

# EAST MISSISSIPPI COMMUNITY COLLEGE

## CATALOG 2014-2015

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SC - Scooba Campus                      GT - Golden Triangle Campus  
LH - Lion Hills Center                    WP - West Point Center  
NASM –Naval Air Station Meridian  
CAFB – Columbus Air Force Base

### AFFILIATION STATEMENT

East Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associates degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4501 for questions about the accreditation of East Mississippi Community College.

Additional Specialized Program Accreditations, Certifications and Licensures include:

**Associate Degree Nursing** – Accredited by Mississippi Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211  
Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326

**Automotive Technology** – National Automotive Technicians Education Foundation  
101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, Telephone Number (703) 669-6650,  
[webmaster@natef.org](mailto:webmaster@natef.org)

**Computer Networking Technology** – Cisco Systems, Inc., 170 West Tasman Dr., San Jose, CA 95134  
CompTia, 3500 Lacey Rd., Suite 100, Downers Grove, IL 60515

**Cosmetology** – Mississippi State Board of Cosmetology, 239 North Lamar, Suite 301, Jackson, MS 39201, Telephone Number 601-359-1820

**Electronic Engineering Technology** – ARRL-American Radio and Relay League, National Association for Amateur Radio, 225 Main Street, Newington, CT, 06111-1494, Telephone Number: 860-594-0200, [www.arrl.org](http://www.arrl.org)

**EMT-Paramedic** – (CAAHEP) Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Telephone Number 727-210-2350, [www.caahep.org](http://www.caahep.org)

**Funeral Service Technology** – American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, Telephone (816) 233-3747, [www.abfse.org](http://www.abfse.org)

**Industrial Maintenance Technology** – NCCER – National Center for Construction in Education and Research - 13614 Progress Boulevard, Alachua, FL 32615. Telephone number: 888-622-3720, [www.nccer.org](http://www.nccer.org)

**Practical Nursing** – State Board for Community and Junior Colleges, 3825 Ridgewood Road, Jackson, MS 39211

**Welding and Fabrication Technology** – American Welding Society, 550 N.W. LeJeune Road, Miami, FL 33126 Telephone Number (800) 443-9353

The College is a member of the American Association of Community Colleges, The Mississippi Association of Colleges, and The Mississippi Association of Community and Junior Colleges.

East Mississippi Community College is committed to assuring that the college and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Harpole  
District Director of Human Resources  
P.O. Box 158  
Scooba, MS 39358  
Telephone: (662) 476-5274  
E-mail: [tharpole@eastms.edu](mailto:tharpole@eastms.edu)

East Mississippi Community College is in compliance with Public Laws 101-542, 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 add, delete or modify policies and procedures stated herein as determined 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. The Scooba Campus, located at Scooba, Mississippi, in Kemper County and the Golden Triangle Campus, located at Mayhew, Mississippi, in Lowndes County. The College also offers courses at Columbus Air Force Base, Macon, Naval Air Station Meridian, the Lion Hills Center, and West Point.

### VISION

East Mississippi Community College establishes the standard of excellence for comprehensive community colleges in Mississippi.

### 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 for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

### VALUES

1. **Leadership** built on respect for self and others and demonstrated in our local communities
2. **Excellence** in education, service and lifelong learning
3. **Access** to instructional opportunities on campus and online
4. **Freedom** in teaching and learning within a supportive, communicative, diverse, and caring environment

### EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate 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 through participation in instructional, cultural, or workforce services 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 and challenges of the region, the nation, and the world.

### **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. 3 R. B. Davis  
Dist. 5 Floyd McKee

Dist. 2 Luke Lummus  
Dist. 4 Shelton L. Deanes

#### **KEMPER COUNTY**

Dist. 1 Pat Granger  
Dist. 3 John Paul Darnell  
Dist. 5 Christopher Cole

Dist. 2 Johnny B. Whitsett  
Dist. 4 Mike Luke

#### **LAUDERDALE COUNTY**

Dist. 1 Hank Florey  
Dist. 3 Josh Todd  
Dist. 5 Kyle Rutledge

Dist. 2 Wayman Newell  
Dist. 4 Joe Norwood

#### **LOWNDES COUNTY**

Dist. 1 Harry Sanders  
Dist. 3 John Earl Holliman  
Dist. 5 Leroy Brooks

Dist. 2 Bill Brigham  
Dist. 4 Jeffery Smith

#### **NOXUBEE COUNTY**

Dist. 1 Larry Tate  
Dist. 3 Sherman Patterson  
Dist. 5 Bruce Brooks

Dist. 2 William Oliver  
Dist. 4 Eddie Coleman

#### **OKTIBBEHA COUNTY**

Dist. 1 John Montgomery  
Dist. 3 Marvell Howard  
Dist. 5 Joe Williams

Dist. 2 Orlando Trainer  
Dist. 4 Daniel Jackson

## LOCATION

**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. The College owns 287 acres of land, 25 of which make up the main campus.

**GOLDEN TRIANGLE CAMPUS (Mayhew)** - The Golden Triangle Campus is located in Mayhew, Mississippi, on 83 acres adjacent to U.S. Highway 182 (Frontage Road) 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.

**COLUMBUS AIR FORCE BASE EXTENSION** - EMCC offers instructional opportunities, including workforce training, to military personnel and their dependents, in addition to the general public at the Columbus Air Force Base Extension. Library facilities are available.

**NAVAL AIR STATION MERIDIAN EXTENSION** - EMCC offers instructional opportunities, including workforce training, to military personnel and their dependents, in addition to the general public at the Naval Air Station Meridian Extension. Library facilities are available.

**MACON EXTENSION** - EMCC offers instructional opportunities, including workforce training, to the general public in Macon at Noxubee County High School.

**WEST POINT EXTENSION** - EMCC offers instructional opportunities, including workforce training, to the general public at the West Point Center, located adjacent to Alternate U.S. Highway 45, just north of the city of West Point.

**LION HILLS CENTER** - The Lion Hills Center, located at 2331 Military Road, Columbus, offers programs of study in Hotel & Restaurant Management Technology, Culinary Arts, and Golf/Recreational Turf Management. In addition, the college operates an 18-hole, public golf course, and a clubhouse used for public and private meetings.

## FINANCIAL INFORMATION

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

All current student fees may be found on the East Mississippi Community College website, [www.eastms.edu](http://www.eastms.edu). Fees are subject to change during the year, based on approval of the College Board of Trustees.

## 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.

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 Registration fee, regardless of financial aid. Registration fees are non-refundable.

No student will be permitted to receive any type of financial aid for classes being retaken in which the student previously received a grade of C or higher.

### 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:

<b>Tuition/Room/Meals</b>	<b>% Adjusted or Refunded</b>
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 begins during the 6th week for EMCC scholarships/state grants, 7th week for Direct Loans, and 8th week for Pell Grants. The 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 effect 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 Direct Loans
2. Subsidized Direct 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 an 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.

#### High School Diploma or Equivalent

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.

### **SATISFACTORY ACADEMIC POLICY FOR RECEIPT OF FINANCIAL AID**

East Mississippi Community College (EMCC) has established minimum standards of Satisfactory Academic Progress (SAP) as required by federal regulations to determine eligibility for federal Title IV student financial aid. SAP standards of academic performance require that all federal financial aid recipients progress satisfactorily toward the completion of a degree or certificate in a chosen academic or career/technical program at East Mississippi Community College. The financial assistance offered at East Mississippi Community College to which these standards apply includes the following federal Title IV programs:

#### **Federal Pell Grant (PELL) Federal Supplemental Educational Opportunity Grant (FSEOG)**

**Federal Subsidized Direct Loan  
Federal Unsubsidized Direct Loan  
Federal Parent PLUS Loan  
Federal Work-Study**

**Standards for Maintaining Satisfactory Academic Progress (SAP)**

- Students must progress qualitatively by earning a required grade point average (GPA).
- Students must progress quantitatively by completing a required percentage of what they take.
- Students must complete their program of study within a required time frame.

<u>Hours Attempted</u>	<u>% Hours Completed</u>	<u>Cumulative GPA</u>
0 - 31	50%	1.50
32 - or more	67%	2.00

**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 a class load of 15 credit hours as a minimum for scholarships. A listing of institutional scholarships, the eligibility requirements, and an EMCC Scholarship Application can be located at the EMCC WEB site under Financial Aid.

VISUAL ART – These scholarships are awarded through portfolio reviews of student’s art work. A 2.00 cumulative GPA must be maintained. Participation in all art department activities is required.

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.

INSTITUTIONAL 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.

TIC WELDING SCHOLARSHIPS - This scholarship may be offered to incoming freshmen, full-time students enrolled in the welding program on either the Golden Triangle or Scooba Campus. In order to receive the award for a second semester, a 2.5 GPA or better must be maintained. The student may reapply for the scholarship for use in continuing into the Associates Degree Program.

**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 scholarship is given to each graduate from the CCAF graduation. Each graduate will be awarded free tuition for a 3-hour course to be used during the next two semesters. An EMCC scholarship application must be completed to receive this scholarship.

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.

ONETA P. BAKER SCHOLARSHIP – This scholarship was established as an endowed fund by Ms. Oneta Baker. A scholarship is awarded yearly to a currently enrolled student working toward an Associate Degree in Liberal Arts. Financial need is a consideration and a 3.00 GPA is required.

**BELLSOUTH ENDOWED SCHOLARSHIP FUND** – This scholarship was established as an endowed fund by Bellsouth Telecommunications, Incorporated. Three scholarships are awarded yearly to currently enrolled students working toward associate degrees or certificates. Applicants must have a 3.00 GPA and show evidence of financial need.

**BESSIE DUKE CARTER AND ANNIE HAUGHEY CARTER MORGAN MUSIC SCHOLARSIP FUND** – This scholarship was established as an endowed fund by the Carter and Morgan families. A scholarship is awarded yearly to an entering Freshman who shows evidence of an ACT of 18 or higher and a high school GPA of 3.00 or higher with plans to major in music.

**T. L. CLOAR, JR. SCHOLARSHIP FUND** – This scholarship was established as an endowed fund by Mr. T. J. Cloar, Jr. A scholarship is awarded yearly to a currently enrolled student working toward an associate degree or certificate. Applicants must have a 3.00 GPA or higher and show evidence of financial need.

**DENNIS D. AND LEOLA K. COWART NURSING SCHOLARSHIP** – This scholarship was established as an endowed fund by members of the Cowart family. A scholarship is awarded yearly to a currently enrolled student in one of the nursing programs offered at EMCC. Award selection is based on financial need and academic performance.

**HOPE DULANEY MEACHAM ENDOWED SCHOLARSHIP** – This scholarship was established as an endowed fund by Mr. John Meacham, Jr. A scholarship is awarded yearly to a currently enrolled student working toward as associate degree or certificate. Financial need and academic performance are considered. Mississippi residence is required.

**RAY GILDON EXCELLENCE IN AUTOMOTIVE TECHNOLOGY ENDOWED SCHOLARSHIP** – This scholarship was established as an endowed fund by Mr. and Mrs. Jimmy Galloway in honor of Mrs. Galloway's father, Mr. Ray Gildon. Entering freshmen or currently enrolled students are considered. Students working toward associate degrees or certificates in the automotive Technology area are considered. Financial need and academic performance are required.

**MISSISSIPPI ORGANIZATION FOR ASSOCIATE DEGREE NURSING (MOADN) SCHOLARSHIP** – This scholarship was established as an endowed fund by MOADN (Mississippi Organization for Associate Degree Nursing). Enrollment in the Associate Degree Program in Nursing is required. Students must present evidence of a 3.00 GPA and financial need.

**MADIE PEDEN LIGHT ENDOWED SCHOLARSHIP** - This scholarship is an endowed fund established by Ms. Margaret P. Light in memory of her mother, Mrs. Madie P. Light. An award is made yearly to a sophomore level student working toward an associate degree. Financial need, Mississippi residence, and a 2.5 GPA are required for consideration.

**PILOT CLUB OF COLUMBUS SCHOLARSHIP** – This scholarship is an endowed fund established by the Pilot Club of Columbus. A scholarship is awarded annually to an entering freshman interested in a career relating to brain disorders and disabilities. Lowndes County residence is required and the scholarship is available on the GT Campus. Financial need and high school GPA are considered in the selection process.

**SHAKU SHAUNAK VASUDEVA MANUFACTURING EXCELLENCE SCHOLARSHIP** – This scholarship was established by the Shaunak Family as an annual award to an entering freshman or currently enrolled student. Financial need and a 3.00 GPA are required. Applicants must express their reasons/career goals in writing for entering the Advanced Manufacturing/Engineering area and why this scholarship is important to

their success.

**RICK YOUNG SCHOLARSHIP FOR ELIMINATING BARRIERS TO EDUCATION SCHOLARSHIP** – This scholarship was established as an annual award to an entering freshman or currently enrolled student. Superior academic performance and financial need are primary considerations that applicants must have to receive serious consideration. The scholarship is open to students pursuing associate degrees or certificates.

### **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, rodeo, and golf. The athlete must meet the eligibility requirements of EMCC and the Mississippi Community and Junior College Athletic Association.

**AMBASSADOR** - These scholarships are awarded to select student representatives who participate in recruiting and public functions on behalf of the College. A 2.00 cumulative GPA must be maintained. For more information contact the campus recruiters.

**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.

**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.

**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

**DISLOCATED WORKERS** - Dislocated workers may be eligible for short- or long-term education and training funds. For more information, contact the local WIN job center.

## **INSTRUCTIONAL INFORMATION**

### **ADMISSIONS**

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 help 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 accepted to the College. General admission to EMCC does not guarantee admission to a specific program. Additional program requirements may be found by contacting the Counseling Center or Program Advisors.

### **LIMITED ENGLISH PROFICIENCY (LEP) POLICY**

If there is an applicant for admission with limited English proficiency, a qualified representative from East Mississippi Community College will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process, upon the request of the applicant.

Information on limited English proficiency submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant’s admission to the school. Once accepted for admission into the college, services to the person of limited English proficiency will be provided, at the student’s request.

## 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 program of study. 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. The process for meeting admissions requirement to the College includes:

1. Submit an application for admission to the Admissions Office.
2. First time students 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 twenty (20) 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. 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. (The ACT is recommended for **all** students because ACT scores are required for placement in math, English, some science classes, and some career/technical programs.)
5. 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.
6. 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 Career Education Programs. However, when enrollment space is available, students may qualify for admission into Automotive Mechanics, Machine Tool Operations or Welding and Fabrication Technology by (a) being 18 years of age, (b) having completed the tenth grade or equivalent units toward the academic Mississippi High School Diploma. Contact Financial Aid for more information.
3. Students seeking admission to Career Education Programs must meet specific requirements as outlined in each program. For these requirements, see the Counseling Center or Program Advisors.
4. Some Career/Technical Programs waive the ACT requirements if the student has completed a career program or a higher degree from an accredited institution equal to or greater in emphasis than the emphasis the student is seeking to enter. For Practical Nursing students, the minimum ACT scores are set by the State Board for Community and Junior Colleges for entrance.

## **eLEARNING**

### **eLearning Mission Statement**

East Mississippi Community College seeks to provide eLearning 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 eLearning opportunities meet all quality standards set forth for traditional off-campus courses to carry out the mission of the College.

### **eLearning 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 eLearning for student/faculty interaction
- To ensure comparability to traditional on-campus classes through systematic planning and evaluation

EMCC is an active participant in the Mississippi Virtual Community College (MSVCC), an online effort of 15 public Mississippi Community Colleges, and has approved all MSVCC courses as an addendum to courses listed in the EMCC catalog.

Faculty and students participating in eLearning courses interact through phone, e-mail, discussion board, voice board, podcasts and/or chat rooms. These courses meet the same educational requirements as the traditional classroom 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 eLearning courses are maintained at the same rate as the traditional classes.

EMCC does not offer or "pull-in" remedial courses in an online format. Students who need remediation should make plans to attend campus classes.

Prior to registering for an eLearning course, EMCC recommends that students visit the eLearning web site at <http://www.eastms.edu> for important information. EMCC provides advisors to assist the student to determine if eLearning is a viable alternative.

### **Minimum Requirements of Online Classes**

Students must possess an overall G.P.A. of 2.0 or greater on a 4.0 scale in order to take online classes. There is no appeal process for this rule. All first time EMCC students can take online classes (the above rules apply to students with EMCC completed hours). Students must have a computer with a reliable connection to the internet, reflective of current technology. Students must be computer competent and learn to interact using the Canvas medium and various common software packages. Before registering for an online class, a student must have a working email address. Students are discouraged from taking online courses if they do not have daily access to a computer.

### **eLearning 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. Currently, there are no additional student charges associated with verification of student identity for students enrolled in distance education. Should future changes warrant the addition of additional student charges associated with verification of student identity, the procedure will require fees to be disclosed to the student at the time of enrollment as part of the current catalog.

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: [fboyd@eastms.edu](mailto:fboyd@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](mailto: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 to online courses:**

To access Canvas, log on to LEO and select the link that says Canvas.

If you registered for a class that is not showing in your Canvas listing of classes or have difficulty logging in, contact the Associate Dean of eLearning immediately at 662-476-5347.

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

## **Attendance Policy for Online Classes**

### **eLearning 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. eLearning 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 at an approved testing location for taking any proctored exam. Appointments must be made in advance.

### **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 eLearning Office at your campus to provide course information and a fax number. The eLearning staff person will complete the form and fax a copy to you for your signature. It must be signed and returned by fax to the eLearning Office for processing. Unless the eLearning staff person receives your signed form, your withdrawal request will not be processed and 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 GRIEVANCE 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 eLearning Coordinator (eLC) at the student's host College to help in processing the complaint. (Host college is the institution where the student registers for 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 eLC with a copy sent to the host College's eLC (if different). The providing eLC will then refer it to the appropriate person for disposition. A response will be made to the complainant within 15 working days. (The **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 providing 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.
6. No adverse action will be taken against a student for filing a complaint.

### **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 together with official transcripts of all Colleges attended since last attending East Mississippi Community College must be provided 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.

A transient student (aka "guest student") is a student who is enrolled at one University, and simultaneously taking classes at another College.

### **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 3.0 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.

All dually-enrolled students must also meet placement requirements, including appropriate ACT scores for mathematics and English courses, and any other requirements as specified by academic and technical counseling.

Students with a 21 or higher on the ACT are eligible for a tuition reduction. Additional varying costs apply to lab-based courses and distance learning courses.

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.

A qualified student may enroll in an unlimited number of dual enrolled courses. However, if the course is to be counted for secondary credit, a B average must be maintained during the first two (2) courses and all thereafter. High school students who are interested in program participation should contact the Office of College and Career Planning at 662-243-1908.

### **INTERNATIONAL STUDENTS**

EMCC will admit international students in keeping with the College mission and in accordance with SEVP regulations. International students who are terminated for any EMCC or SEVP policy/regulation violation will not be considered for reinstatement at East Mississippi Community College.

International students with acceptable scholastic records and proven English proficiency will be considered for full-time admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects taken, ability to carry a full course of studies, satisfactory scores on the East Mississippi Community College placement tests, proof of financial responsibility, and proof of health insurance.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 61 on the IBT or 173 on the computer-based Test of English as a Foreign Language (TOEFL) and must have taken the ACT.

### **MILITARY COURSES (ROTC)**

EMCC partners with Mississippi State University and the United States Army and Air Force to provide military course experiences (ROTC) for students who enroll at East Mississippi Community College.

