction to the present. 3 semester hours credit.

JOURNALISM

JOU 1111--COLLEGE PUBLICATIONS I
The laboratory course is designed to give practical experience in working with College newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising, and photography will be emphasized according to student need. 1 semester hour credit.

JOU 1121--COLLEGE PUBLICATIONS II
A continuation of JOU 1111. 1 semester hour credit.

JOU 2111--COLLEGE PUBLICATIONS III
Open to journalism students only who successfully completed JOU 1111 and 1121. Consent of instructor required. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skills of headline writing, copy editing, and make-up and design will also be stressed. 1 semester hour credit.

JOU 2121--COLLEGE PUBLICATION IV
Open to journalism students only who have successfully completed JOU 1111, 1121 and 2111. Consent of instructor required. Laboratory work will include coverage of news events on campus, photography, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed. 1 semester hour credit.

MATHEMATICS

MAT 1103--DEVELOPMENTAL MATHEMATICS I/ARITHMETIC (PRE-COLLEGE LEVEL)
This course is designed for the student who is lacking in fundamental arithmetic skills. The course will include the topics of fractions, decimals, percentages, and verbal problems. 3 semester hours credit, does not transfer

MAT 1111--BASIC GRAPHING CALCULATOR
This course is designed for students who have little or no background in the use of a graphing calculator. Topics covered include keyboard layout, modes, menus, algebraic computations, graphing functions, statistics regression analysis and matrix operations. 1 semester hour credit.

MAT 1203--DEVELOPMENTAL MATHEMATICS II/ELEM. ALGEBRA (PRE-COLLEGE LEVEL)
A course in algebra to include signed numbers, first degree equations, products and factors, fractions, and solutions of two equations and two variables. 3 semester hours credit. Credit hours do not transfer.

MAT 1233--INTERMEDIATE ALGEBRA
Designed for students whose preparation in algebra is inadequate for regular College algebra. Materials covered include algebraic factoring, fractions, problem solving, exponents, radicals, and quadratics. Prerequisite: one year high school algebra, ACT math subscore of 15, 16 or 17 and have high school Algebra I, or pass MAT 1203 with a “C” or better grade. 3 semester hours credit. Credit hours do not transfer.

MAT 1313--COLLEGE ALGEBRA
This course includes equations, inequalities, functions and graphs, circles, polynomial and rational functions, and systems of equations and inequalities. Prerequisite: ACT math subscore of 18 or above with high school algebra I and II or pass MAT 1233 with a “C” or better grade. 3 semester hours credit.

MAT 1323--TRIGONOMETRY
Trigonometric functions; functions of the composite angle; fundamental relations; trigonometric equations, logarithms; radian measure; solution of right and oblique triangles, inverse trigonometric functions; and vectors. Prerequisite: MAT 1313. 3 semester hours credit.

MAT 1333--FINITE MATHEMATICS AND INTRODUCTION TO CALCULUS
Introduction and application of sets, functions, matrices, sequences, and linear programming oriented to business decision making and behavioral sciences. Introduction to Calculus. Prerequisite: MAT 1313. 3 semester hours credit.

MAT 1513--BUSINESS CALCULUS I
This course includes the basis of differential calculus with emphasis on business applications. Prerequisite: MAT 1313 or high school equivalent and ACT math subscore of 22 or above. 3 semester hours credit.

MAT 1523--BUSINESS CALCULUS II
The basics of Integral Calculus with emphasis on business applications. Prerequisite: MAT 1513. 3 semester hours credit.

MAT 1613--CALCULUS I-A
Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions, applications. Prerequisite: MAT 1313 and MAT 1323 or strong high school background in mathematics including College level algebra and trigonometry. 3 semester hours credit.

MAT 1623--CALCULUS II-A
Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Prerequisites: MAT 1613-A and MAT 1323. 3 semester hours credit.

MAT 1723--THE REAL NUMBER SYSTEM
Structure and properties of the number systems of arithmetic. Limited to students preparing to teach. 3 semester hours credit.

MAT 1733--GEOMETRY, MEASUREMENT AND PROBABILITY
Basic ideas and structure of algebra; intuitive foundations of geometry; basic concepts of measurements, and probability. For elementary and special education majors. 3 semester hours credit.

MAT 1743--PROBLEM SOLVING WITH REAL NUMBERS
Proportions, percent problems, probability, counting principles, statistics. (For Elementary and Special Education majors only) 3 semester hours credit.

MAT 2113--INTRODUCTION TO LINEAR ALGEBRA
Vector spaces, matrices, linear transformation; systems of linear equation determinates; characteristic values and characteristic vectors. Prerequisite: MAT 1623-A Calculus II. 3 semester hours credit.

MAT 2323--STATISTICS
Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data in a variety of fields. Prerequisite: MAT 1313. 3 semester hours credit.

MAT 2613--CALCULUS III-A
Solid analytics; vectors; improper integrals; line integration, infinite series. Prerequisite: MAT 1623-A. 3 semester hours credit.

MAT 2623--CALCULUS IV-A
Partial differentiation, multiple integrals, vector calculus. Prerequisite: MAT 2613. 3 semester hours credit.

MAT 2913--DIFFERENTIAL EQUATIONS
Solution of first and higher order differential equations, existence theorems, solutions by series, and applications to problems in geometry, physics and chemistry. Pre/Corequisites MAT 2623 and Calculus IV. 3 semester hours credit.

MILITARY SCIENCE (AIR FORCE)

AFR 1111--IN DEFENSE OF OUR NATION I

AFR 1121--LAB

AFR 1211--IN DEFENSE OF OUR NATION II

AFR 1221--LAB

AFR 2111--DEVELOPMENT OF AIR POWER I

AFR 2121--LAB

AFR 2211--DEVELOPMENT OF AIR POWER II

AFR 2221--LAB

(ARMY)

AMR 1112--FOUNDATIONS OF OFFICERSHIP
Introduction to leadership and the Armed Forces. Course topics include small group leadership, decision making, team building, first aid, problem solving, and adventure training such as rappelling and paintball. Includes a leadership lab and physical training. 2 hours credit.

AMR 1122--BASIC LEADERSHIP
Fundamental leadership and training techniques. Exposure to military skills and traditions and practical application of leadership and problem solving. Study areas include adventure training, map reading, military customs, and leadership concepts. Includes a leadership lab and physical training. 2 hours credit.

AMR 2113--INDIVIDUAL LEADERSHIP STUDIES
Develop individual leadership skills. Apply problem solving, communication and conflict resolution skills. Teach basic leadership skills and squad tactics. Prerequisite: AMR 1112, 1122 or approval of the Professor of Military Science Faculty. 3 hours credit.

AMR 2123--LEADERSHIP AND TEAMWORK
An Application of leadership action skills with emphasis on beliefs, values, ethics, counseling techniques and group interaction skills. Includes a leadership lab and physical training. Prerequisite: AMR 1112, 1122 or approval of the Professor of Military Science Faculty. 3 hours credit.

MODERN AND FOREIGN LANGUAGE

MFL 1113--FRENCH I
This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. 3 semester hours credit.

MFL 1123--FRENCH II
A continuation of French 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. 3 semester hours credit.

MFL 1213--SPANISH I
This course is designed to develop basic language skills; reading, writing, and speaking. Records are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. 3 semester hours credit.

MFL 1223--SPANISH II
A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. 3 semester hours credit.

MFL 2113--FRENCH III
A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. 3 semester hours credit.

MFL 2123--FRENCH IV
Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. 3 semester hours credit.

MFL 2213--SPANISH III
A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. 3 semester hours credit.

MFL 2223--SPANISH IV
A continuation of MFL 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students' use of the language. 3 semester hours credit.

MUSIC APPLIED
(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice and Woodwinds)

A minimum of three hours practice per week per credit hour required. Ten hours per week

recommended for major instrument for Music Education students.

MUA 1111, 1121, 2111, 2121--CLASS BRASS I, II, III, & IV
1141, 1151, 2141, 2151--Elective) BRASS FOR NON MUSIC STUDENTS I, II, III & IV
1172, 1182, 2172, 2182--BRASS FOR MUSIC EDUCATION STUDENTS I, II, III, & IV
1173, 1183, 2173, 2183--BRASS FOR MUSIC MAJORS I, II, III, AND IV

MUA 1211, 1221, 2211, 2221--CLASS GUITAR I, II, III, & IV
1241, 1251, 2141, 2151--(Elective) GUITAR FOR NON MUSIC STUDENTS I, II, III, & IV
MUA 1272, 1282, 2272, 2282--GUITAR FOR MUSIC EDUCATION STUDENTS I, II, III & IV

MUA 1331, 1341, 2331, 2341--(Elective) ORGAN FOR NON MUSIC STUDENTS I, II, III, & IV
1362, 1372, 2362, 2372--ORGAN FOR MUSIC EDUCATION STUDENTS I, II, III, & IV

MUA 1411, 1421, 2411, 2421--CLASS PERCUSSION I, II, III, & IV
1441, 1451, 2441, 2451--(Elective) PERCUSSION FOR NON MUSIC STUDENTS I, II, III, & IV
1472, 1482, 2472, 2482--PERCUSSION FOR MUSIC EDUCATION STUDENTS I, II, III, & IV

MUA 1511, 1521, 2511, 2521--CLASS PIANO I, II, III, & IV
1541, 1551, 2541, 2551--(Elective) PIANO FOR NON MUSIC STUDENTS I, II, III, & IV
1572, 1582, 2572, 2582--PIANO FOR MUSIC EDUCATION STUDENTS I, II, III, & IV
A minimum of three hours practice per week per credit hour required.

MUA 1611, 1621, 2611, 2621--CLASS STRINGS I, II, III, & IV
1641, 1651, 2641, 2651--(Elective) STRINGS FOR NON MUSIC STUDENTS I, II, III, & IV
1672, 1682, 2672, 2682--STRINGS FOR MUSIC EDUCATION STUDENTS I, II, III, & IV

MUA 1711, 1721, 2711, 2721--CLASS VOICE I, II, III, & IV
1741, 1751, 2741, 2751--VOICE FOR NON MUSIC STUDENTS I, II, III, & IV
1772, 1782, 2772, 2782--VOICE FOR MUSIC EDUCATION STUDENTS I, II, III, & IV
A minimum of three hours practice per week per credit hour required.