### **ADMISSIONS CONTACT INFORMATION**

The Admissions Office  
East Mississippi Community College  
Scooba Campus  
P.O. Box 158  
Scooba, MS 39358

The Admissions Office  
East Mississippi Community College  
Golden Triangle Campus  
P. O. Box 100  
Mayhew, MS 39753

Telephone: (662) 476-5041

Telephone: (662) 243-2615

EMCC-Columbus Air Force Base Extension  
81 Ward Street, Room 14  
Columbus Air Force Base, MS 39710-5000  
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/Reading and Math courses based on ACT scores, COMPASS scores and/or professional advice. No developmental courses may be counted toward graduation. Developmental courses from other institutions are not accepted. 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.

## **COMPASS**

COMPASS is a computerized test that evaluates your skills and places you into appropriate level courses. For students who have not taken the ACT, COMPASS will determine the proper placement level into core college classes such as reading, English, and math. Additionally, Career/Technical students will take the COMPASS test for placement purposes into various programs. Students receive COMPASS test results upon completion of testing, and your score report will include placement messages informing you what courses you should take and how to register.

## **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 19 semester hours in any one semester without the approval of the appropriate administrator. For summer sessions, the usual load is four classes for the entire summer. A student may take additional classes during the summer, with administrative approval.

## **STUDENT CLASSIFICATION**

College students with fewer than 32 semester credit hours are classified as freshmen. Those with 32 or more semester credit 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 appropriate Office when the total number of unexcused absences per week exceed two for a class that meets once per week or for an intensive class, 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 "WF." 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.

Some career and technical programs must adhere to strict attendance standards required by the state of Mississippi for certification. For these attendance policies, please see the program or departmental handbooks or syllabi.

### **PROGRAMS WITH SPECIAL ATTENDANCE POLICIES**

Cosmetology    Practical Nursing    Health Care Assistant    Associate Degree Nursing

#### **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, please see the program/departmental handbook for additional information.

#### **PRACTICAL NURSING ATTENDANCE POLICY**

In the Practical Nursing program, students are required to meet the required clock hours as deemed by the state curriculum in order to take the Mississippi licensure examination. Due to this requirement, please see the program/departmental handbook for additional information.

#### **HEALTH CARE ASSISTANT ATTENDANCE POLICY**



In the Health Care Assistant program, students are required to meet the required clock hours as deemed by the state curriculum. Due to this requirement, please see the program/departmental handbook for additional information.

### ASSOCIATE DEGREE NURSING ATTENDANCE POLICY

In the Associate Degree Nursing program, students are required to meet the clock hours as deemed by the curriculum in order to take the Mississippi licensure examination. Due to this requirement, please see the program/departmental handbook for additional information.

### **NO SHOW POLICY**

A student who fails to attend a particular class within the term's LATE REGISTRATION period or DROP/ADD period shall be listed as a "no show." A student who is "no showed" will be permanently removed from the course and cannot be reinstated. The "No Show" policy is not subject to the rules related to class attendance.

Students are strongly encouraged to drop any class in which they have no plans to attend. Students that become "no showed" from classes will be billed \$10.00 per class.

### **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 on-ground 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 go to the Registrar's office to officially withdraw from a course.

### **WITHDRAWAL FROM COLLEGE**

Students who wish to withdraw from College must complete a Withdrawal Form in the Registrar's Office (Scooba Campus) or the Student Services Office (GTC). Administration reserves the right to withdraw a student from a course or all courses as deemed necessary by the College.

### **EMCC FORGIVENESS POLICY**

A student may formally request forgiveness for all coursework grades earned during one semester. The student may not choose which course grades are to be forgiven. If a formal request for forgiveness is

submitted for a given semester and approved, all course grades for said semester will be forgiven and the forgiven credit hours will not be calculated in any GPA calculations.

A student may not be approved for forgiveness more than **ONE** time. The forgiveness request form, which can be obtained in the Office of the Registrar, must be presented to the appropriate instructional Vice President. Please note all Financial Aid decisions at EMCC will be made using a cumulative GPA based on all hours attempted (including hours forgiven).

If a forgiveness request is approved, the student is still required to pay all charges incurred for said semester: ie account charges are not forgiven.

Forgiveness cannot be requested for a semester in progress or just concluded. Students on academic suspension must sit out at least one semester before seeking forgiveness.

## **GRADUATION REQUIREMENTS**

Each student must meet the following requirements for graduation:

1. A student in an academic field must have successfully completed sixty-three (63) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of Public Speaking (SPT 1113), three (3) semester hours of College Algebra (or above), six (6) semester hours of a laboratory science, six (6) semester hours of social/behavioral science, three (3) semester hours of fine arts, and six (6) semester hours of humanities. Students also must complete a battery of assessments as part of the graduation exit exam.
2. A student in a technical field must have successfully completed sixty-three (63) semester hours (or the required technical program, whichever is greater) which must include twenty (20) semester hours of general education. These twenty 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 Public Speaking; three (3) semester hours in social/behavioral science; three (3) semester hours of computer science; three (3) semester hours in humanities/fine arts; and a Job Search Skills class or equivalent based upon program curriculum. To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment. Students must also complete a battery of assessments as part of the graduation exit exam.
3. A student in a Career program must have successfully completed the prescribed program of study as set by the College, including a college predetermined score on the COMPASS test, and any occupation specific skills assessment. Students also must complete a battery of assessments as part of the graduation exit exam.
4. The prospective graduate must have a 2.0 or above on the final overall Grade Point Average.
5. For a student to be eligible for graduation, at least 25% of the credit semester hours required must be completed 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 WITH HONORS**

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 *cum laude* (with honor)

3.60 - 3.89 will graduate with *magna cum laude* (with great honor)

3.90 - 4.00 will graduate with *summa cum laude* (with highest honor)

Additionally, members of the Honors Program who have met program requirements will be designated as an *Honors Scholar*.

### **TRANSCRIPT OF CREDITS**

#### ***Ordering an East Mississippi Community College (EMCC) transcript***

Official transcripts are issued by the Office of Admissions/Registrar. There are several ways to order an official transcript from EMCC.

#### ***Ordering Transcripts Online***

The National Student Clearinghouse ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)) has been authorized by East Mississippi Community College (EMCC) to provide our transcript ordering service via the internet. Current and former students can order transcripts online using a major credit card (VISA, MASTERCARD, or DISCOVER only) at any time of the day or week. Your credit card will only be charged \$5.00 after your order has been completed by EMCC's Office of Admissions/Registrar. Please note that EMCC only processes transcript orders Monday through Friday, from 8:00 AM - 4:30 PM CST on the days that the College is open. Transcripts are not released for students who have not settled all College accounts (financial or otherwise). Online transcript requests submitted while EMCC is closed for the weekend or holidays will be processed in the order that they were received when offices reopen.

#### ***Ordering Transcripts Directly from EMCC via the US Postal Service***

Current or former student may order copies of their academic coursework at EMCC by sending a written, signed and dated request to the Office of Admissions/Registrar. A \$5.00 charge payable in advance will be assessed for each copy. Transcripts are not released for students who have not settled all College accounts (financial or otherwise).

#### ***Walk in Requests***

Current or former students may request a transcript at the Office of Admissions/Registrar. Office hours are Monday through Friday from 8:00 AM to 4:30 PM CST on the days that the College is open. If you are coming in person, you will need to provide a picture ID. If a third party will be picking up your transcript, that person must have your written permission to release the transcript. Payment must be made upon receipt of the transcript. Transcripts are not released for students who have not settled all College accounts (financial or

otherwise).

## **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 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.

## **CLASSROOM COMPLAINTS**

Any student who wishes to make a complaint regarding any aspect of instruction should 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 conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the appropriate administrator to assist in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing to the appropriate administrator. The administrator will refer it to the proper authority at the College for disposition; the College grievance policy will be followed in all cases in which a formal complaint has been lodged.

## **TESTING AND CLASSROOM PROCEDURES**

The academic year is divided into two semesters of sixteen weeks each. Mid-term exams are administered each term to track student progress. Students not performing satisfactorily should schedule a conference with the Counseling Center staff. 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**

Grades are based upon proficiency attained by the student demonstrated primarily by the quality of work done in the classroom. Letter grades used and their meaning are as follows:

- A..... Represents superior or outstanding achievement in prescribed work
- B..... Above-average achievement in prescribed work
- C..... Average level of achievement
- D..... Below-average achievement (This is the lowest passing grade.)
- F..... Failure to pass prescribed work
- 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)
- AU..... Audit
- P..... Pass

Some Career/Technical programs have higher grading scales as deemed necessary by their curriculum.

### **QUALITY POINTS**

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

<b><u>GRADE</u></b>	<b><u>QUALITY POINTS</u></b>
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 considered a usual term.

Students may repeat courses at East Mississippi Community College to improve their GPAs. All grades

earned in attempted courses will appear on the student transcript. However, only the best grade earned in a course will be the official grade used for calculating an overall GPA. This policy does not affect Satisfactory Academic Progress (SAP) as calculated by the Financial Aid Office at EMCC. Likewise, students should be aware that senior institutions may have differing policies on repeat courses and the calculation of a student's transfer GPA.

A student may not register for any course(s) more than once per term without the approval of the Vice President of Instruction. That is, a student may not simultaneously register for the same class two or more times in a single term.

### **HONORS COURSES**

The College offers a few honors courses. Students interested in these courses may contact the 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 appropriate instructional administrator.

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, 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, 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. Students who are on academic suspension may appeal to enter a one semester career program. Appeals must be made to the appropriate administrator and include a recommendation, in writing, from a faculty member in the new program. While on academic suspension and enrolled in a career program, the student is prohibited from taking any academic courses, and may require adjustments in financial aid eligibility.

### **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

### **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 "Add-Drop" form must be completed by the student and approved by the appropriate administrator before such a change can be made. Students may add courses, as approved by an advisor, only during the official "add" period. A fee of \$10.00 is assessed for each "add" and for each "drop" in a completed schedule after final registration.

### **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. CEUs are maintained through the Office of Workforce Services.

### **OFFICE OF COLLEGE AND CAREER PLANNING**

The EMCC Office of College and Career Planning provides training and services that will equip educators to provide every student an opportunity to participate in a seamless educational system that includes high-level academic and technical preparation for workforce readiness and lifelong learning.

EMCC provides articulation which is a process that allows two or more educational institutions to work together to allow successful transition of students from high school to college/postsecondary education. Students who complete a secondary career/technical program of study and score in the 80 percentile or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in the articulated secondary career/technical program of study qualify for articulated credit. On average, students receive up to 6 hours of college credit by completing an articulated career/technical program of study. For further information, please contact EMCC Office of College and Career Planning at 662-243-1908.

The EMCC Office of College and Career Planning provides assistance to dual enrolled/dual credit students. For further information on dual enrollment/dual credit requirements see page 20 of this catalog.

## **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. 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 post-secondary institution. For purposes of determining accreditation status, the U.S. Department of Education database will be consulted. 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 will have access to the transfer credit via their LEO account.

## **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.

Military credit must be directly related to specific courses taught by East Mississippi Community College and is limited to thirty (30) semester hours.

## **CHALLENGE EXAMINATION (EXPERIENTIAL LEARNING)**

East Mississippi Community College believes it is important to recognize that learning takes place both inside and outside of a formal classroom setting, especially industry and the military. In order to provide instructional credit for students who have previously mastered outcomes required in a given course, a Challenge Examination Policy has been developed to allow students an opportunity to pass a challenge examination on the subject matter being taught for which prior experiential learning has occurred. Credit awarded for such Challenge Examinations will be posted to a student's transcript subject to his/her meeting admission requirements and enrolling at the College. The Challenge Examination must be administered by a qualified faculty member or college administrator in accordance with the following:

1. The candidate for the Challenge Examination must be admitted to East Mississippi Community College as a student.



2. The candidate must have discussed his/her interest in taking a Challenge Examination with the appropriate faculty member and demonstrate to that faculty member's satisfaction that he/she has mastered the subject matter in some prior learning environment.
3. The candidate must complete a Challenge Examination Form.
4. The request must be approved by the instructor and Vice President of Instruction before the examination is given.
5. Challenge examinations shall be comprehensive in scope covering content taught in the entire course.
6. If the course being challenged has a laboratory component, the challenge exam must have a performance component which demonstrates mastery of the skills required in the course.

The total credit that may be earned by challenge examinations for any individual program of study may not exceed 16 semester credit hours. Students may take the challenge examination at a cost of \$25. Challenge examination will be administered on pass-fail basis only. A minimum passing score on any challenge examination will be 80% mastery. The successful completion of the challenge examination will result in the posting of a "P" grade to the candidate's transcript. Unsuccessful completion of the challenge examination will result in the student's receiving no grade of any kind. A student may only challenge a given course one time.

## 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:

<b>General Education Core:</b> English Composition I and II.....	6 Semester Hours
MAT 1313 College Algebra (or higher) .....	3 Semester Hours
SPT 1113 Public Speaking I .....	3 Semester Hours
Laboratory Science.....	6-8 Semester Hours
Social/Behavioral Science .....	6 Semester Hours
Fine Arts.....	3 Semester Hours
Humanities .....	<u>6 Semester Hours</u>
<b>Total Semester Hours.....</b>	<b>33-35 Semester Hours</b>

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.

#### LABORATORY SCIENCES

BIO	Biology
CHE	Chemistry

#### FINE ARTS

ART	Art
MUS	Music

GLY	Geology	SPT	Theatre Appreciation
PHY	Physics		

**SOCIAL/BEHAVIOR SCIENCES**

**HUMANITIES**

CRJ	Criminal Justice	ENG	English
ECO	Economics	HIS	History
EPY	Educational Psychology	MFL	Foreign Language
GEO	Geography	PHI	Philosophy and Religion
PSC	Political Science		
PSY	Psychology		
SOC	Sociology		

**SUGGESTED UNIVERSITY-RELATED EMPHASES**

The selection of courses and course sequences depends largely upon a student’s career choice. The counselors, the instructional administrators, and the assigned faculty advisor are available to counsel with each student; but it is the student’s final responsibility to choose her or his 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 which differ from the following course recommendations. 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.

**GENERAL EDUCATION**

English Composition I .....	3 Semester Hours
English Composition II .....	3 Semester Hours
Public Speaking I (SPT 1113).....	3 Semester Hours
Literature (1 Year Sequence) .....	6 Semester Hours
History (1 Year Sequence) .....	6 Semester Hours
Fine Arts (Music/Art/Theatre Appreciation or Music/Art History).....	3 Semester Hours
Social/Behavioral Sciences .....	6 Semester Hours
Laboratory Sciences with Lab.....	12 Semester Hours
Foreign Language (2 Year Sequence) .....	12 Semester Hours
Mathematics (MAT 1313 or 1323 or MAT 1613) .....	3 Semester Hours
General Electives.....	<u>6 Semester Hours</u>
<b>Total</b>	<b>63 Semester Hours</b>

The term Sequence means that a student should be consistent in choosing the specific type of course. For example, a common History sequence is HIS 2213 American History I and HIS 2213 American History II. All courses EMCC provides or hosts are listed in the Uniform Course Numbering System for the community and junior colleges of the state of Mississippi.

## SOCIAL SCIENCE AND BUSINESS DIVISION

### ACCOUNTING

General Education Core	33-35	Semester	Hours
Recommended - PSY 1513; History Sequence	Recommended - PSY 1513		
Literature Elective			3
Principles of Accounting I and II	ACC 1213; ACC1223		6
Business Calculus I or Calculus I	MAT 1513 <u>or</u> MAT 1613		3
Economics I and II	ECO 2113, 2123		6
Legal Environment of Business	BAD 2413		3
Business Statistics	BAD 2323		3
General Electives			4

### ADVERTISING

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> HIS 1163, 1173		
Literature Sequence		6
Introduction to Sociology I	SOC 2113	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
American History	HIS 2213 <u>or</u> HIS 2223	3
Philosophy or Religion Elective	PHI 2113 <u>or</u> PHI 2613	3

### AFRICAN AMERICAN STUDIES

General Education Core		33-35 Semester Hours
Recommended - History Sequence		
Literature Sequence		6
Humanities Elective	PHI 2113 <u>or</u> PHI 2613	3
Science Elective		3-4

Foreign Language	(2 Year Sequence)	12
General Electives		4-6

### ATHLETIC TRAINING

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> HIS 1163, 1173; SOC 2113		
Literature Sequence		6
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Prevention and Care of Athletic Injuries	HPR 2723	3
General Biology I	BIO 1134	4
Nutrition	FCS 1253 <u>or</u> BIO 1613	3
Computer Science Elective	CSC 1123 <u>or</u> higher	3
General Electives		9-11

### BUSINESS ADMINISTRATION

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; History Sequence		
Literature Elective		3
Principles of Accounting	ACC 1213, 1223	6
Business Calculus I or Calculus I	MAT 1513 <u>or</u> MAT 1613	3
Economics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Business Statistics	BAD 2323	3
General Electives		7-9

### FAMILY STUDIES

General Education Core		33-35 Semester Hours
Recommended - History Sequence; BIO 1134; PHY 2244		
Literature Elective		3
Human Growth & Development	EPY 2533	3
Philosophy	PHI 2113	3
Computer Applications I	CSC 1123	3
General Electives		19-21

### CRIMINAL JUSTICE

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; SOC 2113; History Sequence		
Literature Elective		3
Introduction to Criminal Justice	CRJ 1313	3

Police Administration and Organization	CRJ 1323	3
Introduction to Corrections	CRJ 1363	3
Law Enforcement and the Juvenile	CRJ 2513	3
General Electives		13-15

### ECONOMICS

General Education Core Recommended - History Sequence		33-35 Semester Hours
Literature Sequence		6
Calculus I	MAT 1613	3
Statistics	MAT 2323	3
Economics I and II	ECO 2113; ECO 2123	6
Foreign Language	(1 Year Sequence)	6
General Electives		7-9

### EDUCATIONAL PSYCHOLOGY

General Education Core Recommended - History Sequence; PSY 1513; BIO 1134; SOC 2113		33-35 Semester Hours
Literature Sequence		6
Child Psychology	EPY 2513	3
Human Growth and Development	EPY 2533	3
General Electives		16-18

### ELEMENTARY EDUCATION

For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with 2 add on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi K-6 licensure, with add on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities. It is **strongly recommended** that students complete the Praxis Core Academic Skills for Educators (formerly Praxis I) prior to transferring to one of the IHL institutions.

General Education Core Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; One 4-hour BIO course and one 4-hour PHY <u>or</u> CHE course		33-35 Semester Hours
American National Government or Sociology	PSC 1113 <u>or</u> SOC 2113	3
Real Number System	MAT 1723	3
Geometry, Measurement, and Prob.	MAT 1733	3
World Geography	GEO 1113	3

**EXERCISE SCIENCE**

General Education Core		33-35 Semester Hours
Recommended - HIS 1113, 1123 <u>or</u> HIS 1163, 1173 <u>or</u> HIS 2213, 2223; PSY 1513; SOC 2113		
Anatomy & Physiology I, II	BIO 2514; BIO 2524	8
Chemistry	CHE 1114 <u>or</u> CHE 1214	4
Physics	PHY 2414	4
First Aid and CPR	HPR 2213	3
Personal & Community Health I	HPR 1213	3
Trigonometry (or Calculus I)	MAT 1323 <u>or</u> MAT 1613	3
Statistics	MAT 2323	3
General Electives		0-2
Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		

**GEOGRAPHY**

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; History Sequence		
Science Elective		4
Literature Elective		3
Introduction to Sociology I	SOC 2113	3
Geography	GEO 1113	3
Economics I	ECO 2113	3
American National Government	PSC 1113	3
General Electives		12-14
Recommended - SOC 2143; ECO 2123;		

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

It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (formerly Praxis I) examination prior to transferring (if required). In addition, it is strongly suggested that students seeking a PE Licensure prepare themselves to teach in one additional discipline. The Mississippi Department of Education requires 21 semester hours of prefix-specific courses with grades of "C" or better. Some of the common supplemental endorsement areas are English, Communication, Social Studies, Mathematics, and General Science.

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; One History Elective; One Literature Elective		

General Biology I	BIO 1134	4
Anatomy & Physiology I	BIO 2514	4
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Marriage and Family	SOC 2143	3
General Electives (Should be taken in planned Endorsement Area)		15-17

### HISTORY

General Education Core 33-35 Semester Hours  
 Recommended: One Literature Elective

World Civilization I, II	HIS 1163, 1173	6
American (U.S.) History I, II	HIS 2213, 2223	6
American National Government	PSC 1113	3
Economics I	ECO 2113	3
Foreign Language	MFL Sequence	9-12
General Electives		10-12
Recommended: PHI 2113		

### HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

General Education Core 33-35 Semester Hours  
 Recommended - PSY 1513; History Sequence

Literature Elective		3
Economics I and II	ECO 2113; ECO 2123	6
Accounting I and II	ACC 1213; ACC 1223	6
Introduction to Sociology I	SOC 2113	3
Spanish I and II	MFL 1213; MFL 1223	6
General Electives		7-9

### INTERNATIONAL BUSINESS

General Education Core 33-35 Semester Hours  
 Recommended - PSY 1513 or PSC 1113; History Sequence

Literature Elective		3
Introduction to Sociology I	SOC 2113	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

## LANDSCAPE CONTRACTING

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; BIO 1314; ECO 2113; ECO 2123		
Legal Environment of Business I	BAD 2413	3
Accounting I and II	ACC 1213; ACC 1223	6
Statistics	MAT 2323	3
General Electives		16-18

## LIBRARY AND INFORMATION SCIENCE

General Education Core		33-35 Semester Hours
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513		
Social Science Elective	SOC 2113 <u>or</u> GEO 1113	3
Foreign Language	(2 Year Sequence)	12
Introduction to Philosophy I	PHI 2113	3
Computer Science Elective	CSC 1113 <u>or</u> CSC 1123	3
Human Growth & Development	EPY 2533	3
Personal and Community Health	HPR 1213	3
General Electives		4-6
Recommended - ENG 2423 <u>or</u> 2433		

## MARKETING COMMUNICATION

General Education Core		33-35 Semester Hours
Recommended - History Sequence; One Literature Elective		
Business Calculus I, II <u>or</u> Calculus I, II	MAT 1513; MAT 1523 <u>or</u> MAT 1613; MAT 1623	6
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
General Electives		10-12

## PARK AND RECREATION MANAGEMENT

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; SOC 2113; ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; BIO 1114, 1124 <u>or</u> BIO 1134, 1144		
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3



Human Growth and Development	EPY 2533	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Statistics or Business Statistics	MAT 2323 <u>or</u> BAD 2323	3
Computer Applications I	CSC 1123	3
General Electives		10-12
Recommended - HIS 1113 <u>or</u> 1123 <u>or</u> 1163 <u>or</u> 1173 <u>or</u> 2213 <u>or</u> 2223;		

### POLITICAL SCIENCE

General Education Core 33-35 Semester Hours  
 Recommended - SOC 2113; One Literature Elective

Economics I, II	ECO 2113; ECO 2123	6
Introduction to Philosophy I	PHI 2113	3
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Elective(s)		10-12
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

### PSYCHOLOGY

General Education Core 33-35 Semester Hours  
 Recommended - ENG 2223, 2233 or 2323, 2333 or 2423, 2433;  
 BIO 1134 or 1144; Any PHY or CHE 4-hour lab course

Introduction to Philosophy I	PHI 2113	3
Foreign Language	(1 Year Sequence)	6
General Psychology	PSY 1513	3
General Electives		19-21
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

### PUBLIC ADMINISTRATION/PUBLIC POLICY LEADERSHIP

General Education Core 33-35 Semester Hours  
 Recommended - ENG 2223, 2233 or 2323, 2333 or 2423, 2433

Statistics	MAT 2323	3
Accounting I	ACC 1213	3
Economics I, II	ECO 2113; ECO 2123	6
American National Government	PSC 1113	3
Foreign Language	(1 Year Sequence)	6
General Electives		16-18
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173		

### RECREATION/RECREATION ADMINISTRATION/THERAPEUTIC RECREATION

General Education Core 33-35 Semester Hours  
 Recommended - HIS 1113, 1123 or 1163, 1173; PSY 1513

Introduction to Sociology I	SOC 2113	3
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Computer Science Elective	CSC 1113 <u>or</u> higher	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Elective(s)		19-21
Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		

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

**IMPORTANT:** Students desiring to major in Secondary Education should refer to the Articulation Agreement between the Mississippi Community College Board and the Mississippi Institutions of Higher Learning (Four-year universities) to find specific requirements for the university to which they plan to transfer and the teaching area in which they plan to study. The Articulation Agreement can be found under MCCB Publications at [www.sbcjc.cc.ms.us](http://www.sbcjc.cc.ms.us). Students who plan to attend a university out of state should consult the requirements for that university and that state's licensure requirements.

It is **strongly recommended** that students complete the Praxis Core Academic Skills for Educators (formerly Praxis I) examination prior to transferring to one of the IHL institutions.

General Education Core 33-35 Semester Hours  
 Recommended – BIO 1134

Humanities Elective		6
Academic Teaching Area	(see specific subject area courses)	15
General Electives		7-9

**SOCIAL SCIENCES**

General Education Core 33-35 Semester Hours  
 Recommended - HIS 2213; HIS 2223; PSY 1513; SOC 2113

One Literature Elective		3
American National Government	PSC 2113	3
Economics I	ECO 2113	3
Introduction to Philosophy I	PHI 2113	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
General Electives		7-9

**SOCIAL WORK**

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		
One Literature Elective		3
Introduction to Sociology	SOC 2113	3
Sociology: The Helping Profession	SWK 1113	3
Foreign Language	(1 Year Sequence)	6
General Electives		16-18

### SOCIOLOGY

General Education Core		33-35 Semester Hours
Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		
Sociology	SOC 2113 <u>or</u> SOC 2143	3
Economics	ECO 2113 <u>or</u> ECO 2123	3
Psychology <u>or</u> Government	PHY 1513 <u>or</u> PSC 1113	3
Foreign Language	(1 year Sequence)	6
Introduction to Philosophy I	PHI 2113	3
General Electives		16-18
Recommended - HIS 1113, 1123 or 1163, 1173 or 2213, 2223		

### SPECIAL EDUCATION

It is **strongly recommended** that students complete the Praxis Core Academic Skills for Educators (formerly Praxis I) examination prior to transferring to one of the IHL institutions.

General Education Core		33-35 Semester Hours
Recommended - PHY 2244; BIO course with lab; PSY 1513; Literature Sequence		
Real Number System	MAT 1723	3
Geometry, Measurement, & Prob.	MAT 1733	3
Human Growth and Development	EPY 2533	3
Personal and Community Health	HPR 1213	3
World Geography	GEO 1113	3
History Sequence		6
Electives		10-12

### HUMANITIES AND FINE ARTS DIVISION

#### ART / ART EDUCATION / ART HISTORY / ARCHITECTURE

General Education Core		33-35 Semester Hours
Recommended – One History elective; One Literature elective		
Art History Survey	ART 2713, 2723	6

Studio - Drawing	ART 1313, 1323	6
Design	ART 1433, 1443, 1453	9
Painting	ART 2513, 2523	6
General Electives		1-3

### CLASSICS

General Education Core		33-35 Semester Hours
Recommended - History sequence		
Science Elective		3 or 4
Literature sequence		6
Foreign Language	(2 Year Sequence)	12
Philosophy	PHI 2113 <u>or</u> 2613	3
General Electives		3-6

### COMMUNICATION(S)

General Education Core		33-35 Semester Hours
Recommended - SOC 2113; PSY 1513; History sequence		
Introduction to Philosophy I	PHI 2113	3
Geography	GEO 1113	3
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
General Electives		13-15
Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		

### ENGLISH

General Education Core		33-35 Semester Hours
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223; PSY 1513		
Literature Courses		12
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
General Electives		7-9

### FOREIGN LANGUAGE

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		
Literature Sequence		6
Trigonometry	MAT 1323	3
Foreign Language	(2 Year Sequence)	12

Philosophy	PHI 2113	3
General Electives		4-6

### JOURNALISM

General Education Core		33-35 Semester Hours
Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; PSY 1513		
History Sequence		6
Foreign Language	(2 Year Sequence)	12
Philosophy <u>or</u> World Religions I	PHI 2113 <u>or</u> PHI 2613	3
Economics I	ECO 2113	3
World Geography	GEO 1113	3
General Electives		4-6

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

General Education Core		33-35 Semester Hours
Recommended - History Sequence; PSY 1513		
Literature Sequence		6
Music Theory I & II	MUS 1214; MUS 1224	8
Music Survey	MUS 1123	3
Piano (instrumental majors)	MUA 1511, 1521, 2511, 2521	4
Applied Major		8
Ensemble		4

### SPANISH

General Education Core		33-35 Semester Hours
Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; SOC 2113		
Introduction to Sociology I	SOC 2113	3
Spanish I, II, III, IV	MFL 1213; MFL 1223; MFL 2213; MFL 2223	12
American National Government	PSC 1113	3
General Electives		10-12
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

### MATHEMATICS AND SCIENCE DIVISION

#### AGRICULTURAL SCIENCE

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		

Botany I	BIO 1314	4
General Biology I, II	BIO 1134; BIO 1144	8
Trigonometry <u>or</u> Statistics	MAT 1323 <u>or</u> MAT 2323	3
Principles of Economics I, II	ECO 2113; ECO 2123	6
General Electives		10-12

### ANIMAL SCIENCES

General Education Core 33-35 Semester Hours  
 Recommended - CHE 1214; CHE 1224; ECO 2113

Organic Chemistry I	CHE 2424	4
General Biology I, II	BIO 1134; BIO 1144	8
Microbiology	BIO 2924	4
Physics I	PHY 2414	4
Trigonometry	MAT 1323	3
Statistics	MAT 2323	3
General Electives		2-4

### ARCHITECTURE

General Education Core 33-35 Semester Hours  
 Recommended - PHY 2414; PHY 2424

Business Calculus I	MAT 1513	3
Drawing I and II	ART 1313; ART 1323	6
General Electives		19-21

### BIOCHEMISTRY

General Education Core 33-35 Semester Hours  
 Recommended - CHE 1214; CHE 1224

Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Biology I, II	BIO 1134; BIO 1144	4
Microbiology	BIO 2924	4
Calculus I, II	MAT 1613; MAT 1623	6
General Electives		3-5

### BIOLOGICAL ENGINEERING

General Education Core 33-35 Semester Hours  
 Recommended - CHE 1214; CHE 1224

Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
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General Biology I	BIO 1134	4
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Differential Equations	MAT 2913	3
General Electives		1-3

### BIOLOGY

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; BIO 1144		
Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Electives		12-14

### CHEMISTRY

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		
Calculus I and II	MAT 1613, MAT 1623	6
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics with Calculus I, II	PHY 2514; PHY 2524	8
General Electives		6-8

### COMPUTER SCIENCE

General Education Core		33-35 Semester Hours
Recommended – One Literature elective; PHY 2514; PHY 2524		
Chemistry I with Lab	CHE 1214	4
Biology I with Lab	BIO 1134	4
Calculus I, II, III	MAT 1613, MAT 1623; MAT 2613	9
Computer Programming I, II	CSC 1613; CSC 2623	6
General Electives		5-7

### DENTAL HYGIENE

General Education Core		33-35 Semester Hours
Recommended - EPY 2513 <u>or</u> EPY 2533; PSY 1513; CHE 1214; CHE 1224		
General Biology I	BIO 1134	4
Anatomy and Physiology I, II	BIO 2514; BIO 2524	8
Introduction to Sociology I	SOC 2113	3

Microbiology	BIO 2924	4
Nutrition	FCS 1253 or BIO 1613	3
General Electives		6-8

### ENGINEERING

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
General Electives		8-10

### FORENSICS/FORENSIC CHEMISTRY

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224; SOC 2113; PSC 1113; History Sequence		
Literature Sequence		6
General Biology I	BIO 1134; BIO 1144	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Calculus I	MAT 1613	3
Physics I, II	PHY 2414; PHY 2424	8

### FORESTRY (FOREST MANAGEMENT)

General Education Core		33-35 Semester Hours
Recommended - ECO 2113 <u>or</u> ECO 2123; CHE 1214		
Botany I	BIO 1314	4
Zoology I	BIO 2414	4
Statistics	MAT 2323	3
Applied Dendrology	FOT 1714	4
Physics I	PHY 2414	4
General Electives		9-11

### GENERAL SCIENCE

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; BIO 1144; One Literature Elective		
One History elective		3
General Chemistry I, II	CHE 1214; CHE 1224	8
Trigonometry or Calculus I	MAT 1323 <u>or</u> MAT 1613	3



Physics I	PHY 2414	4
Foreign Language	(1 year sequence)	6
General Electives		7-9

### GEOSCIENCES

General Education Core 33-35 Semester Hours  
 Recommended - GEO 1113; One History course; One Literature course

Chemistry	CHE 1214	4
Physics	PHY 2514; PHY 2524	8
Calculus I, II	MAT 1613; MAT 1623	6
Statistics	MAT 2323	3
Foreign Language	(1 year sequence)	6
General Electives		12-14

### HORTICULTURE

General Education Core 33-35 Semester Hours  
 Recommended - ECO 2113; ECO 2123; CHE 1214; CHE 1224

Organic Chemistry I	CHE 2424	4
Statistics	MAT 2323	3
Principles of Accounting I	ACC 1213	3
Legal Environment of Business	BAD 2413	3
General Electives		15-17

### MATHEMATICS

General Education Core 33-35 Semester Hours  
 Recommended - HIS 1113, 1123 or 1163, 1173 or 2213, 2223

Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Physics with Calculus	PHY 2514	4
Science Electives	PHY 2524; CHE 1214, CHE 1224; BIO 1134, 1144	8
General Electives		15-17
Recommended - ENG 2213, 2223 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		

### MEDICAL LABORATORY SCIENCE

General Education Core 33-35 Semester Hours  
 Recommended - CHE 1214; CHE 1224

General Biology I, II	BIO 1134; BIO1144	8
Microbiology	BIO 2924	4
Upper Level Biology	BIO 2414, 2424 <u>or</u> BIO 2514, 2524	8

Organic Chemistry I	CHE 2424	4
General Electives		8-10

### MEDICAL TECHNOLOGY

General Education Core		33-35 Semester Hours
Recommended - ENG 2423 <u>or</u> ENG 2433; SOC 2113; PSY 1513; CHE 1214; CHE 1224		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Biology I	BIO 1134	4
Computer Concepts	CSC 1113	3
General Electives		13-15
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173		

### METEOROLOGY

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224; HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513		
General Biology I	BIO 1134	4
Trigonometry	MAT 1323	3
Calculus I, II	MAT 1613; MAT 1623	6
Computer Programming I	CSC 1613	3
General Electives		12-14
Recommended - ENG 2213, 2223 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		

### MICROBIOLOGY

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224; PSY 1513; One HIS course; One Literature course		
Organic Chemistry I and II or Physics	CHE 2424, 2434 <u>or</u> PHY 2414, 2424	8
General Biology I and II	BIO 1134; BIO 1144	8
Microbiology	BIO 2924	4
Calculus I, Statistics	MAT 1613; MAT 2323	6
General Electives		5-7

### NURSING

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223; CHE 1214; BIO 1134		
Anatomy and Physiology	BIO 2514, BIO 2524	8
Microbiology	BIO 2924	4
Sociology	SOC 2113; SOC 2143	6

Human Growth and Development	EPY 2533	3
Nutrition	FCS 1253 or BIO 1613	3
Statistics	MAT 2323 or BAD 2323	3
General Electives		4-6
Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		

### PHARMACEUTICAL SCIENCES

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; BIO 1144; ECO 2123		
General Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics I and II	PHY 2414; PHY 2424	8
Calculus I	MAT 1613	3
Statistics	MAT 2323	3
General Electives		1-3

### PHYSICS

General Education Core		33-35 Semester Hours
Recommended - PHY 2514; PHY 2524; ENG 2213, 2223 or 2323, 2333 <u>or</u> 2423, 2433		
General Chemistry I, II	CHE 1214; CHE 1224	8
Calculus I, II, III, IV	MAT 1613; MAT 1623; MAT 2613; MAT 2623	12
Differential Equations	MAT 2913	3
Computer Programming I	CSC 1613	3
General Electives		5-7
Recommended - HIS 1113 <u>or</u> 1123 <u>or</u> 1163 <u>or</u> 1173 <u>or</u> 2213 <u>or</u> 2223		

### POLYMER SCIENCE

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224; HIS 1113, 1123 <u>or</u> 1163, 1173; SOC 2113; PSY 1513		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics I- A, II-A	PHY 2514; PHY 2524	8
Calculus I, II, III	MAT 1613; MAT 1623; MAT 2613	9
General Electives		3-5
Recommended - ENG 2423 <u>or</u> 2433		

### POULTRY SCIENCE

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; BIO 1144		

General Chemistry I, II	CHE 1214; CHE 1224	8
Principles of Accounting I, II	ACC 1213; ACC 1223	6
Trigonometry or Calculus I	MAT 1323 <u>or</u> MAT 1613	3
Legal Environment of Business	BAD 2413	3
General Electives		8-10

### SOFTWARE ENGINEERING

General Education Core 33-35 Semester Hours  
 Recommended - PHY 2514; PHY 2524

General Chemistry I	CHE 1214	4
Calculus I, II, III, IV	MAT 1613; MAT 1623; MAT 2613; MAT 2623	12
Differential Equations	MAT 2913	3
Computer Programming I, II	CSC 1613; CSC 2623	6
Biology	BIO 1314 <u>or</u> BIO 2414	4
General Electives		2-4

### SPEECH PATHOLOGY

General Education Core 33-35 Semester Hours  
 Recommended - BIO 1134; PHY 2244

History	HIS 1113 <u>or</u> 1123 <u>or</u> 1163 <u>or</u> 1173	3
Literature Elective		3
General Psychology	PSY 1513	3
Spanish I, II, III, IV	MFL 1213; MFL 1223; MFL 2213; MFL 2223	12
General Electives		16-18

### WILDLIFE, FISHERIES AND AQUACULTURE SCIENCES

General Education Core 33-35 Semester Hours  
 Recommended - ECO 2113; SOC 2113 or PSY 1513; CHE 1214; CHE 1224

Botany I	BIO 1314	4
Zoology I, II	BIO 2414; BIO 2424	8
Calculus	MAT 1513 <u>or</u> MAT 1613	3
Statistics	MAT 2323	3
General Electives		10-12

### CAREER AND TECHNICAL PROGRAMS GENERAL INFORMATION

The Career-Technical Division 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 CTE Support Services and Developmental Education services. In addition, EMCC provides educational career counseling through Counseling and CTE Support Services personnel. Course articulation and academic and Career-Technical integration are provided through College and Career Planning. Opportunities for work-site experiences as part of the program of study and job placement are provided through Job Placement/Work-based Learning. For all technical students, assurance is provided of sufficient breadth in general education through a total of 20 hours of coursework requirements to include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; natural science/mathematics; and Orientation.

**CTE SUPPORT SERVICES AND DEVELOPMENTAL EDUCATION** - 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.

For students scoring less than the desired proficient levels on COMPASS, CTE Support Services personnel will work with students to 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 proficient score on COMPASS 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 director who assists students and alumni in obtaining part-time or full-time employment.