MUA 1811, 1821, 2811, 2821--CLASS WOODWINDS I, II, III, & IV
1841, 1851, 2841, 2851--(Elective) WOODWINDS FOR NON MAJORS I, II, III, & IV
1872, 1882, 2872, 2882--WOODWINDS FOR MUSIC ED. STUDENTS I, II, III, & IV

MUSIC FOUNDATIONS
(Education, History, Literature, & Theory)

MUS 1113--MUSIC APPRECIATION
Listening course designed to give the student, through aural perception, an understanding and appreciation of music as a moving force in Western Culture. 3 semester hours credit.

MUS 1123--MUSIC SURVEY (MAJORS)
Listening course, designed to acquaint the music student with a broad overview of musical style and repertoire from antiquity to the present. 3 semester hours credit.

MUS 1214--MUSIC THEORY I
Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. 4 semester hours credit.

MUS 1224--MUSIC THEORY II
A continuation of MUS 1214. 4 semester hours credit.

MUS 1811--MUSIC THEATER WORKSHOP I
The workshop is designed to introduce the student to all facets of music theater. One public performance will be given each semester. 1 semester hour credit.

MUS 1821--MUSIC THEATER WORKSHOP II
A continuation of MUS 1811. 1 semester hour credit.

MUS 2214--MUSIC THEORY III
A continuation of MUS 1224. 4 semester hours credit.

MUS 2224--MUSIC THEORY IV
A continuation of MUS 2214. 4 semester hours credit.

MUS 2313--MUSIC HISTORY I
Music of primitive nations; rise and developments of liturgy; the Polyphonic Age; the rise of opera and oratorio; the periods of Bach and Handel, Haydn, and Mozart; advent of Beethoven; American musical development. 3 semester hours credit.

MUS 2323--MUSIC HISTORY II
A continuation of MUS 2313. 3 semester hours credit.

MUS 2413--MUSIC LITERATURE I
A listening course to give the student a better understanding of music through the ages. Offering the non-music student as well as the music student an opportunity to explore music as an art. 3 semester hours credit.

MUS 2423--MUSIC LITERATURE II
A continuation of MUS 2413. 3 semester hours credit.

MUS 2513--MUSIC FOR ELEMENTARY CHILDREN
A study of the fundamentals of music, sight reading and terminology. 3 semester hours credit.

MUS 2811--MUSIC THEATER WORKSHOP III
A continuation of MUS 1821. 1 semester hour credit.

MUS 2821--MUSIC THEATRE WORKSHOP IV
A continuation of MUS 2811. 1 semester hour credit.

MUSIC ORGANIZATIONS

MUO 1211, 1221, 2211, 2221--CHOIR I, II, III, & IV

MUO 1241, 1251, 2241, 2251--SMALL SINGING GROUPS I, II, III, & IV
(REFLECTIONS - open to students by audition and selected by director)

MUO 1111, 1121, 2111, 2121--BAND I, II, III, IV

MUO 1141, 1151, 2141, 2151--SMALL BAND GROUPS I, II, III, IV

MUO 1171, 1181, 2171, 2181--STAGE BAND I, II, III, IV

PHILOSOPHY AND BIBLE

PHI 1113--OLD TESTAMENT SURVEY
This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry. 3 semester hours credit.

PHI 1133--NEW TESTAMENT SURVEY
This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. 3 semester hours credit.

PHI 1153--THE LIFE OF CHRIST
The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. 3 semester hours credit.

PHI 1163--ACTS AND THE EPISTLES
This course is chiefly a study of the work of the apostles as portrayed in the Book of Acts and the Epistles. Attention is given to the development of New Testament churches. Notice is taken of the proper setting of the various Epistles. 3 semester hours credit.

PHI 2613--WORLD RELIGIONS I
Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. 3 semester hours credit

PHYSICS

PHY 1114--INTRODUCTION TO ASTRONOMY
A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2244--PHYSICAL SCIENCE I
A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1233 or MAT 1313 or permission of the instructor. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2254--PHYSICAL SCIENCE II
A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1233 or MAT 1313 or permission of the instructor. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2414--GENERAL PHYSICS I
A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/corequisite: MAT 1323 or consent of instructor. 3 semester hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2424--GENERAL PHYSICS II
A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2414. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2514--GENERAL PHYSICS I-A
A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1613. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2524--GENERAL PHYSICS II-A
A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1623 and PHY 2514; Co-Requisite MAT 2613 or permission of the instructor. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

POLITICAL SCIENCE

PSC 1113--AMERICAN NATIONAL GOVERNMENT
Survey of the organizations, political aspects of bases for American government. 3 semester hours credit.

PSC 1123--AMERICAN STATE AND LOCAL GOVERNMENT
Relationship between state and federal government and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. 3 semester hours credit.

PSYCHOLOGY

PSY 1513--GENERAL PSYCHOLOGY I
An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. 3 semester hours credit.

PSY 2553--PSYCHOLOGY OF PERSONAL ADJUSTMENT
A course to aid in developing an understanding of the causes and symptoms of emotional maladjustment. Emphasis is placed upon preparing the student to anticipate and deal with his/her own problems and to improve his/her understanding of the behavior of others. Prerequisite: PSY 1513. 3 semester hours credit.

READING

REA 1103--DEVELOPMENTAL READING I (REMEDIAL COURSE)
A laboratory course designed to offer special reading instruction to students deficient in reading skills. 3 semester hours credit. Credit hours do not transfer.

REA 1203--DEVELOPMENTAL READING II (REMEDIAL COURSE)
A continuation of REA 1103. 3 semester hours credit. Credit hours do not transfer.

SOCIOLOGY

SOC 1513--ETHNIC RELATIONS
Economic, political, educational, and racial status of ethnic minorities in the U.S. Also, relations between minority and dominant groups. 3 semester hours credit.

SOC 2113--INTRODUCTION TO SOCIOLOGY I
Deals with human relationships. Student will receive a synopsis of the whole field of sociology, including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and institution. 3 semester hours credit.

SOC 2143--MARRIAGE AND FAMILY
A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and of social-economic adjustments to society. 3 semester hours credit.

SOC 2163--INTRODUCTION TO SOCIAL WORK
A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. 3 semester hours credit.

SPEECH

SPT 1113--ORAL COMMUNICATIONS (PRINCIPLES OF SPEECH)
Study and practice in making informative and persuasive presentations in professional and personal settings. Major emphasis on research and organization of material, as well as practice in conversational speech delivery style before groups. 3 semester hours credit.

SPT 1241--DRAMA PRODUCTION I
Participation in College drama productions. (Individuals enrolled in drama production should be prepared to attend auditions, rehearsals, and performances at times other than regularly scheduled class meetings.) 1 semester hour credit.

SPT 1251--DRAMA PRODUCTION II
Participation in College drama productions. (Individuals enrolled in drama production should be prepared to attend auditions, rehearsals, and performances at times other than regularly scheduled class meetings.) 1 semester hour credit.

SPT 2233--THEATRE APPRECIATION
Appreciation of the theatre as performance art; developing audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. For non-theatre students. 3 semester hours credit.

SPT 2241--DRAMA PRODUCTION III
Participation in College drama productions. (Individuals enrolled in drama production should be prepared to attend auditions, rehearsals, and performances at times other than regularly scheduled class meetings.) 1 semester hour credit.

SPT 2251--DRAMA PRODUCTION IV
Participation in College drama productions. (Individuals enrolled in drama production should be prepared to attend auditions, rehearsals, and performances at times other than regularly scheduled class meetings.) 1 semester hour credit.

CAREER & TECHNICAL COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS
AUTOMOTIVE SERVICES TECHNOLOGY

ATT 1124--BASIC ELECTRICAL/ELECTRONIC SYSTEMS
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 1134--ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 1214--BRAKES
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Including instruction and practice in diagnosis of braking systems problems and the repair of brake systems. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 1314--MANUAL DRIVE TRAINS/TRANSAXLES
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 1424--ENGINE PERFORMANCE I
A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance.4 sch: 2 hr. lecture, 4 hr. lab

ATT 1715--ENGINE REPAIR
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. 5 sch: 2 hr. lecture, 6 hr. lab

ATT 1811--INTRODUCTION, SAFETY AND EMPLOYABILITY SKILLS
This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. 1 sch: 1 hr. lecture

ATT 2325--AUTOMATIC TRANSMISSIONS/TRANSAXLES
This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. 5 sch: 2 hr. lecture, 6 hr. lab

ATT 2334--STEERING AND SUSPENSION SYSTEMS
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 2434--ENGINE PERFORMANCE II
This is a course designed to provide advanced skills and knowledge related to the ignition systems, fuel, air induction and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 2444--ENGINE PERFORMANCE III
This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 2614--HEATING AND AIR CONDITIONING
This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 291(1-3)--SPECIAL PROBLEM IN AUTOMOTIVE TECHNOLOGY
A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: consent of instructor. 1-3 sch: 2-6 hr. lab

ATT 292(1-6)--SUPERVISED WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY
A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Prerequisite: consent of instructor and completion of at least one semester of advanced coursework in Automotive Technology. 1-6 sch: 3-18 hr. externship

BANKING AND FINANCE TECHNOLOGY

BFT 1213--PRINCIPLES OF BANKING
This course presents the fundamentals of bank functions and operations and is the basic course for further studies in finance and banking. 3 sch: 3 hr. lecture.

BFT 1223--MONEY AND BANKING
This course presents the basic economic principles most closely related to the subject of money and banking in a context of related topics of interest to strengthen knowledge and appreciation of the role of financial institutions in the functioning of the American economy. Emphasis is placed on such problems as economic stabilization, limitations of central bank control, and government fiscal policy showing their repercussions on the banking industry. 3 sch: 3 hr. lecture.