**WORK-BASED LEARNING (WBL)** - WBL provides eligible career, technical, and academic 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 PROGRAMS**

### **(Career Programs Leading to a Certificate of Proficiency)**

## **AUTOMOTIVE TECHNOLOGY**

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

The Automotive 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 Technology program provides the graduate with the basic skills and technical knowledge to properly diagnose 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 the following automotive service and repair areas as recognized by ASE and NATEF: Engine repair, Automotive Transmissions, Manual drive trains and axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning Systems, and Engine Performance systems. 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 the minimum laboratory experiences will be provided by the College; however, for job placement and the completion of live work, 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.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

Applicants must pass a manual dexterity test, and complete an interview. If total enrollment within the department is fewer than 20 students, probationary admission will be granted, in rank order, to applicants who are at least 18 years of age and have completed the tenth grade. Students who are at least 18 years of age, have completed the tenth grade, and meet the College Admission requirements along with additional program entrance requirements may enroll in the certificate program.

## **FIRST SEMESTER**

ATT	1124	Electrical Systems .....	4 Semester Hours
ATT	1214	Brakes.....	4 Semester Hours
ATT	1314	Manual Drive-Trains/Transaxles.....	4 Semester Hours
ATT	1424	Basic Engine Performance I .....	4 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			17 Semester Hours

## SECOND SEMESTER

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

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

### TECHNICAL ELECTIVE:

IMM-1935 Manufacturing Skills Basic

(Certificate Program Exit Point)

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

## BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

(ONE-YEAR CAREER CERTIFICATE OPTION)

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 the 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.

This Career Certificate program requires a particular score on the ACT or COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations, and minimum scores. Probationary admission may be granted to applicants who do not have a particular ACT or COMPASS score.

A Career Certificate will be awarded upon completion of the required courses for the Career Certificate option

in Marketing Management.

### First Semester

*MMT 1113	Principles of Marketing.....	3 Semester Hours
*MMT 1313	Selling.....	3 Semester Hours
*MMT 1123	Marketing Applications.....	3 Semester Hours
	Writing Elective.....	3 Semester Hours
	Computer Science Elective.....	<u>3 Semester Hours</u>
		15 Semester Hours

### Second Semester

MMT 2233	Human Resources Management.....	3 Semester Hours
MMT 1413	Merchandising Math.....	3 Semester Hours
MMT 2423	Retail Management.....	3 Semester Hours
ECO 2113	Economics I <b>or</b>	
WBL 1913	Work-based Learning... ..	3 Semester Hours
	Humanities/Fine Arts Elective.....	<u>3 Semester Hours</u>
		15 Semester Hours

\*The MSCPAS2 Y1 test will be administered upon completion of these core courses.

(Career Certificate Exit Point)

A 45 Hour Technical Certificate is also available. Please see information below.

## BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

(45 HOUR TECHNICAL CERTIFICATE OPTION)

### Third Semester

*MMT 2313	E-Commerce Marketing.....	3 Semester Hours
*MMT 1323	Advertising.....	3 Semester Hours
*MMT 2213	Principles of Management.....	3 Semester Hours
BAD 2413	Legal Environment of Business.....	3 Semester Hours
ECO 2123	Economics II <b>or</b>	
WBL 1923	Work-based Learning .....	<u>3 Semester Hours</u>
		15 Semester Hours

\*The MSCPAS2 Y2 test will be administered upon completion of the above core courses.

(Technical Certificate Exit Point)

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

## COMMERCIAL TRUCK DRIVER TRAINING



(WEST POINT EXTENSION)

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 in pulling loaded and empty vans and flatbed trailers using conventional tractors.

**ADMISSION REQUIREMENTS:**

1. Must submit an official high school transcript showing date of graduation or an official high school transcript showing twenty (20) acceptable high school units or an official GED transcript with satisfactory scores; OR must have completed at least the tenth grade.
2. Students should be at least 21 years of age. Persons between the ages of 18 and 21 may be admitted to the Truck Driver Training Program; however they will have limited opportunities for employment because of motor carriers' regulations and insurance industry regulations.
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. This program requires a particular score on the COMPASS or ACT test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores.

\* The DOT Physical with drug screen and the Motor Vehicle Report should be turned in to the school prior to the first priority deadline date for admission. Failure to comply with these requirements will result in a possible entrance delay into the program. 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 meet all program requirements to be eligible for a 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: Using basic driving skills, handling equipment, maneuvering vehicles, maneuvering combination vehicles, 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.

## 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 be required to provide a particular score on the COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores. 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.....	<u>2 Semester Hours</u>
			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.....	<u>2 Semester Hours</u>
			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 .....	<u>2 Semester Hours</u>
			12 Semester Hours

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

## CULINARY ARTS

### Food Preparation Certification

(LION HILLS CENTER)  
(ONE-YEAR CERTIFICATE)

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. A 1-year certificate in Culinary Arts: Food Preparation option may be awarded after successful completion of the courses listed in the certificate sequence. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain ManageFirst 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. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

#### First Semester

HRT	1123	Introduction to the Hospitality and Tourism Industry .....	3 Semester Hours
HRT	1213	Sanitation and Safety .....	3 Semester Hours
CUT	1115	Culinary Principles I .....	4 Semester Hours
HRT	2623	Hospitality Human Resource Management .....	3 Semester Hours
CUT	1135	Principles of Baking .....	5 Semester Hours
CUT	2913	Supervised Work Experience in Culinary Arts Technology .....	<u>3 Semester Hours</u>
		.....	21 Semester Hours

#### Second Semester

HRT	1224	Restaurant & Catering Operations.....	4 Semester Hours
HRT	2613	Hospitality Supervision .....	3 Semester Hours
CUT	1124	Culinary Principles II .....	4 Semester Hours
CUT	2223	Menu Planning & Facilities Design .....	3 Semester Hours
CUT	2313	American Regional Cuisine .....	4 Semester Hours
CUT	2923	Supervised Work Experience in Culinary Arts.....	3 Semester Hours
HRT	1511	Hospitality Seminar I.....	<u>1 Semester Hours</u>
			21 Semester Hours

Students enrolling in the Culinary Arts Certificate program must present proof of a minimum ACT score of 15 composite or equivalent COMPASS score.

\*Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.

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

**ELECTRONICS CERTIFICATE**

(GOLDEN TRIANGLE CAMPUS)

(ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

The Electronic Engineering Technology department offers 3 career paths: (1) 30 hour course selection leading to an Electronics Vocational Certificate, (2) 45 hour course selection leading to an Electronics Technical Certificate or, (3) 60 hour course selection leading to a degree of Associate of Applied Science in Electronics .

The Electronic program provides the graduate with the basic skills and the technical knowledge to diagnose properly and repair electronic devices, along with problem solving techniques and computer diagnosis. Students are taught in modern, well-equipped labs utilizing electronic troubleshooting procedures as well as electronic diagnostics. Practical experience is given in such areas as DC circuits as they relate to the green America, AC circuits and electronic communications. An opportunity to be a licensed radio operator will be offered thru on site testing conducted by certified testers from the ARRL and approval of the FCC.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

**FRESHMAN YEAR**

**First Semester**

EET 1613 Computer Fundamentals or Computer Related Equivalent.....	3 Semester Hours
EET 1114 DC Circuits.....	4 Semester Hours
EET 1214 Digital Electronics.....	4 Semester Hours
EET 1334 Solid State Devices and Circuits.....	4 Semester Hours
Electives.....	<u>3 Semester Hours</u>
	18 Semester Hours

**Second Semester**

EET 1123 AC Circuits.....	3 Semester Hours
EET 1324 Microprocessors.....	4 Semester Hours
EET 2334 Linear Integrated Circuits.....	4 Semester Hours
EET 2414 Electronic Communications.....	4 Semester Hours
IMM-1935 Manufacturing Skills Basic.....	<u>5 Semester Hours</u>
	20 Semester Hours

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

(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

**SOPHOMORE YEAR**

**First Semester**

CST 2113 Computer Servicing Lab I.....	3 Semester Hours
Technical Electives.....	12 Semester Hours
	15 Semester Hours

(TECHNICAL CERTIFICATE PROGRAM EXIT POINT)

TECHNICAL ELECTIVES:

EET 2423 Fundamentals of Fiber Optics	ELT 1123 Commercial Wiring
MFT 1112 Intro to Automation and Control	ROT 1113 Fundamentals of Robotics
ELT 1223 Motor Main/Troubleshooting	ELT 1213 Electrical Power
INT 1214 Fluid Power	ELT 2424 Solid State Motor Controls
ELT 2613 Programmable Logic	ELT 1413 Motor Controls Controllers
EET-2514 Interfacing Techniques	IMM 2114 Equipment Maintenance and Repair

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

**INDUSTRIAL ELECTRICITY**

(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, electrical power, and programmable logic controllers. The Electrical program embeds opportunities to acquire multiple credentials through the National Center for Construction Education and Research (NCCER).

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

**FRESHMAN YEAR**

**First Semester**

ELT-1144 AC/DC Circuits.....	4 Semester Hours
ELT-1193 Fundamentals of Electricity.....	3 Semester Hours
ELT-1113 Residential/Light Commercial Wiring.....	3 Semester Hours
ELT-1263 Blueprint Reading/Planning and Residential Installation.....	3 Semester Hours
CTE-1143 Fundamentals of Construction and Manufacturing.....	3 Semester Hours
	16 Semester Hours

**Second Semester**

ELT-1213 Electrical Power.....	3 Semester Hours
ELT-1123 Commercial and Industrial Wiring.....	3 Semester Hours
ELT-1413 Motor Control Systems.....	3 Semester Hours
ELT-1253 Branch Circuits and Service Entrance Calculations.....	3 Semester Hours
ELT-2613 Programmable Logic Controllers.....	3 Semester Hours
IMM-1935 Manufacturing Skills Basic.....	<u>5 Semester Hours</u>
	20 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

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

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

**EMERGENCY MEDICAL SCIENCES**

(GOLDEN TRIANGLE CAMPUS)

**EMT**

The 135-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 classroom & clinical experience, with eight semester hours credit awarded.

EMS 1118 EMT .....	<u>8 Semester Hours</u>
	8 Semester Hours

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

Upon successful completion of the course, the student will be eligible to take 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. This program requires 77 on the COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores. A minimum ACT composite of 16, if taken after October 1989 or 12 if taken before October 1989 is also acceptable.
5. Valid CPR certification (Health Care Provider Level).
6. Physically fit per examination by physician (dated within six months prior to beginning date of the EMT-Basic class).
7. Students are required to take the Two (2) Step Tuberculin skin test in order to enter the EMT program. They must also show proof of starting the Hepatitis B vaccination prior to beginning their clinical and ambulance rotations.

Applicants currently enrolled in high school at the time of application can satisfy all admission requirements except for COMPASS test. These applicants must wait until after receiving a high school diploma or GED certificate before taking the COMPASS test. 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.

8. The State of Mississippi requires all health care students to have a background check done prior to entering a health care program in the community colleges. EMCC requires all students prior to admission into the EMT class to pay \$50.00 to the EMCC Business Office in order to be fingerprinted so a background check can be done.

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.

\*\*EMT-Basic Refresher Training, a periodically-required review course for Registered Emergency Medical Technicians, and Emergency Medical Responder Training, a course designed to provide training in all aspects of emergency medical care required by the first person (First Responder) at the scene of an accident or sudden illness, are offered through EMCC Workforce Services.

**HEALTH CARE ASSISTANT/AIDE 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 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:

**Admission Requirements:**

1. Submit a completed application for admission to the Admission's 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.
4. Applicant must be 18 years or older upon completion of the program.
5. The applicant must be of good moral character and should not have a record of conviction of a felony or misdemeanor. This may make him/her ineligible to take the state board examination for the certified nurse's aide.
6. This program requires a particular score on the COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations, and minimum scores. An ACT composite of 15 is also acceptable.

Within 4 weeks of class beginning (prior to beginning clinical assignment):

1. Each student must have a completed physical form signed by a physician or nurse practitioner. The form must be dated no earlier than 45 days before the first day of class.
2. Tests required with physical: CBC, VDRL, Routine Urinalysis, negative drug screen (urine), and negative TB skin test - all dated no earlier than 45 days before the first day of class.
3. Each student must have a category "C" Healthcare Provider CPR card on file with the instructor.
4. Each student 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 vaccination (MMR) after the first birthday;
  - b. Documentation of having had physician diagnosed measles disease, laboratory evidence of measles/mumps immunity; or
  - c. Documentation of birth before 1957 and with Rubella immunity.
5. Each student must sign an affidavit stating that he or she has not been convicted of or pled no contest to any disqualifying felony or misdemeanor.

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).

**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
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			17 Semester Hours

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

## INDUSTRIAL MAINTENANCE

(GOLDEN TRIANGLE CAMPUS)

(ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

The Industrial Maintenance 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. The Industrial Maintenance curriculum embeds opportunities to acquire multiple credentials through the National Center for Construction Education and Research (NCCER).

This program requires an ACT Score of 18 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. A passing score of 55% on the BMCT (Bennett Mechanical Comprehension Test) is also required. Please see the program advisor or a counselor for additional information regarding testing times, locations.

### FRESHMAN YEAR

#### First Semester

MAT 1753 or MAT 1313 College Algebra.....	3 Semester Hours
IMM 1935 Manufacturing Skills Basic.....	5 Semester Hours
IMM 1213 Industrial Hand Tools & Mechanical Components or CTE 1143.....	3 Semester Hours
CPT 1113 Microcomputer Apps/CSC 1113/EET 1613.....	3 Semester Hours
IMM 1814 Electricity for Industrial Maintenance Mechanics.....	<u>4 Semester Hours</u>
18 Semester Hours	

#### Second Semester

IMM 1514 Equipment Installation & Alignment.....	4 Semester Hours
ELT 1413 Motor Control Systems.....	3 Semester Hours
IMM 1734 Maintenance Welding & Metals.....	4 Semester Hours
IMM 1613 Industrial Piping & Hydro Testing.....	3 Semester Hours
IMM 1824 Advanced Industrial Electricity.....	<u>4 Semester Hours</u>
18 Semester Hours	

## PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)  
(Four Semester Option)

The machinist course 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. Throughout the program, students will have the opportunity to acquire National Institute for Metalworking Skills (NIMS) credentials.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

Baseline competencies for Precision Manufacturing and Machining Technology\*\*

**FRESHMAN YEAR**

First Semester

MST 1313 Machine Tool Mathematics.....	3 Semester Hours
MST 1116 Power Machinery I.....	6 Semester Hours
MST 1413 Blueprint Reading.....	3 Semester Hours
EET 1613 Computer Fundamentals or CPT-CSC 1113 Microcomputer Apps.....	<u>3 Semester Hours</u>
	15 Semester Hours

Second Semester

MST 1126 Power Machinery II.....	6 Semester Hours
MST 1423 Advanced Blueprint Reading.....	3 Semester Hours
MST 1613 Precision Layout .....	3 Semester Hours
DDT 1113 Fundamentals of Drafting.....	3 Semester Hours
IMM 1935 Manufacturing Skills Basic.....	<u>5 Semester Hours</u>
	20 Semester Hours

\* Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.

\*\* Baseline competencies are taken from the high school Metal Trades or machine Shop program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

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

(FIRST YEAR CERTIFICATE PROGRAM EXIT POINT)

**SOPHOMORE YEAR**

First Semester

MST 2135 Power Machinery III.....	5 Semester Hours
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MST 2714 Computer Numerical Control Operations I.....	4 Semester Hours
MST 2813 Metallurgy.....	3 Semester Hours
DDT 1133 Machine Drafting.....	<u>3 Semester Hours</u>
	15 Semester Hours

Second Semester

MST 2144 Power Machinery IV.....	4 Semester Hours
MST 2725 Computer Numerical Control Operations II.....	5 Semester Hours
DDT 1313 Principles of CAD.....	3 Semester Hours
MST 2913 Specials Problems in Precision Manufacturing & Machining Tech.....	<u>3 Semester Hours</u>
	15 Semester Hours

(SECOND YEAR CERTIFICATE PROGRAM EXIT POINT)

**OFFICE ASSISTANT**

(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, and spreadsheet applications.

Students must present proof of a minimum ACT score of 14 in English and an overall composite of 14. Please note that most BOT courses are offered only during the first (fall) semester or only during the second (spring) semester as listed below. Students enrolling in Business and Office Technology certificate programs must also achieve a sufficient score, as determined by the program, on the COMPASS test in order to graduate.

**FRESHMAN**

First Semester

BOT	1213	Personal and 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.....	<u>3 Semester Hours</u>
			18 Semester Hours

Second Semester

BOT	1123	Keyboard Skillbuilding .....	3 Semester Hours
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 Spreadsheet.....	3 Semester Hours
BOT	2813	Business Communication .....	3 Semester Hours
ENG	1113	English Composition I .....	<u>3 Semester Hours</u>
			18 Semester Hours

**\*DEVELOPMENTAL STUDIES**

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

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

(CERTIFICATE PROGRAM EXIT POINT)  
 A Two-Year Associate 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, graduates will receive a Vocational Certificate of Proficiency for Practical Nursing and will be prepared to write the National Council for Licensure for Practical Nurses (NCLEX-PN®). Please Note: Successful completion of the nursing program does not guarantee eligibility to sit for NCLEX-PN®. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**ADMISSION PROCEDURE:**

To be considered for the Practical Nursing program, applicants must complete all testing, meet the minimum requirements, and submit all required paperwork by June 1st each year. Incomplete admission packets will not be considered for admission. The applicant is responsible for ensuring that the data in the file is received, correct, and complete. Please note: Meeting all admission requirements does not guarantee acceptance into the Practical Nursing program. Admission is competitive and enrollment is limited. The number of applicants accepted is limited due to the nature of the program. Students are not chosen with regard to sex, age, race, creed, ethnic origin, or marital status.

1. Go to [http://www.eastms.edu/index.php?option=com\\_wrapper&itemid=186](http://www.eastms.edu/index.php?option=com_wrapper&itemid=186) to submit an online application for admission to East Mississippi Community College. You must indicate nursing under your major. Do not designate RN or Practical Nursing under your major, just "Nursing." Acceptance to East Mississippi Community College does not guarantee acceptance to the Practical Nursing program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.
2. Submit a completed application for admission to the School of nursing to the Nursing Administrative Assistant.

3. 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.
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student."
5. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants with more than two attempts in another program will not be considered for the EMCC Practical Nursing Program.
6. Applicants must have:
  - a. A minimum composite score of 18 with an 18 in reading on the ACT.
  - b. A grade of "C" or higher in Anatomy and Physiology I & II is required prior to admission. Classes must be within the past 5 years.
  - c. Cumulative GPA of 2.0 on a 4.0 scale for all previous college work attempted.
  - d. A test of Essential Academic Skills (TEAS) with a score of at least 50% on all sections. **YOU MUST MEET THE MINIMUM ACT SCORE PRIOR TO TAKING THE TEAS.** The cost of the TEAS admission test is \$35 and payment is the responsibility of the student. The cost of testing is subject to change. Entrance tests may be retaken once in order to achieve a higher score. A TEAS study manual can be ordered on line at the following link:  
<http://www.atitesting.com/global/students/teas-study-manual.aspx>

#### **PROGRAM OF STUDY:**

The Practical Nursing Program is a twelve-month course of study designed to prepare individuals to become a Licensed Practical Nurse. The program is designed to be completed within 12 months of admission. All students must maintain full time status once beginning the program.

The Practical Nursing Student will gain classroom and laboratory instruction in such areas as: vocational adjustments, basic nursing skills, nutrition, anatomy and physiology, human growth and development, pharmacology, maternal child nursing, emotional and mental illness, and medical/surgical nursing.

**A student must apply to the program, meet all requirements and be selected in order to register for Nursing Courses.** Pre-requisites are listed below. See the East Mississippi Community College Catalog for description of pre-requisites. All science courses must have been completed within the last 5 years. Students must receive a "C" or higher in all pre-requisites.

#### **PRE-REQUISITES:**

BIO 2514 Anatomy and Physiology I ..... 4 Semester Hours

BIO 2524 Anatomy and Physiology II .....	<u>4 Semester Hours</u>
Total pre-requisite hours	8 Semester Hours

FALL SEMESTER:

PNV 1426 Fundamentals of Nursing.....	6 Semester Hours
PNV 1437 Fundamentals of Nursing Lab/Clinical .....	<u>7 Semester Hours</u>
TOTAL FIRST SEMESTER HOURS	13 Semester Hours

SPRING SEMESTER:

PNV 1615 Medical/Surgical Nursing.....	5 Semester Hours
PNV 1622 Medical/Surgical Nursing Clinical .....	2 Semester Hours
PNV 1635 Alterations in Adult Health .....	5 Semester Hours
PNV 1642 Alterations in Adult Health Clinical.....	2 Semester Hours
PNV 1524 IV Therapy & Pharmacology.....	<u>4 Semester Hours</u>
TOTAL SECOND SEMESTER HOURS	18 Semester Hours

SUMMER SEMESTER:

PNV 1714 Maternal-Child Nursing .....	4 Semester Hours
PNV 1814 Mental Health Nursing .....	4 Semester Hours
PNV 1914 Nursing Transitions.....	<u>4 Semester Hours</u>
	12 Semester Hours

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

**NOTE: Notification of acceptance into the nursing program must come from the director of Nursing and Allied Health, not from the admissions office.**

**ASSOCIATE DEGREE NURSING**

A Two-Year Associate of Applied Science Degree Program is available in nursing.  
See the Technical Programs portion of this catalog for more information.

**RESIDENTIAL CARPENTRY**

(WEST POINT CENTER)

Residential Carpentry is an instructional program designed to prepare students for entry into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing and repairing structural units. Certificate of Proficiency in Residential Carpentry may be awarded to a student who successfully completes the one year of required coursework.

All applicants must submit an application for admission to the college and submit an official copy of high school transcript from an accredited high school showing date of graduation or a copy of GED transcript with satisfactory scores.

In addition to general admission requirements, this program requires a particular score on the COMPASS or ACT test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores.

#### First Semester

CAV	1116	Foundations .....	6 Semester Hours
CAV	1236	Floor/Wall Framing .....	6 Semester Hours
CAV	1133	Blueprint Reading .....	3 Semester Hours
CAV	1123	Forming Applications .....	3 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			19 Semester Hours

#### Second Semester

CAV	1245	Ceiling/Roof Framing .....	5 Semester Hours
CAV	1316	Interior Finishing/Cabinet Making .....	6 Semester Hours
CAV	1413	Roofing.....	3 Semester Hours
CAV	1513	Exterior Finishing .....	3 Semester Hours
CAV	1143	Fundamentals of Construction.....	<u>3 Semester Hours</u>
			20 Semester Hours

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

### UTILITY LINEWORKER TECHNOLOGY

(SCOOBA CAMPUS)

The Lineworker Program is a one semester program that teaches theory and principles of basic linework, such as climbing, first aid, CPR, forklift operation (leading to certification), truck driving (leading to Class A CDL), basic tool, material, pole framing, and RUS specification. It also provides instruction in fundamentals of electricity, AD/DC circuits, and mathematics.

Admission to the BEL is limited to fifteen students; therefore, entry is highly competitive and based on specific criteria. First, the minimum academic preparation required will be a high school diploma or GED, but preference will be given to applicants holding an associate degree or higher. Second, this program requires a particular score on the COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores. Third, applicants must pass a Department of Transportation (DOT) physical and drug screening for admission in to the BEL. Finally, applicants must hold a valid driver's license from their state of residence.

To secure placement in the Lineworker program, prospective students are encouraged to take the COMPASS test or ACT as soon as possible to determine score eligibility. If entry-level requirements are not met, applicants may re-test before class begins.

#### Admission Requirements:

1. Submit EMCC Application for Admission;

2. Submit official high school transcript showing date of graduation, or submit an official GED transcript with satisfactory scores;
3. Submit official college transcripts if applicable;
4. Submit a score on COMPASS or score of 15 on ACT;
5. Submit a completed signed DOT Physical Form, including a drug screen, and a card to be kept on your person from a medical provider of your choice;
6. Submit a copy of your valid driver's license.

### FIRST SEMESTER

ULT	1122	Line Worker Safety .....	2 Semester Hours
ULT	1413	Pole Climbing.....	3 Semester Hours
ULT	1192	Fundamentals of Electricity for Line Workers <b>or</b> ELT 1192 Fundamentals of Electricity .....	2 Semester Hours
ULT	1152	AC/DC for Line Workers <b>or</b> ELT 1144*** AC/DC for Electrical Technology .....	2 Semester Hours
ULT	1313	Line Worker Truck Driving <b>or</b> ULT 1324 Truck Driving for Line Workers <b>or</b> DTV 1114 Commercial Truck Driving .....	3 Semester Hours
ULT	1514	Overhead, Underground, and Substation Construction .....	4 Semester Hours
TMA	1023	Basic Technical Math.....	3 Semester Hours
ULT	1232	Electric Power & Transformer Banking for Line Workers .....	2 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			22 Semester Hours

\* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

\*\* Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

\*\*\* DC Circuits (EET 1114) **AND** AC Circuits (EET 1123) may be taken instead of AC/DC Circuits for Electrical Technology (ELT 1144) **AND** may be used as a 3 hour elective.

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

### WELDER/FABRICATOR TECHNICIAN (GOLDEN TRIANGLE CAMPUS)

The Welder/Fabricator Technician 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 Welder/Fabricator Technician 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, National Center for Construction Education and Research (NCCER) Core, Level I Welding, Level II Welding, Level I Pipe Fitting and Level II Pipefitting; 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.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations. 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 1115 Shielded Metal Arc Welding I.....	5 Semester Hours
WLV 1225 Shielded Metal Arc Welding II.....	5 Semester Hours
WLV 1313 Cutting Processes.....	3 Semester Hours
WLV 1231 Drawing and Weld Symbol Interpretation.....	1 Semester Hour
WLV 1171 Welding Safety, Inspection and Testing Principles.....	1 Semester Hour
IMM 1935 Manufacturing Skills Basics.....	<u>5 Semester Hours</u>
	20 Semester Hours

#### Second Semester

WLV 1123 Gas Metal Arc Welding (GMAW).....	3 Semester Hours
WLV 1135 Gas Tungsten Arc Welding (GTAW).....	5 Semester Hours
WLV 1142 Flux Cored Arc Welding.....	2 Semester Hours
WLV 1154 Pipe Welding.....	4 Semester Hours
PPV 1426 Basic Fabrication for Pipe Fitting.....	<u>6 Semester Hours</u>
	20 Semester Hours

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

### **~~WELDING AND FABRICATION TECHNOLOGY~~ (only a one year program)**

(SCOOBA 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. 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.

This program requires a particular score on the COMPASS test for program entrance. Please see the

program advisor or a counselor for additional information regarding testing times, locations and minimum scores. Students would be required to meet the College Admission requirements along with additional program entrance requirements.

## 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 Welding Symbol Interpretation.....	2 Semester Hours
LLS 1711 Job Search Skills.....	<u>1 Semester Hours</u>
	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 Welding Safety, Inspection, and Testing Principles.....	<u>1 Semester Hours</u>
	19 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

## TECHNICAL PROGRAMS

(Two-Year Associate of Applied Science Degree Programs)

### ASSOCIATE DEGREE NURSING

(GOLDEN TRIANGLE CAMPUS)

The purpose of the Associate of Applied Science in nursing degree program is to prepare men and women for the role of the registered nurse, competent to function as a professional and valuable member of the health care team in providing care for individuals, groups and families. Graduates of the program receive the Associate of Applied Science degree which meets the educational requirements needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues. This is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326

Please utilize the following admission guidelines when applying:

#### ADMISSION PROCEDURE:

To be considered for the ADN program, applicants must complete all testing, meet the minimum requirements, and submit all required paperwork by October 1st of each year for spring admission. Incomplete admission packets will not be considered for admission. All pre-requisites must be completed with the required grade prior to the October 1 deadline. The applicant is responsible for ensuring all required documents are received, correct, and complete.

Please note: Meeting all admission requirements does not guarantee acceptance into the ADN program. Admission is competitive and enrollment is limited. The number of applicants accepted is limited due to the nature of the program.

1. Go to [http://www.eastms.edu/index.php?option=com\\_wrapper&Itemid=186](http://www.eastms.edu/index.php?option=com_wrapper&Itemid=186) to submit an online application for admission to East Mississippi Community College. Acceptance to East Mississippi Community College does not guarantee acceptance to the ADN program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.
2. Submit a completed School of Nursing Application to the Allied Health Administrative Assistant.
3. 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.
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student."
5. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants with two unsuccessful attempts in another program will not be considered for the EMCC Associate Degree Program.
6. Applicants must have:
  - a. A minimum composite score of 19 with a subscore of 19 in reading on the ACT.
  - b. A grade of "C" or higher in College Algebra, Microbiology, and Anatomy and Physiology I & II. Pre-requisite - science classes must have been completed within the last 5 years.
  - c. Cumulative GPA of 2.5 or higher on a 4.0 scale for all previous college work attempted.
  - d. Students with less than the required ACT composite score must have completed a minimum of 12 semester hours, including Anatomy and Physiology, with a 2.5 grade point average before being admitted. They must have made at least a grade of "C" in Anatomy and Physiology courses.
  - e. Students who have previously earned a baccalaureate or higher degree may enter without an ACT by completing all the course prerequisites to the nursing major with a grade of "C" or better and having an overall grade point average of 2.5.
  - f. A Test of Essential Academic Skill (TEAS) score of at least 50%- **APPLICANTS MUST MEET THE MINIMUM ACT SCORE PRIOR TO TAKING THE TEAS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO MAKE SURE THIS REQUIREMENT HAS BEEN MET.** Applicants may

register to take the TEAS exam with the Allied Health administrative assistant. The cost of the testing must be paid when you register. Entrance tests may be retaken once in order to achieve a higher score. A TEAS manual can be ordered on line at the following link: <http://www.atitesting.com/global/students/teas-study-manual.aspx>

**PROGRAM OF STUDY:**

The Associate of Applied Science Degree is a 76 hour program. The program consists of 36 hours of general academic classes and 40 hours of nursing classes. The program is designed to be completed within two years of entrance into the first nursing class. All students must take nursing classes in sequential order.

**PRE-REQUISITES:**

BIO	2514	Anatomy & Physiology I.....	4 Semester Hours
BIO	2524	Anatomy & Physiology II.....	4 Semester Hours
MAT	1313	College Algebra .....	3 Semester Hours
BIO	2924	Microbiology.....	<u>4 Semester Hours</u>
TOTAL PRE-REQUISITE HOURS			15 Semester Hours

**FRESHMAN YEAR**

**FIRST SEMESTER**

NUR	1119	Fundamentals of Nursing.....	9 Semester Hours
ENG	1113	English Composition I .....	3 Semester Hours
PSY	1513	General Psychology.....	<u>3 Semester Hours</u>
			15 Semester Hours

**SUMMER SESSION**

FCS	1253	Nutrition.....	3 Semester Hours
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**SECOND SEMESTER**

NUR	1128	Medical Surgical Nursing I .....	8 Semester Hours
NUR	1123	Maternal Newborn Nursing .....	3 Semester Hours
EPY	2533	Human Growth & Development.....	<u>3 Semester Hours</u>
			14 Semester Hours

**SOPHOMORE YEAR**

**FIRST SEMESTER**

NUR	2218	Medical Surgical Nursing II .....	8 Semester Hours
NUR	2113	Mental Health Nursing .....	3 Semester Hours
SPT	1113	Public Speaking I .....	<u>3 Semester Hours</u>
			14 Semester Hours

SUMMER SESSION

SOC 2113 Introduction to Sociology ..... 3 Semester Hours

SECOND SEMESTER

NUR 2123 Child Health Nursing ..... 3 Semester Hours

NUR 2126 Internship: Nursing Leadership ..... 6 Semester Hours

Fine Arts Elective ..... 3 Semester Hours

12 Semester Hours

TOTAL PROGRAM HOURS..... 76 Semester Hours

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

**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 Automation 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. The Automation and Control program embeds opportunities to acquire credentials through the National Center for Construction Education and Research (NCCER).

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

**FRESHMEN YEAR**

First Semester

EET 1114 DC Circuits.....4 Semester Hours

EET 1334 Solid State Devices & Circuits.....4 Semester Hours

EET 1214 Digital Electronics.....4 Semester Hours

MFT 1112 Introduction to Automation and Controls.....2 Semester Hours

IMM-1935 Manufacturing Skills Basic.....5 Semester Hours

19 Semester Hours

Second Semester

EET 1123 AC Circuits.....3 Semester Hours

ELT 1413 Motor Control Systems.....	3 Semester Hours
INT 1214 Fluid Power.....	4 Semester Hours
ELT 1123 Commercial and Industrial Wiring .....	3 Semester Hours
ELT 2613 Programmable Logic Controllers.....	<u>3 Semester Hours</u>
	16 Semester Hours

**SOPHOMORE YEAR**

First Semester

INT 2114 Control Systems I.....	4 Semester Hours
Computer Related Elective.....	3 Semester Hours
Technical electives.....	<u>9 semester Hours</u>
	16 Semester Hours

Second Semester

Math/Science Elective.....	3 Semester Hours
Humanities/Fine Arts Elective.....	3 Semester Hours
Social/Behavioral Science Elective.....	3 Semester Hours
English Composition I.....	3 Semester Hours
SPT 1113 Public Speaking I.....	<u>3 Semester Hours</u>
	15 Semester Hours

Technical Electives:

- CTE-1143 Fundamentals of Construction and Manufacturing
- ELT 1213 Electrical Power
- ELT 2424 Solid State Motor Controls
- ELT 2623 Advanced Programmable Controllers
- ROT-2413 Automated Manufacturing Controls
- ROT-2613 Mechanical Systems
- MFT-2413 Computer Integrated Manufacturing
- ROT-1313 Industrial Robotics

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

**AUTOMOTIVE TECHNOLOGY**

(GOLDEN TRIANGLE CAMPUS)

The Automotive 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 Technology program provides the graduate with the basic skills and technical knowledge to properly diagnose 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. Practical experience is given in the following automotive service and repair areas as recognized by ASE and NATEF: Engine repair, Automotive Transmissions, Manual drive trains and axles, Suspension and

Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning Systems, and Engine Performance Systems. In addition to general admission requirements, this program requires a particular score on the COMPASS test for program entrance, passing the manual dexterity test, and completing an interview. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores.

All necessary tools for the minimum laboratory experiences will be provided by the college; however, for job placement and completion of live work, students in this program are required to furnish their own set of tools by the second semester of the program. Each student will be responsible for purchasing a lab coat to be worn while performing shop activities; an approved list of lab coat options will be provided by the program instructors.

### FIRST SEMESTER

ATT	1124	Electrical Systems .....	4 Semester Hours
ATT	1214	Brakes .....	4 Semester Hours
ATT	1314	Manual Drive-Trains/Transaxles.....	4 Semester Hours
ATT	1424	Basic Engine Performance I .....	4 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			17 Semester Hours

### SECOND SEMESTER

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

(CERTIFICATE EXIT POINT)

### SOPHOMORE YEAR

#### First Semester

ATT	2325	Automatic Transmissions/Transaxles.....	5 Semester Hours
ENG	1113	English Composition I .....	3 Semester Hours
ATT	2614	Heating and Air Conditioning .....	4 Semester Hours
Math/Science Elective (advisor approved) .....			<u>3 Semester Hours</u>
			15 Semester Hours

#### Second Semester

ATT	2444	Engine Performance III .....	4 Semester Hours
SPT	1113	Public Speaking I .....	3 Semester Hours
Humanities/Fine Arts Elective .....			3 Semester Hours
Social/Behavioral Science Elective.....			3 Semester Hours

\*Electives ..... 4 Semester Hours  
 17 Semester Hours

\*WBL or instructor approved elective. Work-based learning is available as an additional elective based on opportunity and requirements. \*Students who complete all ATT classes plus the required electives may receive a Technical Certificate if they do not complete the required academic classes for an Associate of Applied Sciences degree.

Technical Elective:  
 IMM-1935-Manufacturing Skills Basic

**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 13 in English or an equivalent score on the Writing level of the COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times and locations.

**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.....	<u>3 Semester Hours</u>
			15 Semester Hours

Second Semester



BFT	1223	Money and Banking .....	3 Semester Hours
BFT	2713	Personal Finance .....	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	Public Speaking I .....	<u>3 Semester Hours</u>
			18 Semester Hours

## SOPHOMORE YEAR

### First Semester

ACC	1213	Principles of Accounting I .....	3 Semester Hours
BFT	2113	Business Policy & Lab .....	3 Semester Hours
**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.....	<u>3-4 Semester Hours</u>
			18-19 Semester Hours

### Second Semester

BFT	2444	Professional Development in Financial Institutions .....	4 Semester Hours
BFT	2533	Financial Management .....	3 Semester Hours
BFT	2914	Special Project in Banking and Finance Technology <u>or</u>	
WBL	1914	Work-based Learning in Banking & Finance Technology...	4 Semester Hours
Humanities/Fine Arts Elective .....			3 Semester Hours
Social/Behavioral Science Elective.....			<u>3 Semester Hours</u>
			17 Semester Hours

\*\* Approved Electives include:

ECO	2113	Principles of Economics (Macroeconomics)
ACC	1223	Principles of Accounting II
WBL	1913	Work-based Learning
BOT	2723	Administrative Office Procedures

## 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.

This Associate Degree program requires a particular score on the ACT or COMPASS test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations, and minimum scores. Probationary admission may be granted to applicants who do not have a particular ACT or COMPASS score. Admission will be granted to any student that completes the Career and Technical certificate programs with an overall GPA minimum of 2.0.

### First Semester

*MMT	1113	Principles of Marketing .....	3 Semester Hours
*MMT	1123	Marketing Applications.....	3 Semester Hours
*MMT	1313	Selling .....	3 Semester Hours
ENG	1113	English Composition I .....	3 Semester Hours
Computer Related Elective .....			<u>3 Semester Hours</u>
			15 Semester Hours

### Second Semester

MMT	2233	Human Resource Management.....	3 Semester Hours
MMT	1413	Merchandising Math .....	3 Semester Hours
MMT	2423	Retail Management.....	3 Semester Hours
ECO	2113	Economics I or	
WBL	1913	Work-based Learning.....	3 Semester Hours
Humanities/Fine Art Elective.....			<u>3 Semester Hours</u>
			15 Semester Hours

\*The MSCPAS2 Y1 test will be administered upon completion of these core courses.

### Third Semester

*MMT	2313	E-Commerce Marketing.....	3 Semester Hours
*MMT	1323	Advertising .....	3 Semester Hours
*MMT	2213	Principles of Management .....	3 Semester Hours
BAD	2413	Legal Environment of Business....	3 Semester Hours
ECO	2123	Economics II or	
WBL	1923	Work-based Learning.....	<u>3 Semester Hours</u>
			15 Semester Hours

\*The MSCPAS2 Y2 test will be administered upon completion of the above courses.