BFT 1233--LAW AND BANKING PRINCIPLES
This course provides an overview of legal and regulatory aspects and functions of banking. Emphasis on sources and applications of banking law, distinguishing between torts and crimes and their relationship to banking, explanation of contracts to include legal capacity, legal objectives, mutual assent, and consideration. Also includes real and personal properties and their application to banking, bankruptcy and liquidation, and the legal implications of electronic banking. 3 sch; 3 hr. lecture.

BFT 1313--CONSUMER LENDING
This course provides specific concepts as well as the role consumer credit plays in a commercial bank. Techniques of installment lending are introduced with emphasis on the loan interview, loan application, investigating credit, evaluating credit risks, making credit decisions, documenting credit, and consumer compliance. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 1323--COMMERCIAL LENDING
This course is designed to give an overview of the bank's commercial lending function and perspective. The course offers the basic definitions, concepts, and principles of commercial lending, and illustrates the involvement of an interactive process that demands human relations skills. 3 sch: 3 hr. lecture.

BFT 1411--PROFESSIONAL DEVELOPMENT IN FINANCIAL INSTITUTIONS I
This course provides practical exercises in both the technical and social skills necessary for employment in the finance and banking industry. Involvement in a program of leadership and personal development in occupational competencies and high standards in personal and professional relationships are stressed. 1 sch: 2 hr. lab.

BFT 1513--BANKING and FINANCE MATH
This course is designed to develop competency in math skills for financial services use. 3 sch: 3 hr. lecture.

BFT 2113--BUSINESS POLICY
This course uses the learn-by-doing approach with activities and cases drawn from the field of finance, business administration, and current economic situations to illustrate how daily tasks

are evaluated and performed by business professionals. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 2444--PROFESSIONAL DEVELOPMENT IN FINANCIAL INSTITUTIONS
This course provides practical exercises in both the technical and social skills necessary for employment in the finance and banking industry. Involvement in a program for leadership and personal development in occupational competencies and high standards in personal and professional relationships are stressed. 4 sch: 3 hr. lecture, 2 hr. lab.

BFT 2523--BUSINESS FINANCE
This course introduces the student to business finance management with the principles of finance applied to the operations of the profit-seeking business firm. Fundamental processes of problem solving are emphasized. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 2533--FINANCIAL MANAGEMENT
This course introduces the student to business and personal financial management. The student will learn how to analyze business and personal financial needs. 3 sch: 2 hr. lecture, 2 hr. lab

BFT 2613--BANK TELLER OPERATIONS
This course focuses on the skills new tellers need to carry out their daily responsibilities in today's financial services industry. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 2914--SPECIAL PROJECT IN BANKING and FINANCE TECHNOLOGY
This course emphasizes development of concepts, terminology, and theory of Banking and Finance. The student will be assigned projects dealing with current situations in the financial services industry. 4 sch: 3 hr. lecture, 2 hr. lab

BUSINESS TECHNOLOGY

BOT 1013-- INTRODUCTION TO KEYBOARDING
This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. 3 sch: 2 hr. lecture, 2 hr. lab.

BOT 1113--DOCUMENT FORMATTING AND PRODUCTION
This course focuses on improving keyboard techniques using the touch method and on production of documents using word processing functions. 3 sch: 2 hr. lecture, 2 hr. lab.

BOT 1123--KEYBOARD SKILLBUILDING
This course further develops keyboard techniques emphasizing speed and accuracy. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Keyboard Concepts (BOT 1113).

BOT 1133--MICROCOMPUTER APPLICATIONS
This course will introduce an operating system and word processing, spreadsheet, database, and presentation software applications. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Introduction to Keyboarding (BOT 1013) or consent of instructor.

BOT 1143--WORD PROCESSING
This course focuses on production documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Document Formatting and Production (BOT 1113), Mechanics of Communication (BOT 1713), and Microcomputer Applications (BOT 1133) or consent of instructor.

BOT 1213--PROFESSIONAL DEVELOPMENT
This course develops an awareness of interpersonal skills essential for job success. 3 sch: 3 hr. lecture.

BOT 1313--APPLIED BUSINESS MATH
This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. 3 sch: 3 hr. lecture

BOT 1413--RECORDS MANAGEMENT
This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall -- paper, image, and digital -- and the treatment of these categories in proper management, storage, and retrieval. 3 sch: 3 hr. lecture.

BOT 1433--BUSINESS ACCOUNTING
This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. 3 sch: 3 hr. lecture.

BOT 1513--MACHINE TRANSCRIPTION
This course is designed to teach transcription of a wide variety of business communications from machine dictation. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143).

BOT 1613--MEDICAL OFFICE TERMINOLOGY I
This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. 3 sch: 2 hr. lecture, 2 hr. lab.

BOT 1623--MEDICAL OFFICE TERMINOLOGY II
This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. 3 sch. 2 hr. lecture, 2 hr. lab.

BOT 1713--MECHANICS OF COMMUNICATION
This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. 3 sch: 3 hr. lecture.

BOT 1813--ELECTRONIC SPREADSHEET
This course focuses on applications of the electronic spreadsheet as an aid to management decision making. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133) or by consent of instructor.

BOT 2133--DESKTOP PUBLISHING
This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software . 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143) or consent of instructor.

BOT 2323--DATABASE MANAGEMENT
This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Microcomputer Applications (BOT 1133) and Records Management (BOT 1413) or by consent of instructor.

BOT 2413--COMPUTERIZED ACCOUNTING
This course applies basic accounting principles using a computerized accounting system. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213).

BOT 2523--MEDICAL MACHINE TRANSCRIPTION I
This course is designed to teach transcription of various medical documents. 3 sch: 1 hr. lecture, 4 hr. lab. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623).

BOT 2533--MEDICAL MACHINE TRANSCRIPTION II
This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. 3 sch: 1 hr. lecture, 4 hr. lab. Prerequisite: Medical Machine Transcription I (BOT 2523).

BOT 2723--ADMINISTRATIVE OFFICE PROCEDURES
This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143).

BOT 2743--MEDICAL OFFICE CONCEPTS
This course will provide coverage and integration of medical office skills and issues. Problem

solving will be emphasized. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Document Formatting and Production (BOT 1113) and Records Management (BOT 1413).

BOT 2753--MEDICAL INFORMATION MANAGEMENT
This course will continue coverage of medical office issues with emphasis on health insurance filing. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Medical Office Concepts (BOT 2743).

BOT 2643--CPT CODING
This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

BOT 2653--ICD CODING
This course is an introduction to diagnostic coding. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

BOT 2813--BUSINESS COMMUNICATION
This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations using electronic media 3 sch: 3 hr lecture. Prerequisite: Document Formatting and Production (BOT 1113) and Mechanics of Communication (BOT 1713) or by consent of instructor.

BOT 2823--COMMUNICATION TECHNOLOGY
This course will present an overview of the resources available for communications using current technology. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143) or by consent of instructor.

BOT 2833--INTEGRATED COMPUTER APPLICATIONS
This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of the instructor.

COMMERCIAL TRUCK DRIVER TRAINING

DTV 1114--COMMERCIAL TRUCK DRIVING I
A course to provide fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 4 sch: 1 hr. lecture, 6 hr. lab.

DTV 1124--COMMERCIAL TRUCK DRIVING II
Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 4 sch: 1 hr. lecture, 6 hr. lab.

COMPUTER NETWORKING TECHNOLOGY

CNT 1414--FUNDAMENTALS OF DATA COMMUNICATIONS
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. 4 sch: 2 hr. lecture, 4 hr. lab

CNT 1513--WEB DEVELOPMENT CONCEPTS
This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, browser, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. 3 sch: 2 hr. lecture, 2 hr. lab

CNT 1524--NETWORK COMPONENTS
This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisites: Fundamentals of Data Communications (CNT 1414)

CNT 1623--NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER
This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed in daily administrative tasks performed by a network administrator. 3 sch: 2 hr. lecture, 2 hr. lab. Corequisites: Fundamentals of Data Communications (CNT 1414) and Operating Platforms (CPT 1332)

CNT 1654--NETWORK ADMINISTRATION USING LINUX
This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. 4 sch: 2 hr. lecture, 4 hr lab. Prerequisites: Fundamentals of Data Communications (CNT 1414) and Operating Platforms (CPT 1332)

CNT 2423--SYSTEM MAINTENANCE
This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: Operating Platforms (CPT 1332)

CNT 2533--NETWORK PLANNING AND DESIGN
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. 3 sch: 2 hr. lecture, 2 hr lab. Prerequisites: 1 Network Operating System Elective; Network Components (CNT 1523)

CNT 2544--NETWORK IMPLEMENTATION
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation , and maintenance of a network solution. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisites: Network Planning and Design (CNT 2533)

CNT 2644--ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER
This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisites: Fundamentals of Data Communications (CNT 1414), Network Administration Using Microsoft Windows Server (CNT 1624)

CNT 2654--ADVANCED NETWORK ADMINISTRATION USING LINUX
This course is a continuation of Network Administration Using Linux. This is an advanced administration course in network services for Linux users who wish to increase their skills. Students will learn how to apply security to network users and resources, manage and compile the Linux kernel, manage network clients, and troubleshoot network processes and services, (4 sch: 2 hr. lecture, 4 hr. lab). Prerequisites: Web Development Concepts (WDT 1123/CNT 1513/CPT 1513; Network Components (CNT 1523); Network Administration Using Linux (CNT 1654).