### Fourth Semester

MMT/FMT	Elective†	.....	3 Semester Hours
MMT/FMT	Elective†	.....	3 Semester Hours
MMT/FMT	Elective†	.....	3 Semester Hours
SPT	1113	Oral Communication .....	3 Semester Hours

MAT 1313 College Algebra or Natural Science Elective.....	3 Semester Hours
Social/Behavioral Elective .....	<u>3 Semester Hours</u>
	18 Semester Hours

† List of approved MMT/FMT Electives:

- Marketing Case Studies (MMT 2243)
- Event Management (MMT 2523)
- Marketing Seminar I, II, III, IV (MMT 17XX)
- Multimedia Presentation for Marketing (MMT 2333)
- Fashion Design Fundamentals (FMT 1113)
- Fashion Marketing (FMT 1213)
- Visual Merchandising (FMT 2414)
- Image and Wardrobe Consulting (FMT 2513)
- Entrepreneurship (MMT 2513)

**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 70-74 semester credit hours in the following areas: Office Systems Technology or Health-care Data 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 that requires courses in the career-technical core, designated areas of concentration and the academic core. 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 Health-care Data 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 curriculum complies with the National Standards for Business Education, the American Association for Medical Transcription Exam Specifications for Certified Medical Transcriptionist, and the American Health Information Management Association Certified Coding Associate Competency Statements.

Students enrolling in any Business and Office Technology degree program must present proof of a minimum ACT score of 14 in English, 14 in Math, and 14 in Reading or COMPASS scores of 21 in Pre-Algebra, 39 in

Writing, and 64 in Reading for program entrance. Please see the program advisor or a counselor for additional information regarding testing times and locations. As part of these degree programs, students will have the opportunity to take national certification exams.

## OFFICE SYSTEMS TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

### FRESHMAN YEAR

#### First Semester

BOT	1213	Personal and 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 .....	<u>3 Semester Hours</u>
			18 Semester Hours

#### Second Semester

BOT	1123	Keyboard Skillbuilding .....	3 Semester Hours
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 Spreadsheet.....	3 Semester Hours
BOT	2813	Business Communication .....	3 Semester Hours
ENG	1113	English Composition I .....	<u>3 Semester Hours</u>
			18 Semester Hours

#### \*DEVELOPMENTAL STUDIES

\* BOT 1013 Introduction to Keyboarding-Students who key fewer than 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.

(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
MAT	1313	College Algebra or Natural Science Elective .....	3-4 Semester Hours
SPT	1113	Public Speaking I .....	<u>3 Semester Hours</u>
			18-19 Semester Hours

Second Semester

BOT	1513	Machine Transcription .....	3 Semester Hours
BOT	2723	Administrative Office Procedures .....	3 Semester Hours
BOT	2833	Integrated Computer Applications .....	3 Semester Hours
Humanities/Fine Arts Elective .....			3 Semester Hours
Social/Behavioral Science Elective .....			<u>3 Semester Hours</u>
			15 Semester Hours

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

**HEALTH-CARE DATA TECHNOLOGY**

(GOLDEN TRIANGLE CAMPUS)

**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 .....	<u>3 Semester Hours</u>
			18 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	1623	Medical Office Terminology II .....	3 Semester Hours
BOT	2813	Business Communication .....	3 Semester Hours
BOT	2743	Medical Office Concepts .....	3 Semester Hours
ENG	1113	English Composition I .....	<u>3 Semester Hours</u>
			18 Semester Hours

**SOPHOMORE YEAR**

First Semester

BOT	2523	Medical Machine Transcription I .....	3 Semester Hours
BOT	2643	CPT Coding .....	3 Semester Hours
BOT	2653	ICD Coding .....	3 Semester Hours

BOT	2413	Computerized Accounting.....	3 Semester Hours
MAT	1313	College Algebra or Natural Science Elective.....	3-4 Semester Hours
SPT	1113	Public Speaking I.....	<u>3 Semester Hours</u>
			18-19 Semester Hours

### Second Semester

BOT	2753	Medical Information Management .....	3 Semester Hours
BOT		Approved Elective** .....	3 Semester Hours
BOT		Approved Elective** .....	3 Semester hours
BOT		Approved Elective** .....	3 Semester Hours
		Humanities/ Fine Arts Elective.....	3 Semester Hours
		Social/Behavioral Science Elective.....	<u>3 Semester Hours</u>
			18 Semester Hours

#### \*DEVELOPMENTAL STUDIES

BOT 1013 Introduction to Keyboarding - Students who key fewer than 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 the academic placement section in this catalog.

#### \*\* BOT APPROVED ELECTIVES

BOT	1813	Electronic Spreadsheet	BOT	1513	Machine Transcription
BOT	2323	Database Management	BOT	1123	Keyboard Skillbuilding
BOT	2823	Communication Technology	BOT	2833	Integrated Computer Applications
BOT	2533	Medical Transcription II	BOT	2663	Advanced Coding

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

### COMPUTER NETWORKING TECHNOLOGY

(Golden Triangle Campus)

The Computer Networking Technology program involves building computer networks from the ground up. This process involves evaluating protocols, operating systems, hardware components, networking devices, and software tools to make a network run efficiently. Students have the opportunity to learn in a hands-on environment with a wide variety of classes that will benefit them after completing their degree. We are also privileged to be a Cisco® Networking Academy Program and a CompTIA® Academy. Our website can be found at [ciscoserver.eastms.edu](http://ciscoserver.eastms.edu).

Students can begin this program at the beginning of the fall or spring semesters. Completion of the two-year program leads to an Associates of Applied Science degree. As part of this degree program, students will also be required to take the A+ and Network+ certifications. Students are also prepared to sit for the following non-required certifications: CCNA, Server+, Security+, MCP, and Linux+.

Minimum admission requirements: Obtain the following ACT scores: Math - 15, Reading - 15, Composite - 15. If a student doesn't have the ACT, they may take the COMPASS and qualify with a Reading score of 73 and a Math score of 41.

Computer Networking is an ever-evolving field of study. IT changes rapidly and requires students to be life-long learners with the ability to incorporate ever-changing technologies into their skill set. IT is one field of study which hasn't suffered any economic downturns. The need for well-trained IT personnel is present in every industry, from healthcare to manufacturing.

## FRESHMAN YEAR

### First Semester

IST	1143	Principles of Information Security .....	3 Semester Hours
IST	1134	Fund. of Data Communication .....	4 Semester Hours
IST	1153	Web & Programming Dev. Concepts .....	3 Semester Hours
IST	1124	IT Foundations .....	4 Semester Hours
*Humanities/Fine Arts Elective .....			<u>3 Semester Hours</u>
			17 Semester Hours

### Second Semester

IST	1244	Net. Admin, Using MSWin Server.....	4 Semester Hours
IST	1224	Network Components .....	4 Semester Hours
IST	1254	Net. Admin. Using Linux .....	4 Semester Hours
*Social/Behavioral Science Elective .....			<u>3 Semester Hours</u>
			15 Semester Hours

## SOPHOMORE YEAR

### First Semester

IST	2254	Adv. Net. Admin. Using MSWIN Server .....	4 Semester Hours
IST	2224	Network Planning and Design .....	4 Semester Hours
IST	1163	Concepts of Database Design .....	3 Semester Hours
ENG	1113	English Composition I .....	3 Semester Hours
*Math/Science Elective .....			<u>3 Semester Hours</u>
			17 Semester Hours

### Second Semester

*Programming Elective (IST 1314 or IST 1424) .....			4 Semester Hours
IST	2234	Network Implementation .....	4 Semester Hours
IST	2264	Adv. Net. Admin. Using Linux .....	4 Semester Hours
*Technical Elective - IST 2213 Network Security .....			3 Semester Hours
LLS	1711	Job Search Skills .....	1 Semester Hours

SPT 1113 Public Speaking I ..... 3 Semester Hours  
 19 Semester Hours

Total Program Hours..... 68 Semester Hours

\*Approved Electives:

- IST 1314 - Visual Basic Programming Language
- IST 1424 - Web Design Application
- IST 2213 - Network Security

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

## 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 areas taught include architectural drafting, machine drafting, surveying, civil drafting, and computer-aided drafting. In order to meet industrial demands, computer aided drafting is the basis of all courses.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

### FRESHMAN YEAR

First Semester

DDT 1113 Fundamentals of Drafting.....	3 Semester Hours
DDT 1313 Principles of CAD.....	3 Semester Hours
CPT 1113 Microcomputer Applications .....	3 Semester Hours
ENG 1113 English Composition I*.....	3 Semester Hours
MAT 1313 College Algebra*.....	<u>3 Semester Hours</u>
	15 Semester Hours

Second Semester

DDT 1133 Machine Drafting I.....	3 Semester Hours
DDT 1213 Construction Materials.....	3 Semester Hours
DDT 1323 Intermediate CAD.....	3 Semester Hours
MAT 1323 Trigonometry.....	3 Semester Hours
SPT 1113 Public Speaking I.....	3 Semester Hours
DDT 1614 Architectural Design I.....	<u>4 Semester Hours</u>
	19 Semester Hours



## SOPHOMORE YEAR

### First Semester

DDT 2243 Cost Estimating.....	3 Semester Hours
DDT 2343 Advanced CAD.....	3 Semester Hours
DDT 1413 Elementary Surveying.....	3 Semester Hours
DDT 2623 Architectural Design II.....	3 Semester Hours
DDT 2253 Statics and Strength of Materials.....	3 Semester Hours
Social/Behavioral Science Elective.....	<u>3 Semester Hours</u>
	18 Semester Hours

### Second Semester

DDT 2213 Structural Drafting.....	3 Semester Hours
DDT 2913 Special Projects in Design.....	3 Semester Hours
DDT 2423 Mapping and Topography.....	3 Semester Hours
LLS 1711 Job Search Skills.....	1 Semester Hours
PHY 2244 Physical Science I.....	4 Semester Hours
Humanities/Fine Arts Elective.....	<u>3 Semester Hours</u>
	15 Semester Hours

#### Technical Electives:

IMM-1935 Manufacturing Skills Basic

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, electrical power, and programmable logic controllers. The Electrical program embeds opportunities to acquire multiple credentials through the National Center for Construction Education and Research (NCCER).

The two-year program provides students with more in-depth training in all aspects of the electrical field. This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

## FRESHMAN YEAR

First Semester

ELT-1144 AC/DC Circuits.....	4 Semester Hours
ELT-1193 Fundamentals of Electricity.....	3 Semester Hours
ELT-1113 Residential/Light Commercial Wiring.....	3 Semester Hours
ELT-1263 Blueprint Reading/Planning and Residential Installation.....	3 Semester Hours
CTE-1143 Fundamentals of Construction and Manufacturing.....	<u>3 Semester Hours</u>
	16 Semester Hours

Second Semester

ELT-1213 Electrical Power.....	3 Semester Hours
ELT-1123 Commercial and Industrial Wiring.....	3 Semester Hours
ELT-1413 Motor Control Systems.....	3 Semester Hours
ELT-1253 Branch Circuits and Service Entrance Calculations.....	3 Semester Hours
ELT-2613 Programmable Logic Controllers.....	3 Semester Hours
IMM-1935 Manufacturing Skills Basic.....	<u>5 Semester Hours</u>
	20Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

**SOPHOMORE YEAR**

First Semester

ELT-2113 Equipment Maintenance, Troubleshooting and Repair.....	3 Semester Hours
ELT-2424 Solid State Motor Control.....	4 Semester Hours
Electives.....	<u>9 Semester Hours</u>
	16 Semester Hours

Second Semester

ENG 1113 English Composition I.....	3 Semester Hours
Math/Science Elective .....	3 Semester Hours
Humanities/Fine Arts Electives.....	3 Semester Hours
Social Behavioral Science Elective.....	3 Semester Hours
SPT-1113 Public Speaking.....	<u>3 Semester Hours</u>
	15 Semester Hours

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

\*\*Technical Electives:

- ELT 2623 Advanced Programmable Logic Controllers
- EET 1214 Digital Electronics
- CPT/CSC 1113 Microcomputer Apps
- INT 2114 Control Systems
- ELT 1393 Servo Control Systems for Electrical Technology
- ELT 1513 Data Acquisition and Communications
- ELT 1614 Principles of Hydraulics and Pneumatics
- WBL 1913 Work-based Learning

## ELECTRONICS AND RELATED ENGINEERING TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

(ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

The Electronic Engineering Technology department offers 3 career paths: (1) 30 hour course selection leading to an Electronics Vocational Certificate, (2) 45 hour course selection leading to an Electronics Technical Certificate or, (3) 60 hour course selection leading to a degree of Associate of Applied Science in Electronics.

The Electronic program provides the graduate with the basic skills and the technical knowledge to diagnose properly and repair electronic devices, along with problem solving techniques and computer diagnosis. Students are taught in modern, well-equipped labs utilizing electronic troubleshooting procedures as well as electronic diagnostics. Practical experience is given in such areas as DC circuits as they relate to the green America, AC circuits and electronic communications. An opportunity to be a licensed radio operator will be offered thru on site testing conducted by certified testers from the ARRL and approval of the FCC.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations.

### FRESHMAN YEAR

#### First Semester

EET 1613 Computer Fundamentals or Computer Related Equivalent.....	3 Semester Hours
EET 1114 DC Circuits.....	4 Semester Hours
EET 1214 Digital Electronics.....	4 Semester Hours
EET 1334 Solid State Devices and Circuits.....	4 Semester Hours
Technical Elective.....	<u>3 Semester Hours</u>
	18 Semester Hours

#### Second Semester

EET 1123 AC Circuits.....	3 Semester Hours
EET 1324 Microprocessors.....	4 Semester Hours
EET 2334 Linear Integrated Circuits.....	4 Semester Hours
EET 2414 Electronic Communications.....	4 Semester Hours
IMM-1935 Manufacturing Skills Basic.....	<u>5 Semester Hours</u>
	20 Semester Hours

Work-based Learning is available as an additional elective based on opportunity and requirements.  
(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

### SOPHOMORE YEAR

#### First Semester

CST 2113 Computer Servicing Lab I.....	3 Semester Hours
Technical Elective.....	3 Semester Hours
Technical Elective.....	3 Semester Hours
Technical Elective.....	3 Semester Hours
Technical Elective.....	<u>3 Semester Hours</u>
	15 Semester Hours

(TECHNICAL CERTIFICATE PROGRAM EXIT POINT)

Second Semester

ENG 1113 English Composition I.....	3 Semester Hours
Math/Science Elective.....	3 Semester Hours
Humanities/Fine Arts Elective.....	3 Semester Hours
SPT 1113 Public Speaking.....	3 Semester Hours
Social/Behavioral Sciences.....	<u>3 Semester Hours</u>
	15 Semester Hours

TECHNICAL ELECTIVES:

EET 2423 Fundamentals of Fiber Optics	ELT 1123 Commercial Wiring
MFT 1112 Intro to Automation and Control	ROT 1113 Fundamentals of Robotics
ELT 1223 Motor Main/Troubleshooting	ELT 1213 Electrical Power
INT 1214 Fluid Power	ELT 2424 Solid State Motor Controls
ELT 2613 Programmable Logic	ELT 1413 Motor Controls Controllers
EET-2514 Interfacing Techniques	IMM 2114 Equipment Maintenance and Repair

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

**PARAMEDIC  
Certificate Program with Degree Option**

(GOLDEN TRIANGLE CAMPUS)

The Paramedic Program is a two (2) year Associate Degree program that prepares the student for service in the pre-hospital emergency medical setting. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs. 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, pediatric, and geriatric wards. Field

internship is with local Advanced Life Support Ambulance services.

A student successfully completing the program will receive an Associate of Applied Science degree from the College and be eligible to take the National Registry 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.

**Paramedic Certificate Program Option:**

An optional pathway to obtain certification is to become a Paramedic through the EMCC Certificate program. By following the Certificate route, the student is required to meet the prerequisites for the program. They must then complete the three semester Paramedic program. Upon successful completion of the program the Paramedic candidate will receive a certificate which will certify the candidate to take the National Registry exam for Paramedics.

**ADMISSION REQUIREMENTS:**

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

1. A completed EMCC application
2. 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
3. All official College transcripts
4. An official high school transcript showing date of graduation or official passing GED scores
5. This program requires a 77 on the COMPASS test for program requirements or an ACT composite of 16 is needed. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores.
6. A current copy of your national Registry EMT-Basic certification.
7. A copy of your current and valid CPR (Health Care Provider Level) Certification Card
8. 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.
9. Drug screen within 10 working days prior to beginning of class with negative results
10. Must have completed Anatomy and Physiology I within the last 5 years with a grade of C or better prior to entry into the Paramedic program.

Alternate entrance requirements are available for currently licensed paramedics. Please see the program director or counselor for further information.

## FRESHMAN YEAR

### Fall Semester

EMS	1122	Introduction to EMS Systems .....	2 Semester Hours
EMS	1314	Airway: Management, Respirations and Oxygenation .....	4 Semester Hours
EMS	1414	Patient Assessment .....	4 Semester Hours
EMS	1513	EMS Practicum I .....	3 Semester Hours
EMS	1614	Pharmacology .....	4 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hour</u>
			18 Semester Hours

### Spring Semester

EMS	1825	Cardiology.....	5 Semester Hours
EMS	2714	Trauma.....	4 Semester Hours
EMS	1525	EMS Practicum II .....	5 Semester Hours
EMS	2855	Medical .....	<u>5 Semester Hours</u>
			19 Semester Hours

## SOPHOMORE YEAR

### Summer Semester

EMS	2414	Maternal/Child Emergencies.....	4 Semester Hours
EMS	2565	EMS Practicum III .....	5 Semester Hours
EMS	2912	EMS Operations .....	2 Semester Hours
EMS	1422	EMS Special Patient Populations .....	2 Semester Hours
CPT	1113	Microcomputer Applications.....	3 Semester Hours
BIO	2524	Anatomy and Physiology II .....	<u>4 Semester Hours</u>
			20 Semester Hours

### Fall Semester

SPT	1113	Public Speaking .....	3 Semester Hours
		Social/Behavioral Science Elective.....	3 Semester Hours
		Fine Arts/Humanities Elective .....	3 Semester Hours
ENG	1113	Written Communication Elective.....	<u>3 Semester Hours</u>
			12 Semester Hours

Current nationally licensed paramedics may complete the degree option by taking EMT 2923 - Professional Development Seminar in addition to college required academic class work. For admission requirements for this option, please see a counselor for additional information.

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

## 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.

Enrollment is open in either the fall or spring semesters. Job openings often occur with 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 .....			<u>3-4 Semester Hours</u>
			16-17 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 .....			<u>3 or 4 Semester Hours</u>
			17 or 18 Semester Hours

### SOPHOMORE YEAR

#### First Semester

AGT	1714	Applied Soils - Conservation and Use .....	4 Semester Hours
BIO	1314	Botany with Lab .....	4 Semester Hours
FOT	2124	Forest Surveying and Spatial Applications .....	4 Semester Hours
Technical Elective .....			<u>3-4 Semester Hours</u>
			15-16 Semester Hours

#### Second Semester

FOT	2614	Silviculture I with Lab .....	4 Semester Hours
SPT	1113	Public Speaking I .....	3 Semester Hours

Technical Elective.....	3-4 Semester Hours
Technical Elective.....	<u>3-4 Semester Hours</u>
	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	291(1-3)	Special Problem in Forestry
FOT	2624	Silviculture II with Lab	MAT	2323	Business Statistics
FOT	2213	Applications of GIS/GPS in Forestry	BIO	2434	General Zoology
FOT	292(1-6)	Supervised Work Experience in Forestry Technology			

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

### FUNERAL SERVICE TECHNOLOGY

(SCOOBA CAMPUS)

The Department of Funeral Service Technology awards an Associate of Applied Science degree and is nationally accredited by the American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, Telephone (816) 233-3747. Web [www.abfse.org](http://www.abfse.org). The curriculum is a two-year program of study leading to an Associate of Applied Science degree in Funeral Service Technology. 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 each.