CPT 1113—FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS
This course will introduce information processing concepts to include word processing, spreadsheet and database management software. Service course: not to be taken by Computer Programming students or Business and Office and Related Technology students. 3 sch: 2 hr. lecture, 2 hr. lab

CPT 1214--VISUAL BASIC PROGRAMMING LANGUAGE
Introduction to the Visual BASIC programming language. Introduces the student to object-oriented programming and a graphical integrated development environment. 4 sch: 2 hr. lecture, 4 hr. lab

CPT 1332--OPERATING PLATFORMS
This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. 2 sch: 1 hr. lecture, 2 hr. lab

COSMETOLOGY

COV 1122--COSMETOLOGY ORIENTATION
This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi

cosmetology laws, rules and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 2 hr. lecture)

COV 1245--COSMETOLOGY SCIENCES I
This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab)

COV 1255--COSMETOLOGY SCIENCES II
This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 4 hr. lab)

COV 1263--COSMETOLOGY SCIENCES III
This course consists of the application and demonstration of chemistry, and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab)

COV 1426--HAIR CARE I
This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and haircoloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr. lab)

COV 1436--HAIR CARE II
This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and haircoloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr, lab)

COV 1443--HAIR CARE III
This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services, and haircoloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 9 hr. lab)

COV 1522--NAIL CARE I
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV 1532--NAIL CARE II
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV 1542--NAIL CARE III
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab)

COV 1622--SKIN CARE I
This course consists of the introduction of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

(2 sch: 1 hr. lecture, 3 hr. lab)

COV 1632--SKIN CARE II
This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facial, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV 1642--SKIN CARE III
This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hrs. lab)

COV 1722--SALON BUSINESS I
This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV 1732--SALON BUSINESS II
This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

DRAFTING AND DESIGN TECHNOLOGY

DDT 1113--FUNDAMENTALS OF DRAFTING
Course designed to give drafting majors the introduction needed for all other drafting courses. Provides basic concepts of 2D and 3D visualization. 3 sch: 1 hr. lecture, 4 hr. lab.

DDT 1133--MACHINE DRAFTING I
Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. 3 sch: 1 hr. lecture, 4 hr. lab. Prerequisite: Fundamentals of Drafting (DDT 1113).

DDT 1213--CONSTRUCTION MATERIALS
An introductory course of materials used in the construction industry. Course includes an introduction into wood products, masonry, concrete and finish materials. There is no prerequisite for this course, however, a basic knowledge of architecture or construction is helpful.

DDT 1223--MICROCOMPUTER APPLICATIONS FOR DRAFTING
Basic introduction of the use and applications of computers and software related to Drafting and Design. Students will be introduced to the Windows platform and its usage. Instruction will be given in such areas as file manipulation, file storage, and general operations of word processing, electronic presentation and desktop publishing software. Students will also be introduced to the components of the computer and basic maintenance of hardware. 3 sch: 2 hr. lecture, 2 hr. lab.

DDT 1313--PRINCIPLES OF CAD
This course will introduce the student to the operating system and how to perform basic drafting skills using CAD software. Prerequisite: Fundamentals of Drafting (DDT 1113). 3 sch: 1 hr. lecture, 4 hr. lab.

DDT 1323--INTERMEDIATE CAD
This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. 3 sch: 1 hr. lecture, 4 hr. lab. Prerequisites: Principles of CAD (DDT 1313).

DDT 1414--ELEMENTARY SURVEYING
Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors. 4 sch: 1 hr. lecture, 6 hr. lab.

DDT 1614--ARCHITECTURAL DESIGN I

Presentation and application of architectural drafting for residential construction. Emphasis in space planning requirements. Prerequisite: Fundamentals of Drafting (DDT 1113). 4 sch: 2 hr. lecture, 4 hr. lab.

DDT 2233--STRUCTURAL DRAFTING
Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). 3 sch: 1 hr. lecture, 4 hr. lab). Prerequisite: Fundamentals of Drafting (DDT 1113).

DDT 2253--STATICS AND STRENGTH OF MATERIALS
Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: College Algebra (MAT 1313).

DDT 2343--ADVANCED CAD
This course is designed as a continuation of Intermediate CAD. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling, rendering and presentation. 3 sch: 1 hr. lecture, 4 hr. lab. Prerequisites: Intermediate CAD (DDT 1323).

DDT 2423--MAPPING AND TOPOGRAPHY
Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs, and related references and materials including symbols, notations, and other applicable standardized materials. 3 sch: 1 hr. lecture, 4 hr. lab. Co/Prerequisites: Elementary Surveying (DDT 1414) and Intermediate CAD (DDT 1323).

DDT 2625--ARCHITECTURAL DESIGN II
This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. Prerequisites: Architectural Design I (DDT 1614). 5 sch: 2 hr. lecture, 6 hr. lab.

DDT 2913--SPECIAL PROJECTS IN DESIGN
Introduction to supporting CAD software and applications in 3-D modeling and solid modeling. Students will also be exposed to advanced CAD management tools and processes. Prerequisite: Advanced CAD (2343). 3 sch: 1 hr. lecture, 4 hr. lab.

ELECTRICAL TECHNOLOGY

ELT 1192--FUNDAMENTALS OF ELECTRICITY
This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. 2 sch: 1 hr. lecture, 2 hr. lab.

ELT 1113--RESIDENTIAL/LIGHT COMMERCIAL WIRING
This course provides advanced skills related to the wiring of multi-family and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. 3 sch; 2 hr. lecture, 2 hr. lab. Pre/Corequisites: Fundamentals of Electricity (ELT 1192) or equivalent.

ELT 1123--COMMERCIAL AND INDUSTRIAL WIRING
This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Fundamentals of Electricity (ELT 1192) or equivalent.

ELT 1213--ELECTRICAL POWER
This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. 3 sch: 2 hr. lecture, 2 hr. lab. Pre/Corequisite: Fundamentals of Electricity (ELT 1192) or equivalent.

ELT 1223--MOTOR MAINTENANCE AND TROUBLESHOOTING
This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Prerequisites: Fundamentals of Electricity (ELT 1192) or equivalent. 3 sch: 2 hr. lecture, 2 hr. lab.

ELT 1263--BLUEPRINT READING/PLANNING THE RESIDENTIAL INSTALLATION
This course provides knowledge of architectural symbols of electric symbols needed to read blueprints. All evaluations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. 3 sch: 2 hr lecture, 2 hr. lab.

ELT 1413--MOTOR CONTROL SYSTEMS
This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisite: Fundamentals of Electricity (ELT 1192) or equivalent. 3 sch: 2 hr. lecture, 2 hr. lab.

ELT 2424--SOLID STATE MOTOR CONTROL
This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Prerequisite: Motor Control Systems (ELT 1413) 4 sch: 2 hr. lecture, 4 hr. lab.

ELT 2613--PROGRAMMABLE LOGIC CONTROLLERS
This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Prerequisite: Motor Control Systems (ELT 1413). 3 sch: 2 hr. lecture, 2 hr. lab.

ELT 2623--ADVANCED PROGRAMMABLE LOGIC CONTROLLERS
This is an advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. This course will provide information in such areas a sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Prerequisite: Programmable Logic Controllers (ELT 2613) and Motor Control Systems (ELT 1413). 3 sch: 2 hr. lecture, 2 hr. lab.

ELT 2913--SPECIAL PROJECT
This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. 3 sch: 6 hr. lab.

ELECTRONICS TECHNOLOGY

EET 1192--FUNDAMENTALS OF ELECTRONICS
This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. 2 sch: 1 hr. lecture, 2 hr. lab.

EET 1114--DC CIRCUITS
This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, law and formulae, and the use of test equipment to analyze DC circuits. 4 sch: 2 hr. lecture, 4 hr. lab.

EET 1123--AC CIRCUITS
This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: DC Circuits (EET 1114) or equivalent.

EET 1214--DIGITAL ELECTRONICS
This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. 4 sch: 3 hr. lecture, 2 hr. lab.

EET 1334--SOLID STATE DEVICES AND CIRCUITS
This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. 4 sch: 2 hr. lecture, 4. hr lab. Pre/Corequisites: DC Circuits (EET 1114).

EET 1324--MICROPROCESSORS
This course is designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisite: Digital Electronics (EET 1214).

EET 1613--COMPUTER FUNDAMENTALS FOR ELECTRONICS/ELECTRICITY
This course provides students with the basic computer knowledge as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Fundamentals of Microcomputer Applications (CPT 1113)). 3 sch: 2 hr. lecture, 2 hr lab.

CST 2113--COMPUTER SERVICING LAB I
This course provides training in the fundamentals of computer servicing. This course includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. 3 sch: 6 hr. lab. Pre/Corequisites: Basic Computer Systems (CST 1123) or Microprocessors (EET 1324).

EET 2334--LINEAR INTEGRATED CIRCUITS
This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. 4 sch: 3 hr. lecture, 2 hr. lab. Prerequisite: Solid State Devices and Circuits (EET 1314).

EET 2414--ELECTRONIC COMMUNICATIONS
This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisite: Solid State Devices and Circuits (EET 1314).

EET 2423--FUNDAMENTALS OF FIBER OPTICS
Fiber Optic cable in modern industry applications. 3 sch: 2 hr. lecture, 2 hr. lab. Pre/Corequisites: Electronic Communications (EET 2414).

EET 2514--INTERFACING TECHNIQUES
This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. 4 sch: 2 hr. lecture, 4 hr. lab. Prerequisites: Microprocessors (EET 1324).

EMERGENCY MEDICAL TECHNICIAN

EMT 1115--EMT BASIC
This course includes recognition of the EMT during each phase of an ambulance run, patient assessment, emergency medical condition, appropriate emergency care, and appropriate procedures for transporting patient. 5 sch: 3 hours lecture, 4 hours lab.