Students may initially enroll in the Funeral Service Technology program only at a Fall Semester. **However, a student may enroll in any remedial or appropriate academic courses during a previous semester.** The Block Class Schedule of the Funeral Service Technology program allows a full-time student to attend classes on campus only two (2) days per week. Students who are employed with a funeral home establishment, or who work at another job, may be able to utilize the Block Class Schedule in order to permit them to attend classes and continue working. 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 an equivalent score on the COMPASS test. Please see the program advisor or a counselor for additional information regarding testing times, locations and minimum scores. 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 accreditation agency to take the National Board Examination as a requirement for graduation.

A student who has taken one or more Funeral Service Technology courses, but who withdraws from the



program and does not return for a three (3) years or six (6) semesters excluding summer semesters, must re-enroll under the current Funeral Service Technology curriculum at the time of re-enrollment and must re-take all required Funeral Service Technology courses.

Coursework that is taken at any accredited funeral service program and is transferred for credit to EMCC will be evaluated and considered for acceptance in meeting the curriculum of the Funeral Service Technology program. However, no course in Comprehensive Review or a similar course designed for preparation for the National Board Examination as administered by the International Conference of Funeral Service Examining Boards will be accepted for transfer credit.

**STATEMENT OF PROGRAM AIMS AND OBJECTIVES** - 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) to enlarge the background and knowledge of students about the funeral service profession, (2) to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, (3) to educate students concerning the responsibilities of the funeral service profession to community at large, (4) to emphasize high standards of ethical conduct, (5) to provide a curriculum at the post-secondary level of instruction, and (6) to encourage 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 .....	<u>3 Semester Hours</u>
			17 Semester Hours

#### Second Semester

MAT	1313	College Algebra or Natural Science Elective.....	3-4 Semester Hours
FST	1123	Mortuary Anatomy II .....	3 Semester Hours
FST	1241	Clinical Embalming II .....	1 Semester Hours
FST	1413	Funeral Service Ethics & Law.....	3 Semester Hours
FST	2623	Microbiology.....	3 Semester Hours
FST	2324	Funeral Merchandising and Management.....	<u>4 Semester Hours</u>
			17-18 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 Aspects of Grief & Death .....	3 Semester Hours
FST	2633	Pathology.....	3 Semester Hours
Social/Behavioral Science .....			<u>3 Semester Hours</u>
			16 Semester Hours

### Spring Semester

CSC	1113	Computer Concepts.....	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	Public Speaking I.....	3 Semester Hours
Humanities/Fine Arts.....			<u>3 Semester Hours</u>
			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.

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

## **GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY**

(LION HILLS CENTER)

The Golf/Recreational Turf Management Technology program is designed to prepare individuals to establish, maintain, and manage turf areas for golf/recreational and other purposes. The curriculum includes instruction in business management, design, turfgrass management, irrigation, and operation/maintenance of equipment and machinery.

Priority admission into the Golf/Recreational Management Technology program is given to applicants who score a composite of 15 on the ACT, or equivalent score on the COMPASS. Conditional admission may be granted to students scoring less than the entrance requirements.

### **FRESHMAN YEAR**

#### Fall Semester

HLT	1113	Plant Materials I.....	3 Semester Hours
HLT	2923	Special Problems.....	3 Semester Hours
ENG	1113	English Composition I.....	3 Semester Hours
CSC		Computer Elective.....	3 Semester Hours
SOC/PSY		Social/Behavioral Science Elective.....	<u>3 Semester Hours</u>
			15 Semester Hours

#### Spring Semester

HLT	1123	Plant Materials II .....	3 Semester Hours
AGR	2314	Basic Soils.....	4 Semester Hours
HPR	1531	Golf.....	1 Semester Hour
DDT	1413	Elementary Surveying.....	3 Semester Hours
Math/Science Elective.....			3 Semester Hours
BIO	1134	General Biology I.....	<u>4 Semester Hours</u>
			18 Semester Hours

## SOPHOMORE YEAR

### Fall Semester

HLT	1513	Landscape Design I.....	3 Semester Hours
GTT	1614	Golf Course Equipment Operation & Maintenance... ..	4 Semester Hours
HLT	2713	Landscape Construction.....	3 Semester Hours
GTT	2813	Turfgrass Management for Golf Courses... ..	3 Semester Hours
Humanities/Fine Arts Elective.....			3 Semester Hours
BIO	1314	Botany I.....	<u>4 Semester Hours</u>
			20 Semester Hours

### Spring Semester

HLT	2813	Ornamental and Turf Pest Management....	3 Semester Hours
HLT	2124	Landscape Maintenance & Weed Control. ....	4 Semester Hours
GTT	2313	Golf Course Business Management.....	3 Semester Hours
GTT	2824	Irrigation Systems: Design & Maintenance.....	4 Semester Hours
Oral Communications Elective.....			<u>3 Semester Hours</u>
			17 Semester Hours

**\*Approved Electives:**

- Basic Soils (AGR 2314)                      Basic Soils (AGR 2314)    Business Communication (BOT 2813)
- General Biology (BIO 1134)              Botany (BIO 1314)        Business Accounting (BOT 1433)
- Special Problem in Horticulture Cluster [HLT 291 (1-3)]
- Supervised Work Experience in Horticulture Cluster [HLT 292 (1-6)]

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

Any instructor-approved vocational-technical or academic elective

Note: Special Problem in Horticulture Cluster [HLT 291 (1-3), Supervised Work Experience in Horticulture Cluster [HLT 292 (1-6), and Work-based Learning [WBL 191 (1-3), WBL 192 (1-3), WBL 193 (1-3), WBL 291 (1-3), WBL 292 (1-3), WBL 293 (1-3)] may be offered in the summer semester.

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

(LION HILLS CENTER)

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 and 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 ManageFirst(tm) 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. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

Students enrolling in the Hotel and Restaurant Management Technology degree program must present proof of a minimum ACT Composite score of 15 or equivalent COMPASS score. Other eligibility criteria may apply – please see program advisor or counselor.

**FRESHMAN YEAR**

Fall Semester

HRT	1123	Introduction to the Hospitality Industry .....	3 Semester Hours
HRT	1213	Sanitation and Safety.....	3 Semester Hours
HRT/CUT	1114	Culinary Principles I .....	4 Semester Hours
ENG	1113	English Composition I .....	3 Semester Hours
CPT	1123	Computer Related or Instructor Approved Elective .....	3 Semester Hours
HRT	2913	Supervised Work Experience in HRT .....	3 Semester Hours
LLS	1711	Job Search Skills .....	<u>1 Semester Hours</u>
			20 Semester Hours

Spring Semester

HRT	1224	Restaurant & Catering Operations.....	4 Semester Hours
HRT	2613	Hospitality Supervision .....	3 Semester Hours
HRT	1413	Rooms Division Management.....	3 Semester Hours
BOT	1313	Applied Business Math .....	3 Semester Hours
HRT	2923	Supervised Work Experience in HRT .....	3 semester Hours
		Social/Behavioral Science Elective.....	<u>3 Semester Hours</u>
			19 Semester Hours

**SOPHOMORE YEAR**

Fall Semester

HRT	2233	Food and Beverage Management .....	3 Semester Hours
HRT	2623	Hospitality Human Resource Management .....	3 Semester Hours
HRT	2913	Supervised Work Experience <b>or</b> .....	3 Semester Hours

HRT	2933	Supervised Work Experience in HRT .....	3 semester Hours
ACC	1213	Principles of Accounting .....	3 Semester Hours
		Humanities/Fine Arts Elective .....	<u>3 Semester Hours</u>
			15 Semester Hours

#### Spring Semester

HRT	2713	Marketing Hospitality Services.....	3 Semester Hours
HRT	1511	Hospitality Seminar I.....	1 Semester Hours
FCS	1253	Nutrition.....	3 Semester Hours
SPT	1113	Public Speaking I.....	3 Semester Hours
		Math/Science Elective.....	3 Semester Hours
HRT	2943	Supervised Work Experience in HRT .....	<u>3 semester Hours</u>
			16 Semester Hours

### 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. The Industrial Maintenance curriculum embeds opportunities to acquire multiple credentials through the National Center for Construction Education and Research (NCCER).

This program requires an ACT Score of 18 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. A passing score of 55% on the BMCT (Bennett Mechanical Comprehension Test) is also required. Please see the program advisor or a counselor for additional information regarding testing times, locations.

#### FRESHMAN YEAR

##### First Semester

MAT 1753 or MAT 1313	College Algebra.....	3 Semester Hours
IMM 1935	Manufacturing Skills Basic.....	5 Semester Hours
IMM 1213	Industrial Hand Tools & Mechanical Components or CTE 1143.....	3 Semester Hours
CPT 1113	Microcomputer Apps/CSC 1113/EET 1613.....	3 Semester Hours
IMM 1814	Electricity for Industrial Maintenance Mechanics.....	<u>4 Semester Hours</u>
		18 Semester Hours

##### Second Semester

IMM 1514	Equipment Installation & Alignment.....	4 Semester Hours
ELT 1413	Motor Control Systems.....	3 Semester Hours
IMM 1734	Maintenance Welding & Metals.....	4 Semester Hours
IMM 1613	Industrial Piping & Hydro Testing.....	3 Semester Hours
IMM 1824	Advanced Industrial Electricity.....	<u>4 Semester Hours</u>

**SOPHOMORE YEAR**

## First Semester

IMM 2114 Equipment Maintenance, Troubleshooting, & Repair.....	4 Semester Hours
ELT 2613 Programmable Logic Controllers.....	3 Semester Hours
IMM 1223 Power Tool Applications.....	3 Semester Hours
INT 1214 Fluid Power.....	4 Semester Hours
Technical Elective.....	<u>3 Semester Hours</u>
	17 Semester Hours

## Second Semester

SPT 1113 Public Speaking I.....	3 Semester Hours
Social Science Elective.....	3 Semester Hours
ENG 1113 English Composition I.....	3 Semester Hours
Humanities/Fine Arts Elective.....	3 Semester Hours
Technical Elective.....	<u>3 Semester Hours</u>
	16 Semester Hours

## Technical Electives:

DDT 1114  
 DDT 1313  
 DDT 1133  
 ELT 1192

Work-based Learning is available as an additional elective based on 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 20 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.

**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		.....	<u>3 Semester Hours</u>
			16 Semester Hours

### Second Semester

OPT	1123	Ophthalmic Optics II .....	3 Semester Hours
OPT	1224	Optics Laboratory Techniques II.....	4 Semester Hours
OPT	1323	Business Management for Opticians.....	3 Semester Hours
OPT	1413	Ophthalmic Dispensing I.....	3 Semester Hours
Elective:		Math/Science Elective.....	<u>3 Semester Hours</u>
			16 Semester Hours

## SOPHOMORE YEAR

### First Semester

ACC	1213	Principles of Accounting I .....	3 Semester Hours
ENG	1123	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 .....	<u>3 Semester Hours</u>
			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	Public Speaking I .....	<u>3 Semester Hours</u>
			15 Semester Hours

### Summer Semester

OPT	2916	Externship .....	6 Semester Hours
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Work-based learning is available as an additional elective based on opportunity and requirements.

## SUPERVISION AND MANAGEMENT TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

Supervision and Management Technology is offered in the evening program and online, and leads to an Associate of Applied Science Degree. The sixty-eight credit hour 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
		Computer Elective - instructor approved .....	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	Public Speaking I .....	3 Semester Hours
BAD	2413	Legal Environment of Business I .....	3 Semester Hours
ECO	2113	Principles of Economics (Macroeconomics) .....	3 Semester Hours
LLS	1711	Job Search Skills if BOT 1213 is not taken as elective .....	<u>1 Semester Hours</u>
			28-30 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 (Microeconomics) .....	3 Semester Hours

**FRESHMAN YEAR**

Fall Semester

TIED	2523	Counseling the Troubled Employee .....	3 Semester Hours
TIED	2113	Behavioral Science .....	3 Semester Hours

Spring Semester

TMGT	2123	Labor Relations.....	3 Semester Hours
TMGT	1253	Personnel Management.....	3 Semester Hours

Summer Semester

TSAP	1113	Safety & Accident Prevention for Supervision .....	3 Semester Hours
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**SOPHOMORE YEAR**

Fall Semester

TMGT	2113	Elements of Management Decision-Making .....	3 Semester Hours
TMGT	1243	Work Method & Motion Study .....	3 Semester Hours

Spring Semester



TMGT 1223	Principles of Supervision .....	3 Semester Hours
TMGT 1213	Principles of Management I .....	3 Semester Hours

Summer Semester

TMGT 2213	Quality Control .....	3 Semester Hours
TMGT 1233	Production & Inventory Control .....	3 Semester Hours

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

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

**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 Welder/Fabricator Technician 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 and Level II certification, National Center for Construction Education and Research (NCCER) Core, Level I Welding, Level II Welding, Level I Pipe Fitting and Level II Pipefitting.

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.

This program requires an ACT Score of 16 in the Composite and Math areas as well as a Silver Certificate on the Workkeys exam. Please see the program advisor or a counselor for additional information regarding testing times, locations. Students completing all requirements of the one-year Welder/Fabricator Technician certificate, 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 1115	Shielded Metal Arc Welding I.....	5 Semester Hours
WLV 1225	Shielded Metal Arc Welding II.....	5 Semester Hours
WLV 1313	Cutting Processes.....	3 Semester Hours
WLV 1231	Drawing and Weld Symbol Interpretation.....	1 Semester Hour
WLV 1171	Welding Safety, Inspection and Testing Principles.....	1 Semester Hour
IMM-1935	Manufacturing Skills Basics.....	<u>5 Semester Hours</u>
		20 Semester Hours

Second Semester

WLV 1123 Gas Metal Arc Welding (GMAW).....	3 Semester Hours
WLV 1135 Gas Tungsten Arc Welding (GTAW).....	5 Semester Hours
WLV 1142 Flux Cored Arc Welding.....	2 Semester Hours
WLV 1154 Pipe Welding.....	4 Semester Hours
PPV 1426 Basic Fabrication for Pipe Fitting.....	<u>6 Semester Hours</u>
	20 Semester Hours

**SOPHOMORE YEAR**

First Semester

ENG 1113 English Composition I.....	3 Semester Hours
CPT 1113 Computer Applications.....	3 Semester Hours
Humanities/Fine Arts Elective.....	3 Semester Hours
WLV 2813 Welding Metallurgy.....	3 Semester Hours
WLV 1253 Advanced Pipe Welding.....	<u>3 Semester Hours</u>
	15 Semester Hours

Second Semester

Mathematics or Natural Science Elective.....	3-4 Semester Hours
SPT 1113 Public Speaking I.....	3 Semester Hours
Social/Behavioral Science Elective.....	3 Semester Hours
WLV 2913 Weld Code & Certification.....	3 Semester Hours
WLV-1913 Special Problems in Welding.....	3 Semester Hours
	15-16 Semester Hours

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

# 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: Pass ACC 1213 with a grade of "C" or higher. (3 semester hours credit)

## ART

### **ART 1113--ART APPRECIATION**

A course designed to provide an understanding and appreciation of the visual arts. (3 semester hours credit.)

### **ART 1313--DRAWING I**

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. (3 semester hours credit)

### **ART 1323--DRAWING II**

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression. Prerequisite: ART 1313. (3 semester hours credit)

### **ART 1383--PHOTOGRAPHY I**

An introduction to the theory, practice, and history of black and white photography, with emphasis on the basic camera processes, developing, printing, composition, and presentation. (3 semester hours credit)

### **ART 1433--DESIGN I**

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. (3 semester hours credit)

### **ART 1443--DESIGN II**

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Prerequisite: ART 1433. (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. Pre-requisite: ART 1433. (3 semester hours credit)

### **ART 1513--COMPUTER 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. Co-requisite for ART 1811/1821 - Any studio art class. Prerequisite for ART 1821 - ART 1811. (1 semester hour credit)

**ART 1913--ART FOR ELEMENTARY TEACHERS**

Development of essential concepts of children's art education in compliance with the National Standards for Arts Education. (3 semester hours credit)

**ART 2513--PAINTING I**

Techniques used in painting media in a variety of subject matter. (3 semester hours credit)

**ART 2523--PAINTING II**

Advanced problems in painting media. Prerequisite: ART 2513. (3 semester hours credit)

**ART 2613--CERAMICS I**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. (3 semester hours credit)

**ART 2623--CERAMICS II**

Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Prerequisite: ART 2613. (3 semester hours credit)

**ART 2633--SCULPTURE I**

Study of 3-D media and methods exploring subtractive and additive sculpture process. Prerequisite: ART 2613. (3 semester hours credit)

**ART 2713--ART HISTORY I**

Survey course of the 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**

Survey courses of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. (3 semester hours credit)

**ART 2811--EXHIBITION CLASS III**

A continuation of ART 1821. Prerequisite: ART 1821. Co-requisite: Any studio art class. (1 semester hour credit)

**ART 2821--EXHIBITION CLASS IV**

A continuation of ART 2811. Prerequisite: ART 2811. Co-requisite: Any studio art class. (1 semester hour credit)

**ART 2913--SPECIAL STUDIO**

Independent study in an area of special interest. Course designed for the exceptional student. Instructor approval dependent on discipline. Can only take twice. Prerequisite: Six (6) semester hours of work in related studio. (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 emphasize the survey of the diversity of life, ecology, evolution, and an overview of organ systems. 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 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 evolution, 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. Prerequisite: Pass BIO 1134 with a grade of "C" or higher grade. (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 1534--SURVEY OF ANATOMY & PHYSIOLOGY**

A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. 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 1613--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 their applications for healthcare providers. (3 semester hours of credit)

### **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. Prerequisite: BIO 1134 or BIO 1314. (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 vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1134 or BIO 1314 or BIO 2414. (3 hours lecture, 2 hours lab) (4 semester hours of credit)

**BIO 2434--GENERAL ZOOLOGY**

A combined lecture and laboratory course that covers 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. (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 Composite 20+ or pass any 4-hour BIO course with a grade of "C" or higher. (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 endocrine, cardiovascular, lymphatic and immune, 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: Pass BIO 2514 with a "C" or higher grade. (3 hours lecture, 2 hours lab.) (4 semester hours of credit.)

**BIO 2924--MICROBIOLOGY**

A combined lecture and laboratory course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Prerequisite: ACT Composite 20+ or pass any 4-hour BIO course with a grade of "C" or higher. (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. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: Pass MAT 1313 with a "C" or better grade. (3 semester hours credit.)

**BAD 2413--LEGAL ENVIRONMENT OF BUSINESS I**

An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law; law of contracts, agency and employment; (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 the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: 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: Pass CHE 1214 with a "C" or higher grade. (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. (4 semester hours of credit.)

**CHE 2424--ORGANIC CHEMISTRY I**

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

**CHE 2434--ORGANIC CHEMISTRY II**

A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, and other complex compounds with emphasis on reactions and their mechanisms. 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: Pass CHE 2424 with a "C" or better grade. (4 semester hours credit.)

**COMMUNICATION****COM 2483--INTRODUCTION TO MASS COMMUNICATIONS**

A study of the history, organization, and mechanics of various media. Designed to help the student understand the role of mass media in life and in society. (3 Semester hours.)