EMT 1211--INTERNSHIP
In-hospital training and observation to aid students in developing expertise in the emergency medical care field. Patient assessment exercises should be held frequently and the importance of thorough, prompt patient assessments emphasized. 1 sch: 3 hours clinical.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

EMT 1122--FUNDAMENTALS OF PRE-HOSPITAL CARE
This course introduces the student to the EMS systems, roles and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. (2 sch: 1 hr. lecture, 2 hr. lab)

EMT 1315--AIRWAY MANAGEMENT AND VENTILATION
This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. (5sch: 2 hr. lecture, 6 hr. lab)

EMT 1415--PATIENT ASSESSMENT
This course will teach comprehensive history taking and physical exam techniques. (5 sch: 2 hr. lecture, 6 hr. lab)

EMT 1423--EMS SPECIAL CONSIDERATIONS
This course will provide a comprehensive overview of providing care for the patient with special needs. (3 sch: 1 hr. lecture, 4 hr. lab)

EMT 1513--EMS CLINICAL INTERNSHIP I
This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (3 sch: 9 hr. clinical)

EMT 1523--EMS CLINICAL INTERNSHIP II
This course will provide training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. (3 sch: 9 hr. clinical)

EMT 1613--PRE-HOSPITAL PHARMACOLOGY
This course will teach comprehensive pharmodynamics and pharmacokinetics. (3sch: 1 hr. lecture, 4 r. lab)

EMT 1825--PRE-HOSPITAL CARDIOLOGY
This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. (5 sch: 2 hr. lecture, 6 hr. lab)

EMT 2412--PRE-HOSPITAL OB/GYN
This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies. (2 sch: 1 hr. lecture, 2 hr. lab)

EMT 2423--PRE-HOSPITAL PEDIATRICS
This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in pediatric emergencies. (3 sch: 1 hr. lecture, 4 hr. lab)

EMT 2552--EMS FIELD INTERNSHIP I
This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. (2 sch: 6 hr. clinical)

EMT 2564--EMS FIELD INTERNSHIP II
This course will provide advanced clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. (4 sch: 12 hr. clinical)

EMT 2714--PRE-HOSPITAL TRAUMA
This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. (4 sch: 2 hr. lecture, 4 hr. lab)

EMT 2855--PRE-HOSPITAL MEDICAL CARE
This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. (5 sch: 2 hr. lecture, 6 hr. lab)

EMT 2913--EMS TEAM MANAGEMENT
This course teaches leadership skills necessary to manage complex situations including patient care, management of hazardous and crime scenes, supervision, mentoring, and leading other personnel. (3 sch: 1 hr. lecture, 4 hr. lab)

FORESTRY

AGT 1714--APPLIED SOILS-CONSERVATION AND USE
A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. 4 sch: 3 hr. lecture, 2 hr. lab. Note: Basic Soils (AGR 2314) may be substituted for this course.

FOT 1114--FOREST MEASUREMENT I
A course covering fundamentals of forest measurements. Includes instruction in locating land on a map, applying sampling techniques, processing and summarizing field data. 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 1124--FOREST MEASUREMENT II
A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurement. Prerequisite: Forest Mensuration I (FOT 1114). 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 1314--FOREST PROTECTION
A course in methods and techniques for protecting forests from fire, insect, and disease damage. Includes instruction in prescribed burning procedures. 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 1414--FOREST PRODUCTS UTILIZATION
A course covering wood and forest products processing. Includes instruction in grading hardwood and pine lumber. 4 sch: 2 hr. lecture, 4 hr.lab.

FOT 1714--APPLIED DENDROLOGY
A study of trees including their classification and commercial uses. 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 1813--INTRODUCTION TO FORESTRY
A survey of the current forest industry. Includes resource speakers on various topics related to the current and emerging forest industry. 3 sch: 3 hr. lecture.

FOT 2124--FOREST SURVEYING
A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs; and demonstration of equipment use and surveying practices. Prerequisite: Forest Mensuration I (FOT 1114). 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 2213--APPLICATIONS OF GIS/GPS IN FORESTRY
This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also includes the global positioning system and other remote sensing devices used in forestry. 3 sch: 2 hr. lecture, 2 hr. lab

FOT 2424--TIMBER HARVESTING
A course dealing with harvesting practices including development of timber harvesting, regulations, harvesting plans and best management practices, and timber contracts. Includes observations of logging operations. 4 sch: 1 hr. lecture, 6 hr. lab.

FOT 2614--SILVICULTURE I
A course dealing with the growth and development of trees and stands. Includes instruction in principles of tree and stand growth and development, regeneration, and intermediate cuttings. 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 2624--SILVICULTURE II
A continuation of Silviculture I with emphasis on regeneration and site preparation practices. 4 sch: 2 hr. lecture, 4 hr. lab.

FOT 291(1-6)--WORK-BASED LEARNING IN FORESTRY TECHNOLOGY I
This course emphasizes the development of technical, academic, and general workplace skills at a work site. A contractual agreement between each student, the employer, and the educational institution details structured, on-the-job learning experiences in the student's chosen field of study. Work experience is verified by the Work-Based Learning Coordinator. (Variable credit is awarded for this class based on 45 hours of on-site experience per semester credit hour.) Prerequisite: Consent of the instructor.

FOT 292(1-3)--WORK-BASED LEARNING IN FORESTRY TECHNOLOGY II
A continuation of FOT 292(1-6) with emphasis on advanced development of technical, academic, and general workplace skills at a work site. A contractual agreement between each student, the employer, and the educational institution details structured, on-the-job learning experiences in the student's chosen field of study. Work experience is verified by the Work-Based Learning Coordinator. (Variable credit is awarded for this class based on 45 hours of on-site experience per semester credit hour.) Prerequisite: Consent of the instructor.

FUNERAL SERVICE EDUCATION

FST 1113--MORTUARY ANATOMY I
A study of human anatomical structure with orientation to the embalming process. 3 sch: 3 hr. lecture. Pre/corequisites: Math/Natural Science Elective or permission of Instructor.

FST 1123--MORTUARY ANATOMY II
Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system. 3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Mortuary Anatomy I (FST 1113).

FST 1214--EMBALMING I
Basic orientation in embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and a study of the chemical compositions of embalming fluid. 3 sch: 3 hr. lecture

FST 1223--EMBALMING II
Prerequisite: FST 1214 – Embalming I. Emphasis on special problems. Practice in the art of embalming. 3 sch: 3 hr. lecture

FST 1231--CLINICAL EMBALMING I
Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. (1 sch: 3 hr. clinical) Pre/Corequisites: Embalming I (FST 1213) or by permission of instructor

FST 1241--CLINICAL EMBALMING II
Practically apply the theoretical principles taught in the embalming curriculum. (1 sch: 3 hr. clinical) Pre/corequisites: Embalming I (FST 1213) and Clinical Embalming I (FST 1231) or by permission of instructor

FST 1314--FUNERAL DIRECTING
The total funeral service education environment. Includes history, duties, responsibilities, ethical obligations, and communication skills. 4 sch: 4 hr. lecture.

FST 1413--FUNERAL SERVICE ETHICS AND LAW
Comprehensive review of the ethical and legal aspects involved in funeral services. 3 sch: 3 hr. lecture

FST 1523--RESTORATIVE ART/COLOR AND COSMETICS
A study designed to introduce the student to the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members. An in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. (3 sch: 2 hr. lecture, 2 hr. lab)

FST 2273—THANATOCHEMISTRY
A survey of the principles of General, Organic, BIO, and Embalming Chemistry as they relate to the embalming process. 3 sch: 2 hr. lecture, 2 hr lab

FST 2251--CLINICAL EMBALMING III
Practically apply the theoretical principles taught in Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. (1 sch: 3 hr. clinical) Pre/Corequisites: Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241), and Embalming I (FST 1214) or by permission of instructor.

FST 2261--CLINICAL EMBALMING IV
Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. (1 sch: 3 hr. clinical) Pre/Corequisites: Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241), Clinical Embalming III (FST 2251), and Embalming II (FST 1223) or by permission of instructor.

FST 2324--FUNERAL MERCHANDISING AND MANAGEMENT
Study of merchandising and management procedures necessary to operate a successful funeral practice. 4 sch: 4 hr. lecture.

FST 2423--FUNERAL SERVICE BUSINESS LAW
Designed to introduce the student to the bodies of law and the judicial system as found in the United States and as applied to the day-to-day operation of a funeral home. Emphasis is placed on contracts, bailments (including carriers), commercial paper, agency, employment, and business organization. (3 sch: 3 hr. lecture).

FST 2623--MICROBIOLOGY
A survey of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation. Designed to present the basic principles of microbiology and prevention of the spread if microorganisms as related to the embalming procedure and protection of the public health. (3 sch: 3 hr. lecture) Pre/corequisistes: Mortuary I (FST 1113)

FST 2633--PATHOLOGY
The study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Designed to present the nature and cause of diseases. (3 sch: 3 hr. lecture) Pre/corequisites: Mortuary Anatomy I (FST 1113) and Microbiology (FST 2623)

FST 2713--PSYCHOSOCIAL COUNSELING IN FUNERAL SERVICE
A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution. 3 sch: 3 hr. lecture.

FST 2813-COMPREHENSIVE REVIEW
Review of entire curriculum, culminating, including a series of examinations designed to prepare students for the national board or various state board examinations. 3 sch: 3 hr. lecture. Prerequisite: To be taken during final semester of coursework.

HEALTH CARE ASSISTANT

HCA 1115--BASIC HEALTH CARE ASSISTING
This course includes orientation to program policies, developing employability and job seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. 5 sch., 2 hr. lecture, 4 hr. lab, 3 hr clinical

HCR 1125--SPECIAL CARE PROCEDURES
This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident and acute care patient, EKG application, basic unit clerk training, basic central supply training, monitor technician and CPR/first aid. Safety is emphasized throughout each procedure. 5 sch: 2 hr. lecture, 2 hr. lab,6 hr. clinical

HCA 1214--BODY STRUCTURE AND FUNCTION
(Pre/Corequisite: HCA 1115) This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. 4 sch., 3 hr. lecture, 2 hr. lab

HCA 1312--HOME HEALTH AIDE AND HOMEMAKER SERVICES
(Pre/Corequisites: All core courses) This course includes basic knowledge and skills required to care for the Homebound patient and basic knowledge and skills required to provide homemaker services.

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

HRT 1114--CULINARY PRINCIPLES I
Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. 4 sch: 2 hr. lecture, 4 hr. lab. Corequisites: Sanitation and Safety (HRT 1213) or permission of instructor.

HRT 1123--INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY
This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. 3 sch: 3 hr. lecture.

HRT 1213--SANITATION AND SAFETY
Basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures cost control and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. 3 sch: 2 hr. lecture, 2 hr. lab.

HRT 1224--RESTAURANT AND CATERING OPERATIONS
Principles of organizing and managing a food and beverage operation. 4 sch: 2 hr. lecture, 4 hr. lab.

HRT 1413--ROOMS DIVISION MANAGEMENT
An operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. 3 sch: 2 hr. lecture, 2 hr. lab.

HRT 1511, 1521, 1531, 1541--HOSPITALITY SEMINAR
Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. 1 sch (each): 1 hr. lecture or 2 hr. lab

HRT 2233--FOOD AND BEVERAGE CONTROL
Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. 3 sch: 2 hr. lecture, 2 hr. lab.

HRT 2613--HOSPITALITY SUPERVISION
Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. 3 sch: 2 hr. lecture, 2 hr. lab.

HRT 2623--HOSPITALITY HUMAN RESOURCE MANAGEMENT
This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. 3 sch: 3 hr. lecture

HRT 2713--MARKETING HOSPITALITY SERVICES
This course covers the applications of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. 3 sch: 2 hr. lecture, 2 hr. lab.

HRT 291(1-6)--SUPERVISED WORK EXPERIENCE IN HOTEL & RESTAURANT MANAGEMENT
A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial hours. 1-6 sch: 3-18 hr. externship. Prerequisite: Consent of instructor.

INDUSTRIAL MAINTENANCE

IMM 1112--INDUSTRIAL MAINTENANCE SAFETY
General safety practices, personal safety, electrical safety practices, and power equipment safety. 2 sch: 1 hr. lecture, 2 hr. lab. May be taught as a 30 contact hour lab in open entry-open exit career programs.

IMM 1123--INDUSTRIAL MAINTENANCE MATH AND MEASUREMENT
Mathematical and measurement procedures and instruments related to industrial maintenance. 3 sch: 2 hr. lecture, 2 hr. lab. May be taught as a 60 contact hour lab in open entry-open exit career programs.

IMM 1133--INDUSTRIAL MAINTENANCE BLUEPRINT READING
Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. 2 sch: 2 hr. lecture, 2 hr. lab. May be taught as a 60 contact hour lab in open entry-open exit career programs.

IMM 1213--INDUSTRIAL HAND TOOLS AND MECHANICAL COMPONENTS
Safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. 3 sch: 1 hr. lecture, 4 hr. lab. May be taught as a 90 contact hour lab in open entry-open exit career programs.

IMM 1234--PRECISION MACHINING OPERATIONS
Safe and proper use of various hand and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, metal saw, drill presses, engine lathes, and milling machines. 4 sch: 2 hr. lecture, 4 hr lab.

IMM 1514--EQUIPMENT INSTALLATION AND ALIGNMENT
Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. 4 sch: 2 hr. lecture, 4 hr. lab. May be taught as a 120 contact hour lab in open entry-open exit career programs.

IMM 1523--PREVENTIVE MAINTENANCE AND SERVICE OF EQUIPMENT
Instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection, and inspection/evaluation/repair of equipment. 3 sch: 1 hr. lecture, 4 hr. lab. May be taught as a 90 contact hour lab in open entry-open exit career programs.

IMM 191(1-3)--SPECIAL PROJECT IN INDUSTRY MAINTENANCE MECHANICS
Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the student's learning experiences. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 1-3 sch: 45-135 contact hours.

IMM 192(1-6)--SUPERVISED WORK EXPERIENCE IN INDUSTRIAL MAINTENANCE MECHANICS
A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 1-6 sch: 3-18 hr. externship

IMM 2114--EQUIPMENT MAINTENANCE, TROUBLESHOOTING AND REPAIR
Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. 4 sch: 1 hr. lecture, 6 hr. lab.

IMM 2134--MAINTENANCE WELDING AND METALS
Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. 4 sch: 1 hr. lecture, 6 hr. lab. May be taught as a 120 contact hour lab in open entry-open exit career programs.

IMM 2143--PRINCIPLES OF PIPING AND HYDRO-TESTING
Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. 3 sch: 1 hr. lecture, 4 hr. lab. May be taught as a 150 contact hour lab in open entry-open exit career programs.

AUTOMATION AND CONTROL TECHNOLOGY

INT 1214--FLUID POWER
This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. 4 sch: 3 hr. lecture, 2 hr. lab.

INT 2114--CONTROL SYSTEMS I
This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Prerequisite: AC Circuits (EET 1123) 4 sch: 3 hr. lecture, 2 hr. lab.

INT 2214--CALIBRATION AND MEASUREMENTS PRINCIPLES
This course introduces the student to various terms related to measurement principles and calibration techniques. The topics also include the procedures an calibration of various instruments used in the industry. 4 sch: 3 hr. lecture, 2 hr. lab.

INT 2124--CONTROL SYSTEMS II
This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. The student will be given a process to develop the appropriate instruments, needed diagrams, utilizing various controlling processes and demonstrate loop troubleshooting techniques. Prerequisite: Control Systems I (INT 2114). 4 sch: 3 hr. lecture, 2 hr. lab.

INT 2911--SPECIAL PROJECT
The course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. 1 sch: 2 hr. lab. Prerequisite: Consent of instructor.

INT 2921--SUPERVISED WORK EXPERIENCE
This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contract hours. Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs. 1 sch: 3 hr. externship.

MFT 1112--INTRODUCTION TO AUTOMATION AND CONTROLS
Introduction to manufacturing/industrial technology with emphasis on safe work practices, manufacturing dynamics, use of test equipment, and fundamentals of automation and control technology. 2 sch: 1 hr. lecture, 2 hr. lab

MFT 1123--SYSTEMS PROGRAMMING I
This course is designed to teach the student advanced programming techniques. Students develop professional programming skills and implement software into automated manufacturing systems. 3 sch: 2 hr. lecture, 2 hr. lab.

MFT 1133--SURVEY OF MANUFACTURING
The manufacturing survey course is designed to introduce manufacturing technology to Mississippi Community College students. This course includes a survey of manufacturing with specific emphasis on management, problem solving and career opportunities. Manufacturing Survey includes modules on Applied Physics, Control Systems, Electronic Systems, Automation, Laser and Fiber Optics, Microcomputer Assembly and Diagnostics, Manufacturing Management, Manufacturing Processes and Quality Control. 3 sch: 1 hr. lecture, 4 hr. lab.

MACHINE TOOL OPERATIONS

MST 1115--POWER MACHINERY I
A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. 5 sch: 2 hr. lecture, 3 hr. lab.

MST 1125--POWER MACHINERY II
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Prerequisites: Power Machinery I (MST 1116). 5 sch: 2 hr. lecture, 3 hr. lab.

MST 1313--ADVANCED SHOP MATHEMATICS
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1413--BLUEPRINT READING
A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1423--ADVANCED BLUEPRINT READING
A continuation of Blueprint Reading with emphasis on advanced features of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Prerequisites: Blueprint Reading (MST 1413). 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1613--PRECISION LAYOUT
An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 2134--POWER MACHINERY III
A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Prerequisites: Power Machinery II (MST 1127). 4 sch: 2 hr. lecture, 2 hr. lab.

MST 2144--POWER MACHINERY IV
A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Prerequisites: Advanced Power Machinery I (MST 2136). 4 sch: 2 hr. lecture, 4 hr. lab.

MST 2714--COMPUTER NUMERICAL CONTROL OPERATIONS I
An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. 4 sch: 3 hr. lecture, 2 hr. lab.

MST 2725--COMPUTER NUMERICAL CONTROL OPERATIONS II
A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Pre/Corequisites: Computer Numerical Control Operations I (MST 2714). 5 sch: 2 hr. lecture, 6 hr. lab.

MST 2813--METALLURGY
An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. 3 sch: 2 hr. lecture, 1 hr. lab.

MST 2913--SPECIAL PROBLEM IN MACHINE TOOL OPERATION/MACHINE SHOP
A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool Operation/Machine Shop courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. 3 sch: 6 hr. lab.

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

MMT 1113--MARKETING I
Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in development and expansion of markets. 3 sch: 3 hr. lecture.

MMT 1123--MARKETING II
A continuation of MMT 1113. 3 sch: 3 hr. lecture. Prerequisite: Marketing I (MMT 1113).

MMT 1313--SALESMANSHIP
Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. 3 sch: 2 hr. lecture, 2 hr. lab.

MMT 1323--ADVERTISING
The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. 3 sch: 2 hr. lecture, 2 hr. lab.

MMT 1413--MERCHANDISING MATH
Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. 3 sch: 3 hr. lecture.

MMT 1751, 1761, 2751, 2761--MARKETING SEMINAR I, II, III, IV
Develops leadership skills and human relations skills necessary for success in the field of marketing management through the organization of Delta Epsilon Chi. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. 1 sch: 2 hr. lab.

MMT 2213--MANAGEMENT
Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. 3 sch: 3 hr. lecture.

MMT 2233--HUMAN RESOURCE MANAGEMENT
Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. 3 sch: 3 hr. lecture.

MMT 2313--E-COMMERCE MARKETING
This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning online business. 3 sch: 2 hr. lecture, 2 hr. lab.

MMT 2423--RETAIL MANAGEMENT
Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. 3 sch: 2 hr. lecture, 2 hr. lab.

MMT 2513--ENTREPRENEURSHIP
Study of the development of a product or services idea and the creation of an organization to further its growth. 3 sch: 2 hr. lecture, 2 hr. lab.

MMT 2613--INTERNATIONAL MARKETING
Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. 3 sch: 3 hr. lecture.

OPHTHALMIC TECHNOLOGY

OPT 1113--OPHTHALMIC OPTICS I
A study of basic principles of light. Topics covered include anatomy and physiology of the eye, visual conditions of the human eye, and appropriate lens to correct these conditions. 3 sch: 3 hr. lecture.

OPT 1123--OPHTHALMIC OPTICS II
A continuation of Ophthalmic Optics I. Topics include the theory of optical instruments, positive and negative cylinders, prisms, and vertex distance, and frame selection. 3 sch: 3 hr. lecture. Pre/Corequisites: Ophthalmic Optics I (OPT 1113)

OPT 1214--OPTICS LABORATORY TECHNIQUES I
This course will introduce the student to all basic equipment necessary to process the lens through the surface operation. Emphasis will be placed on basic safety, preparation, operation, and maintenance of equipment. 4 sch: 8 hr. lab.

OPT 1224--OPTICS LAB TECHNIQUES II
Continuation of Optics Laboratory Techniques I. Emphasis will be placed on lens inspection, cutting and edging, heat treatment, lens insertion, inspection, and tinting. 4 sch: 8 hr. lab. Pre/Corequisites: Ophthalmic Optics II (OPT 1123), Laboratory Management and Inventory Control II (OPT 1323), Ophthalmic Dispensing I (OPT 1413), Optics Laboratory Techniques I (OPT 1214).

OPT 1313--LABORATORY MANAGEMENT & INVENTORY CONTROL I
This course will serve as an introduction to supplies and materials used in the ophthalmic laboratories and an introduction to mathematical optical calculations. Laboratory safety procedures will be discussed. Laboratory inventory and management skills will be demonstrated using computer software. 3 sch: 3 hr. lecture.

OPT 1323--LABORATORY MANAGEMENT & INVENTORY CONTROL II
Continuation of Laboratory Management and Inventory Control I. Emphasis of this course will be on small business management concepts as related to an optical business. 3 sch: 3 hr. lecture. Prerequisite: Laboratory Management and Inventory Control I (OPT 1313).

OPT 1413--OPHTHALMIC DISPENSING I
This course is a foundation course that will serve as a lecture introduction to ophthalmic dispensing and related areas. Topics include frame parts, selection, lens positioning and insertion, frame fitting, and progressive lenses. 3 sch: 3 hr. lecture.

OPT 2423--OPHTHALMIC DISPENSING II
An introduction to prescription analysis and interpretation. Various types of Rx's will be discussed as to what types of lens and frames should be considered for the final product. Emphasis will be placed on the effect of the Rx as related to the patient's needs and wants. Tints, thickness factor, cosmetic considerations, and the overall utility of the final product will be discussed. Business communication skills will also be introduced. 3 sch: 3 hr. lecture. Pre/Corequisites: Ophthalmic Dispensing I (OPT 1413).

OPT 2433--OPHTHALMIC DISPENSING III
A continuation of Ophthalmic Dispensing II. Emphasis will be placed on the more advanced and unusual prescription related to ophthalmic dispensing and on sales techniques. Topics to improve the ophthalmic dispenser's relationship with fellow opticians, optometrists, ophthalmologists, wholesalers, manufacturers, and employees will be discussed. 3 sch: 3 hr. lecture. Pre/Corequisite: Ophthalmic Dispensing II (OPT 2423).

OPT 2513--OPTICAL THEORY AND INSTRUMENTATION
An in-depth look into the basic theoretical principles of optical theory, as related to lenses, fitting problems, and instrumentation. Such topics as reflection, refraction, magnification, and object-location will be discussed. 3 sch: 3 hr. lecture.

OPT 2613--DISPENSING CLINIC I
An on-campus clinical experience, operated by the Ophthalmic Dispensing students. Practical clinical procedures will be practiced and proficiency demonstrated. 3 sch: 6 hr. lab. Pre/Corequisites: Ophthalmic Dispensing II (OPT 2423), Optical Theory and Instrumentation (OPT 2513).

OPT 2623--DISPENSING CLINIC II
Continuation of Dispensing Clinic I. Continuous evaluations will be done to study the clinic operation in terms of its efficiency and effectiveness of operations. Additional adjustments and delivery will be done. Emphasis will be placed on developed cases of special Rx's and pediatric dispensing. Advanced projects such as multi-focal lens fitting will be completed. 3 sch: 6 hr. lab. Pre/corequisites: Ophthalmic Dispensing III (OPT 2433), Dispensing Clinic I (OPT 2613).

OPT 2916--EXTERNSHIP
This course will be conducted off-campus at a clinical location. The student will be under the direct supervision of the manager or clinical director. Evaluations will be completed by the instructors and off-campus clinical participants. Should be taken during final summer semester. 6 sch: 18 hr. clinical. Pre/Corequisites: Successful completion of all Ophthalmic Technology courses.

PRACTICAL NURSING

PNV 1112--BASIC NUTRITION
This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. 2 sch: 2 hr. lecture.

PNV 1213--BODY STRUCTURE AND FUNCTION
This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. 3 sch: 3 hr. lecture.

PNV 1312--GROWTH AND DEVELOPMENT
This course is a study of the normal development processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. 2 sch: 2 hr. lecture.

PNV 1413--GERIATRIC NURSING
This course utilizes the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. 3 sch: 2 hr. lecture, 3 hr. clinical. Pre/Corequisites: Completion of Fundamentals of Nursing (PNV 1425) and Fundamentals of Nursing Lab (PNV 1434).

PNV 1425--FUNDAMENTALS OF NURSING
This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs. 5 sch: 5 hr lecture. Pre/Corequisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PNV 1426 and PNV 1434 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1434--FUNDAMENTALS OF NURSING LAB
This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. 4 sch: 8 hr lab. Pre/Corequisites: Concurrent registration in PNV 1425 is required. A passing grade in PNV 1425 and PNV 1434 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1513--PHARMACOLOGY
This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including classifications, sources, dosages, basic math and measurements, regulatory requirements, and basic principles of drug administration. 3 sch: 2 hr. lecture, 2 hr. lab. Prerequisites: All first semester Practical Nursing courses.

PNV 1614--MEDICAL/SURGICAL NURSING
This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardiovascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. 4 sch: 4 hr. lecture. Prerequisites: Basic Nutrition (PNV 1112), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1413), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1624 is required. A passing grade in PNV 1614 and PNV 1624 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1624--MEDICAL SURGICAL LAB & CLINICAL I
This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. 4 sch: 1 hr lab, 9 hr. clinical. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1614 is required. It also requires a passing grade of PNV 1614 and PNV 1624 in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1634--ALTERATIONS IN ADULT HEALTH
This course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. 4 sch: 4 hr. lecture. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1644 is required. A passing grade of PNV 1634 and PNV 1644 is required in order to progress in the practical nursing program. If a passing grade is not maintained both courses must be repeated concurrently upon re-admission.

PNV 1644--ALTERATIONS IN ADULT HEALTH LAB AND CLINICAL
This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. 4 sch: 2 hr. lab. 9 hr. clinical. Prerequisite: All first semester PNV courses. Concurrent registration in PNV 1634 is required. It also requires a passing grade in PNV 1634 and PNV 1644 in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1716--MATERNAL-CHILD NURSING
This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes prenatal labor and delivery, postpartum, newborn, and pediatrics. 6 sch; 5 hr. lecture, 3 hr. clinical. Prerequisites: All first semester and second semester PNV courses.

PNV 1813--PSYCHIATRIC CONCEPTS
This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application or principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. 3 sch: 2 hr. lecture, 3 hr. clinical. Prerequisites: All first semester and second semester PNV courses.

PNV 1913--NURSING TRANSITIONS
This course further develops decision-making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. 3 sch: 1 hr. lecture, 6 hr. clinical. Prerequisites: All first semester and second semester PNV courses.
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SUPERVISION AND MANAGEMENT

TIED 2113--BEHAVIORAL SCIENCE
This course relates to the development of the science of humanities. Emphasis is given to the following topics: machines and the human element, the personal needs that stimulate behavior, leadership and supervision, factors Influencing attitudes, the foundation of business, employer-employee relations, and techniques for handling people. Several case studies are reviewed and discussed at length. 3 sch: 3 hr. lecture.

TIED 2523--COUNSELING THE TROUBLED EMPLOYEE
This course will teach supervisors how to recognize and deal with personal employee problems such as alcoholism, drug abuse, family problems, financial problems, child abuse, and absenteeism. Student will learn to recognize personality disorders and types of personality traits. 3 sch: 3 hr. lecture.

TMGT 1213--PRINCIPLES OF MANAGEMENT I
This course is an introduction to management thinking. It will contribute to better performance by helping participants see their problems more clearly in terms of accepted management practices. The purpose of this course is to develop in supervisors, managers, and potential supervisors the relationship among owners, managers, workers, and the public and their respective functions the understanding and development of employee relations and the knowledge of suitable and efficient internal organizations and operations. 3 sch: 3 hr. lecture.

TMGT 1223--PRINCIPLES OF SUPERVISION
This course presents basic and general principles of effective supervisory techniques. The course is divided into seven parts which include fundamentals of supervision, relationships of the job, communications, how to train employees, performance and job evaluation, job management, and work improvement. 3 sch: 3 hr. lecture.

TMGT 1233--PRODUCTION AND INVENTORY CONTROL
Purpose, methods, tools, and procedures of production control; systems used in large and small firms, analyzing material requirements, forecasting inventory needs, economics of order quantities, production scheduling, and manpower planning. 3 sch: 3 hr. lecture.

TMGT 1243--WORK METHODS AND MOTION-TIME STUDY
Emphasis in this course is on importance of finding more efficient ways of completing daily tasks. Each participant is given an opportunity to study and submit a proposed method improvement project. There will be problem-solving projects in material and manpower waste. 3 sch: 3 hr. lecture.

TMGT 1253--PERSONNEL MANAGEMENT
Objectives, functions, and organization of personnel programs. Emphasizes job evaluation, selection, and placement; education and training; safety and health; employee services; employee relationships; industrial relations; and personnel research. 3 sch: 3 hr. lecture.

TMGT 1333--TRANSPORTATION AND TRAFFIC MANAGEMENT
The purpose of this course is to acquaint the participant with the important phases of transportation and traffic management--classification of freight, principles of rates and tariffs, shipping documents and their application, special freight services, freight claims, construction and filing of tariffs, switching, routing, warehousing and distribution, materials handling, technical tariff interpretations, import and export traffic, construction and application of the Interstate Commerce Act and practice and procedure before the Interstate Commerce Commission. 3 sch: 3 hr. lecture.

TMGT 2113--ELEMENTS OF MANAGEMENT DECISION-MAKING
Analysis, discussion, and solution of case studies of actual situations in business and industry which require problem-solving and managerial decision-making. 3 sch: 3 hr. lecture.

TMGT 2123--LABOR RELATIONS
Supervised study of labor problem situations which characterize labor management relations in a free enterprise economy. Case studies will be used for solving problems involving personnel in both a union and non-union plant. 3 sch: 3 hr. lecture.

TMGT 2213--QUALITY CONTROL
This course stresses the importance of quality control functions in the organization, statistical sampling, incoming inspections, basic laboratory and testing analysis, quality assurance, and responsibilities of quality control. 3 sch: 3 hr. lecture.

TSAP 1113--SAFETY AND ACCIDENT PREVENTION
This course offers the supervisor a systematic approach to a better understanding of safety and accident-preventing problems. Attention is given to prevention safety measures and understanding the causes of accidents and injuries. It is an OSHA-approved training course. 3 sch: 3 hr. lecture.

WORK-BASED LEARNING

WBL 191(1-4), 192(1-4),193(1-3) 291(1-4), 292(1-4), 293(1-4 -- WORK-BASED LEARNING
Work-based Learning (WBL) is a structured worksite learning experience in which the student, program area instructor, WBL coordinator and worksite supervisor/mentor develop and implement an education training agreement. WBL is designed to integrate the student's academic and technical skills into a work environment. WBL may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Depending upon program requirements and instructor approval, up to 8 hours may count towards graduation. Since the College cannot guarantee employment, it is not advisable to depend upon WBL College credit the last semester to meet graduation requirements.

Prerequisite: Enrollment in a participating Career-Technical program, referred by major occupational instructor as "work ready," completion of WBL application process, and an approved education training agreement.

WELDING AND FABRICATING TECHNOLOGY

WLV 1116--SHIELDED METAL ARC WELDING I
This course is designed to teach students welding techniques using E-6010 electrodes. 6 sch: 1 hr. lecture, 10 hr. lab.

WLV 1124--GAS METAL ARC WELDING
This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. 4 sch: 1 hr. lecture, 6 hr. lab.

WLV 1136--GAS TUNGSTEN ARC WELDING
This course is designed to give the student experience in various welding applications with the GTAW welder. 6 sch: 1 hr. lecture, 10 hr. lab.

WLV 1143--FLUX CORED ARC WELDING
This course is designed to give the student experience in FCAW. 3 sch: 1 hr. lecture, 4 hr. lab.

WLV 1155--PIPE WELDING
This course is designed to give the student experience in pipe welding procedures. 5 sch: 1 hr. lecture, 8 hr. lab.

WLV 1171--WELDING INSPECTION AND TESTING PRINCIPLES
This course is designed to give the student the experience in inspection and testing of welds. 1 sch: 2 hr. lab.

WLV 1226--SHIELDED METAL ARC WELDING II
This course is designed to teach students welding techniques using E-7018 electrodes. 6 sch: 1 hr. lecture, 10 hr. lab

WLV 1232--DRAWING AND WELDING SYMBOL INTERPRETATION
This course is designed to give the student advanced experience in reading welding symbols. 2 sch: 1 hr. lecture, 2 hr. lab.

WLV 1252--ADVANCED PIPE WELDING
This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. 2 sch: 1 hr. lecture, 2 hr. lab

WLV 1314--CUTTING PROCESSES
This course is designed to give the student experiences in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. 4 sch: 2 hr. lecture, 4 hr. lab

WLV 2812--WELDING METALLURGY
This course is designed to give the student experience in the concept of metallurgy and how metals react to internal and external strains and temperature changes during various welding and heating processes. 2 sch: 2 hr. lecture, 1 hr. lab

WLV 2913--WELDING CERTIFICATION AND CODE PRACTICES
This course is designed to give the student experience in the various welding codes and the experience in interpretation of these codes. 3 sch.

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M.Ed., Mississippi State University

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B.S., Mississippi State University
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FULL-TIME FACULTY

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A.A.S., (Automated Mfg), A.A.S.(Electronics), Pearl River Community College

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Stenographer Certificate, Meridian Community College

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B.S., Mississippi State university

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M.Ed., Jackson State University

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B.S., Tulane University

Chrystal Newman .....Workforce Coordinator
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B.S., University of Southern Mississippi

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B.S., M.S., Mississippi State University

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B.S., University of Illinois at Urbana-Champaign

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B.S., M.S., Mississippi State University

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Roger F. Smith..... District Director of Libraries, Home Football Game Announcer
B.S., M.L.S., University of Southern Mississippi

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B.B.A., Mississippi State University

Otis Taylor ..... Coordinator of Industrial Services/Project Manager
B.S., Mississippi State University

Vicki Turner.....District Bookstore Manager

Mike Tvarkunas ..... District Director of Information Technology
A.A., Meridian Community College

Steve Vacik.....Dean of Academics, GT Campus and Assistant Dean of Distance Learning
B.A., M.A., Ed.D., University of Alabama

Thomas Ware ..... Director of Academic Support/Assistant Distance Learning Coordinator, GT Campus
B.A., M.A., Ed.D., University of Alabama

Dava Washburn .....Coordinator of Displaced Worker Program WIA
B.A., M.A., Texas Tech University

Michele White ..... District Recruiter
B.S., Livingston University

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B.S., M.S., Mississippi University for Women

Melissa Wilson.....Adult Basic Education/GED Coordinator
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B.B.A., American InterContinental University
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B.S., Bob James University
M.S., Ed.S., Delta State University
M.S., Ed.D., Mississippi State University

SUPPORT PERSONNEL - SCOOBA CAMPUS

Margie Agnew ..... Library Assistant
Brian Bennett ..... Head Coach Men's Soccer/Assistant Coach Women's Soccer
Kelby Bowman ..... Defensive Coordinator Football/Residence Hall Supervisor
Felissa Boyd ..... Manager Scooba Bookstore
Lisa Briggs ..... Accounts Receivable Clerk
Steve Brown ..... Landscape Specialist
Joanne Buchanan ..... Shipping, Receiving, Inventory Control
Gary Campbell ..... Landscape and Maintenance
Lynn Card ..... Financial Aid Advisor
Joyce Coleman. ..... Assistant to the Dean of Academics
Rob Criddle ..... Head Softball Coach, Director of Student Housing
Maggie Dale ..... Accounts Payable, Purchasing Clerk
Donna Dove ..... Dorm Supervisor
Cadarral Eddings ..Ass't Coach M/W Basketball, Dorm Supervisor & Director, Computer Lab/Study Hall
Tommy Ferrill .....Ass't F'ball Coach/Ass't Dir Wellness Center/Cood Student Activites Cntr/Dorm Super
Will Gardner ..... Assistant Athletic Trainer
Rhonda Gigandet ..... Switchboard Operator
Morgan Goodrich ..... Assistant Coach Women's Basketball
Alan Hall ..... Offensive Coordinator Football
Ruth Handy ..... Housekeeping
Theresa Harpole ..... District Manager of Payroll Benefits
Linda Harrington ..... Housekeeping
Judy Higginbotham ..... District Manager, Student Accounts Receivable
Danielle Hopson ..... Transcript Clerk
Mary Hopson ..... Housekeeping
Tommy Howard ..... Skilled Maintenance
Tonya Hunt ..... Accountant/Collections Manager
Eddie James ..... Skilled Maintenance
Otis Jennings ..... Mechanic
Bobby Jones ..... Director of Physical Plant
Janet Leonard ..... Accounts Receivable/Accounts Payable/Payroll Assistant
Danielle McDade ..... Sponsor, Yearbook, Newspaper and Cheerleaders
Charles Kenneth McGill ..... Baseball Assistant Coach
Donald McKee ..... Telecommunications Technician
Marion McLendon ...Ass't Activities Director, Head Women's Soccer Coach, Residence Hall Supervisor
J. Michael Misita .....Ass't Football Coach/Director of Wellness Center/Sports Information Director
Marcy Montgomery ..... Bookstore/Marketing Clerk
Tony Montgomery ..... Interim Head Baseball Coach
Bonola Morant ..... Minority Science & Engineering Improvement Assistant/Web Designer
Lapari Morant ..... Administrative Secretary to the V.P., Scooba Campus
Atlas Mumphard ..... Landscaping and Maintenance
Roxanne Murray ..... Development Foundation Ass't, Director of Sponsored Programs & Research
Kate Neely ..... Ass't Softball & Women's Soccer Coach and Dorm Supervisor
Wilton Parnell ..... Skilled Maintenance
James Pippin ..... Housing Supervisor
Frank Rogers ..... Skilled Maintenance
James Rush ..... TRIO Student Support Services Instructor/Counselor
Yolanda Renee Sanders ..... Secretary to Director of CAFB
Melinda Sciple ..... Administrative Assistant to the President
Major Smoot ..... Landscaping and Maintenance
Coranette Square ..... Telecommunications Technician
Ed Square ..... Assistant Football Coach and Dorm Supervisor
Sharon Thompson .....Head Coach W/Basketball, Director of Activities & Intramurals/W-Honors Dorm
Brenda Thornton ..... Financial Aid Advisor

Robert Trotter ..... Manager, Sodexho Food Service
Mack Vincent, Jr. ..... Dorm Supervisor
Dorothy Woodard ..... Housekeeping
Rodney Woodard ..... Landscaping and Maintenance
Sandra Yarbrough ..... Career and Technical Education Office Manager
Carolyn Young-Stringfellow ..... Administrative Assistant to District Financial Aid Director

SUPPORT PERSONNEL – GOLDEN TRIANGLE CAMPUS

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Michael Black ..... Tech Prep and Recruiting Assistant
Morgan Bondurant ..... System Programmer
Aaron Brooks ..... District Director of Administrative Computing
Casondra Buford ..... Career-Technical Office Manager
Joni Cannon ..... Student Service Clerk/Distance Learning Clerk
Ashley Cantrell ..... Admissions Clerk
Katrina Carlisle ..... Work-based Learning/Job Placement & Student Services Assistant
Charles Joe Cook ..... Manager of Workforce Technical Training
William “Bo” Cummins ..... Director, Physical Plant
Hope Deaton ..... Student Services and Night Academic Clerical Support
Carey Dodson ..... Telecommunications Technician and Workforce Trainer
Sterling Doolittle ..... Project Director/Lead Instructor
Josh Goodwin ..... Telecommunications Technician
Gypsy Gray ..... Assistant Financial Aid Director, GT
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Meredith Greenhaw ..... Admissions Clerk
Jannie Hampton ..... Un-Skilled Maintenance and Housekeeping
Jeff Harrell ..... Telecommunications Technician
Mary Hastings ..... Special Projects Bookkeeper/Accounts Payable/Purchasing
Lisa Hatfield ..... ABE Instructor
Sandra Hearron ..... Financial Aid Advisor
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