**COMPUTER SCIENCE****CSC 1113--COMPUTER CONCEPTS**

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on microcomputer use. (3 hr lecture) (3 semester hours credit)

**CSC 1123--COMPUTER APPLICATIONS I**

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. (3 hr lecture). (3 semester hours credit)

**CSC 1133--COMPUTER APPLICATIONS II**

This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Advanced Applications, OLE, Macros, and emerging technology. Prerequisite: Pass CSC 1123 with a grade of "C" or higher. (3 hr. Lecture) (3 semester hours credit)

**CSC 1213--VISUAL BASIC COMPUTER PROGRAMMING I**

This course is designed to introduce the writing of event-driven programs using the VISUAL BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture and lab components. (3 hr lecture). (3 semester hours credit)

**CSC 1613--COMPUTER PROGRAMMING I**

Introduction to problem-solving methods and algorithm development; designing, debugging, looping,

scope rules, functions, and a variety of applications in an object-oriented programming language. Course has lecture and lab components. (3 hr lecture) (3 semester hours credit )

### **CSC 2134--PROGRAMMING I WITH "C++"**

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

### **CSC 2144--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++ language. Prerequisite: CSC 2134 (3 hr lecture) (3 semester hours credit )

### **CSC 2323--FORTRAN PROGRAMMING**

This course is a programming course with emphasis on the syntax and structure of FORTRAN programming using problem solving applications in mathematics, engineering, and science. (2hr lecture, 2hr lab) (3 semester hours)

### **CSC 2623--COMPUTER PROGRAMMING II**

Continuation of the object-oriented language from CSC 1613 and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging, and testing of large programs. Prerequisite: CSC 1613 (3 hr lecture) (3 semester hours credit)

## **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**

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**

Principles of investigation, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews, interrogation, and investigative problems in major crimes. (3 semester hours credit.)

### **CRJ 2413--ADMINISTRATION OF CRIMINAL JUSTICE**

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--JUVENILE JUSTICE**

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)**

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Prerequisite: ACT math sub score of 15 or pass MAT 0124 with a "C" or equivalent COMPASS score. (3 semester hours credit)

### **ECO 2123--PRINCIPLES OF ECONOMICS (MICROECONOMICS)**

The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Prerequisite: ACT math sub score of 15 or pass MAT 0124 with a "C" or equivalent COMPASS score. (3 semester hours credit.)

## **EDUCATION**

### **EDU 1613--FOUNDATIONS IN EDUCATION**

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. (3 semester hours credit.)

### **EDU 2513--INTRODUCTION TO ELEMENTARY EDUCATION**

An introduction to elementary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in the elementary schools and/or middle schools. (3 semester hours credit)

## **EDUCATIONAL PSYCHOLOGY**

### **EPY 2513--CHILD PSYCHOLOGY**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence. (3 semester hours credit)

### **EPY 2523--ADOLESCENT PSYCHOLOGY**

A study of human growth and development during adolescence. This includes physical, cognitive, and psychosocial development. (3 semester hours credit)

### **EPY 2533--HUMAN GROWTH & DEVELOPMENT**

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. (3 semester hours of credit)

## **ENGINEERING**

### **EGR 1113--INTRODUCTION TO ENGINEERING**

This course is designed to provide students with an introduction to engineering as a profession. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field.

### **EGR 1123--INTRODUCTION TO ENGINEERING DESIGN**

This course is designed to provide students with an overview of the engineering process ranging from design and planning to construction and testing through projects and mentoring.

**EGR 2413--ENGINEERING MECHANICS I: Statics**

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions.

**EGR 2433--ENGINEERING MECHANICS II**

A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass-acceleration, energy, and momentum methods.

**EGR 2453--MECHANICS OF MATERIALS**

A lecture course covering free body diagrams equilibrium of simple structure, shear and moment bending diagrams, analysis of stress and strain, and deflections of beams.

**ENGLISH****ENG 0111--ENGLISH AND READING LAB 1**

Opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany ENG 0114. This lab is for institutional credit only. (1 semester hour) Credit hours do not transfer or count toward graduation.

**ENG 0114--BEGINNING ENGLISH AND READING**

ENG 0114 is an integrated course designed to develop basic writing skills and reading strategies. (4 semester hours) Credit hours do not transfer or count toward graduation.

**ENG 0121--ENGLISH AND READING LAB 2**

Opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany ENG 0124. This lab is for institutional credit only. (1 semester hour) Credit hours do not transfer or count toward graduation.

**ENG 0124--INTERMEDIATE ENGLISH AND READING**

ENG 0124 is an integrated course designed to advance students to college level writing skills and reading strategies. Prerequisite: ACT 10-16 in English or Pass ENG 0114 with a "C" or higher or equivalent COMPASS score. (4 semester hours) Credit hours do not transfer or count toward graduation.

**ENG 0131--ENGLISH AND READING LAB 3**

Opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany ENG 1113. This lab is for institutional credit only. (1 semester hour) Credit hours do not transfer or count toward graduation.

**ENG 1113--ENGLISH COMPOSITION I**

ENG 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: ACT 17 or higher in English or Pass ENG 0124 with a "C" or higher grade or equivalent COMPASS score. (3 semester hours credit.)

**ENG 1123--ENGLISH COMPOSITION II**

ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: Pass ENG 1113 with a "C" or higher grade. (3 semester hours credit)

**ENG 2133--CREATIVE WRITING I**

ENG 2133 involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. Prerequisite: Pass ENG 1113 with a "C" or higher grade. (3 semester hours credit)

**ENG 2143--CREATIVE WRITING II**

ENG 2143 is a continuation of reading and writing poetry, short fiction, creative nonfiction, and/or drama Pre-requisite: ENG 2133. (3 semester hours credit.)

**ENG 2153--TRADITIONAL GRAMMAR**

ENG 2153 focuses on the basic elements of English grammar and mechanics.

**ENG 2223--AMERICAN LITERATURE I**

ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit.)

**ENG 2233--AMERICAN LITERATURE II**

ENG 2233 surveys representative prose and poetry of the United States from Civil War to the present. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit)

**ENG 2323--BRITISH LITERATURE I**

ENG 2323 surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit.)

**ENG 2333--BRITISH LITERATURE II**

ENG 2333 surveys British literature from the Romantic Period to the present. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit)

**ENG 2423--WORLD LITERATURE I**

ENG 2423 surveys texts representative of global and historical diversity from the ancient world through the early modern world. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit)

**ENG 2433--WORLD LITERATURE II**

ENG 2433 surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit)

**ENG 2923--WRITING FOR PUBLICATION**

ENG 2923 is designed for students who are interested in writing for publication. Emphasis is given to meeting specific publishing requirements for novels, short fiction, poetry, drama, television scripts, and newspaper and magazine articles. Prerequisite: ENG 2143. (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 REGIONAL GEOGRAPHY**

A regional survey of the basic geographic features and major new developments of the nations of the world. (3 semester hours credit)

**GEO 1213--INTRODUCTION TO METEOROLOGY**

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 semester hours credit)

**GEO 1233--INTRODUCTION TO CLIMATOLOGY**

A non-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 semester hours credit)

## HEALTH, PHYSICAL EDUCATION, & RECREATION

### **HPR 1111--GENERAL PHYSICAL EDUCATION ACTIVITIES I**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. (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. Prerequisite: HPR 1111. (1 semester hour credit)

### **HPR 1131--VARSITY SPORTS I**

Participation in \_\_\_Varsity sport (name sport). (1 semester credit hour)

### **HPR 1141--VARSITY SPORTS II**

Participation in \_\_\_Varsity sport (name sport). (1 semester credit hour)

### **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 credit hours)

### **HPR 1223--PERSONAL AND COMMUNITY HEALTH II**

A continuation of HPR 1213 that is designed to give students information on how to avoid or overcome habits that jeopardize or destroy one's health, happiness, and life. (3 semester credit hours)

### **HPR 1313--INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION**

Introduction to the principles, literature, and organizations of the profession. Analysis of successful teaching with and discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. (3 semester credit hours)

### **HPR 1511--TEAM SPORTS I**

Rules, techniques and participation in (activities) (name sport). (1 semester credit hour)

### **HPR 1521--TEAM SPORTS II**

Rules, techniques and participation in (activities) (name sport). (1 semester credit hour)

### **HPR 1531--INDIVIDUAL AND DUAL SPORTS I**

Techniques and participation in (activities) (name sport). (1 semester credit hour)

### **HPR 1541--INDIVIDUAL AND DUAL SPORTS II**

Techniques and participation in (activities) (name sport). (1 semester credit hour)

### **HPR 1551--FITNESS AND CONDITIONING TRAINING I**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (1 semester credit hour)

### **HPR 1561--FITNESS AND CONDITIONING TRAINING II**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (1 semester credit hour)

### **HPR 1571--DANCE I**

An overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. (1 semester credit hour)

**HPR 1581--DANCE II**

An overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. (1 semester credit hour)

**HPR 1591--HEALTH CONCEPTS OF PHYSICAL ACTIVITY AND WELLNESS**

This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and a reduced risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. (1 semester credit hour)

**HPR 1613--PHYSICAL EDUCATION AND THE ELEMENTARY SCHOOL**

This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Theory and laboratory. (3 semester credit hours)

**HPR 1711--SPORTS APPRECIATION**

This course is designed to develop spectator awareness and appreciation of the major sports in our society. Material will include a brief history of sport, rules, equipment, and etiquette associated with the sport. (1 semester credit hour)

**HPR 1751--NUTRITION AND WELLNESS I**

A survey course designed to expose the student to the importance and significance of nutrition in health and physical education and the various aspects of wellness. (1 semester credit hour)

**HPR 1761--NUTRITION AND WELLNESS II**

A survey course designed to challenge the student to apply and experiences changes through nutrition and the various aspects of wellness. (1 semester credit hour)

**HPR 2111--GENERAL PHYSICAL EDUCATION ACTIVITIES III**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Prerequisite: HPR 1121 (1 semester credit hour)

**HPR 2121--GENERAL PHYSICAL EDUCATION ACTIVITIES IV**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Prerequisite: HPR 2111. (1 semester credit hour)

**HPR 2131--VARSITY SPORTS III**

Participation in \_\_\_Varsity sport (name sport). (1 semester credit hour)

**HPR 2141--VARSITY SPORTS IV**

Participation in \_\_\_Varsity sport (name sport). (1 semester credit hour)

**HPR 2213--FIRST AID AND CPR**

Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. (3 semester credit hours)

**HPR 2323--RECREATIONAL LEADERSHIP**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 semester credit hours)

**HPR 2412--INDIVIDUAL AND TEAM SPORTS OFFICIATING**

Rules, interpretations, officiating techniques, and tournament organizations for individual and team sports for men and women. Open primarily to physical education majors. (2 semester credit hours)

**HPR 2423--FOOTBALL THEORY**

Theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. (3 semester credit hours)

**HPR 2433--BASKETBALL THEORY**

A theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. (3 semester credit hours)

**HPR 2453--BASEBALL THEORY**

A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. (3 semester credit hours)

**HPR 2462--COACHING MAJOR SPORTS I**

A survey of the leading coaching methods in use for football and track. A discussion of strategy, conditioning, schedule making, and other coaching problems in football and track. (2 semester credit hours)

**HPR 2472--COACHING MAJOR SPORTS II**

A survey of the leading coaching methods in use for basketball and baseball. A discussion of strategy, conditioning, schedule making, and other coaching problems in basketball and baseball. (2 semester credit hours)

**HPR 2483--TRACK THEORY**

Theory, techniques, & methods of coaching track with emphasis on psychology and philosophy of coaching. Teaching of fundamentals of each event stressed. The student is required to help conduct track meets. (3 semester credit hours)

**HPR 2493--SOFTBALL THEORY**

Philosophies & methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. (3 semester credit hours)

**HPR 2511--TEAM SPORTS III**

Rules, techniques and participation in (activities) (name sport). (1 semester credit hour)

**HPR 2521--TEAM SPORTS IV**

Rules, techniques and participation in (activities) (name sport). (1 semester credit hour)

**HPR 2531--INDIVIDUAL AND DUAL SPORTS III**

Techniques and participation in (activities) (name sport). (1 semester credit hour)

**HPR 2541--INDIVIDUAL AND DUAL SPORTS IV**

Techniques and participation in (activities) (name sport). (1 semester credit hour)

**HPR 2551--FITNESS AND CONDITIONING TRAINING III**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (1 semester credit hour)

**HPR 2561--FITNESS AND CONDITIONING TRAINING IV**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (1 semester credit hour)

**HPR 2571--DANCE III**

A continuation of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. (1 semester credit hour)

**HPR 2581--DANCE IV**

A continuation of dance techniques to include instruction in various styles of dance. Instruction

may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. (1 semester credit hour)

### **HPR 2712--ATHLETIC TRAINING TERMINOLOGY**

Course to develop students' knowledge of musculoskeletal and orthopedic terminology related to therapeutic athletic training and other related health professions. (2 semester credit hours)

### **HPR 2723--PREVENTION AND CARE OF ATHLETIC INJURIES**

Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. (3 semester credit hours)

### **HPR 2733--INTRODUCTION TO ATHLETIC TRAINING**

Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. Pre-requisite: Pass any 4-hour BIO course with a "C" or better. (3 semester credit hours)

## **HISTORY**

### **HIS 1113--WESTERN CIVILIZATION I**

This is a general survey of Western Civilization from ancient times to mid-seventeenth century. (3 semester credit hours)

### **HIS 1123--WESTERN CIVILIZATION II**

This is a general survey of Western Civilization since the seventeenth century. (3 semester credit hours)

### **HIS 1163--WORLD CIVILIZATIONS I**

This is a general survey of world history from ancient times to the 1500s. (3 semester credit hours)

### **HIS 1173--WORLD CIVILIZATIONS II**

This is a general survey of world history from the 1500s to modern times. (3 semester credit hours)

### **HIS 2213--AMERICAN (U.S.) HISTORY I**

This is a survey of American (US) history to 1877. (3 semester credit hours)

### **HIS 2223--AMERICAN (U.S.) HISTORY II**

This is a survey of American (U.S.) history since 1877. (3 semester credit hours)

## **HONORS**

### **HON 1911--HONORS FORUM I**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. (1 semester hour credit)

### **HON 1913--LEADERSHIP HONORS FORUM**

Admission is by invitation only. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experimental learning exercises with readings and discussions of traditional theories. (3 semester hours credit)

### **HON 1921--HONORS FORUM II (with Lab)**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Prerequisite: HON 1911. (1 semester hour credit)

### **HON 2911--HONORS FORUM III**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Prerequisite: HON 1921. (1 semester hour credit)

#### **HON 2921--HONORS FORUM IV**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Prerequisite: HON 2911. (1 semester hour credit)

### **HUMANITIES**

#### **HUM 1113--HUMANITIES I**

This course examines fundamental questions about the human experience from a global perspective. Humanities I explores the political, economic, and social contexts out of which history's most memorable achievements emerged from the pre-historic to the modern era. (3 semester hours credit)

#### **HUM 1123--HUMANITIES II**

This course examines fundamental questions about the human experience from a global perspective. Humanities II explores the political, economic and social contexts our of which history's most memorable achievements emerged from the early modern era 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. Prerequisite: JOU 1111. (1 semester hour credit)

#### **JOU 2111--COLLEGE PUBLICATIONS III**

Open to journalism majors only who successfully completed JOU 1111, 1121. Consent of instructor. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skill of headline writing, copy editing, and make-up and design will also be stressed. Prerequisite: JOU 1121. (1 semester hour credit)

#### **JOU 2121--COLLEGE PUBLICATION IV**

Open to journalism majors only who have successfully completed JOU 1111, 1121, and 2111. Consent of instructor. 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. Prerequisite: JOU 2111. (1 semester hour credit)

### **LEADERSHIP**

#### **LEA 1811, 1813--LEADERSHIP AND ORGANIZATION SKILLS I**

A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. (1 or 3 semester hours credit)

**LEA 1821--LEADERSHIP AND ORGANIZATION SKILLS II** - Continued study of LEA 1811, ice breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. Prerequisite: LEA 1811 or 1813. (1 semester hour credit)



**LEA 1911--LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS I**

This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. (1 semester hour credit)

**LEA 1921--LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS II**

A continuation of LEA 1911. Prerequisite: LEA 1911. (1 semester hour credit)

**LEA 2811--LEADERSHIP AND ORGANIZATION SKILLS III** - Continued study of LEA 1811, LEA 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; consensus, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; and presentation of leadership topics. Prerequisite: LEA 1821. (1 semester hour credit)

**LEA 2821--LEADERSHIP AND ORGANIZATION SKILLS IV** - A continuation of activities and events of LEA 1811, LEA 1821, and LEA 2821, emphasizing servant leadership. Prerequisite: LEA 2811. (1 semester hour credit)

**LEA 2911--LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITMENT AND PUBLIC RELATIONS III**

A continuation of LEA 1911. Prerequisite: LEA 1921. (1 semester hour credit)

**LEA 2921--LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS IV**

A continuation of LEA 1911. Prerequisite: LEA 2911. (1 semester hour credit)

**LEARNING AND LIFESKILLS**

**LLS 1223--LIFE SKILLS DEVELOPMENT**

This course is designed to aid students in stress and anger management, and promote self-awareness. (3 semester hours credit)

**LLS 1323--CAREER EXPLORATION**

This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. (3 semester hours credit)

**LLS 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 mastery of college-level courses, both undergraduate and graduate. (3 semester hours credit)

**LLS 1711--JOB SEARCH SKILLS**

This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude. (1 semester hour credit)

**LIBRARY AND SCIENCE**

**LIS 1122--THE ELECTRONIC LIBRARY**

This course provides information concerning the development of books and libraries and instruction in and practice with the skills necessary for selecting, locating, and using library materials in a variety of formats.

Online library catalog searching, MAGNOLIA, MELO, e-books, evaluating websites, style manuals, print resource, library databases. (1-3 semester hours credit)

## MATHEMATICS

### **MAT 0113--FUNDAMENTALS OF MATHEMATICS (REMEDIAL COURSE)**

A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. (3 semester hours credit) Credit hours do not transfer or count toward graduation.

### **MAT 0124--BEGINNING ALGEBRA**

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Prerequisite: ACT math sub-score less than 14 or equivalent COMPASS score. (4 semester hours credit) Credit hours do not transfer or count toward graduation.

### **MAT 1234--INTERMEDIATE ALGEBRA**

The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisite: ACT math sub score of 15, 16, 17, 18 or pass MAT 0124 with a "C" or better grade or equivalent COMPASS score. (4 semester hours credit) Credit hours do not transfer or count towards graduation.

### **MAT 1313--COLLEGE ALGEBRA**

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations: applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: ACT math sub score of 19 or pass MAT 1233/1234 with a "C" or equivalent COMPASS score. (3 semester hours credit)

### **MAT 1323--TRIGONOMETRY**

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: ACT math subscore of 24 or pass MAT 1313 with a "C" or better grade. (3 semester hours credit)

### **MAT 1333--FINITE MATHEMATICS**

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Prerequisite: ACT math subscore of 24 or pass MAT 1313 with a "C" or better grade. (3 semester hours credit)

### **MAT 1343--PRE-CALCULUS**

A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations. Prerequisite: ACT math subscore of 24 or pass MAT 1313 with a "C" or better grade. (3 semester hours credit)

### **MAT 1513--BUSINESS CALCULUS I**

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: ACT math subscore of 24 or pass MAT 1313 with a "C" or better grade. (3 semester hours credit)

### **MAT 1523--BUSINESS CALCULUS II**

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Prerequisite: MAT 1513. (3 semester hours credit)

### **MAT 1613--CALCULUS I**

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Prerequisite: ACT math subscore of 26 or pass MAT 1323 with a "C" or better grade. (3 semester hours credit)

**MAT 1623--CALCULUS II**

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Prerequisites: Pass MAT 1613 with a "C" or better grade. (3 semester hours credit)

**MAT 1723--THE REAL NUMBER SYSTEM**

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Pre/Corequisite: MAT 1313 or ACT math subscore of 24. (3 semester hours credit)

**MAT 1733--GEOMETRY, MEASUREMENT AND PROBABILITY**

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Pre/Co-requisite: MAT 1313 or ACT math subscore of 24. (3 semester hours credit)

**MAT 1743--PROBLEM SOLVING WITH REAL NUMBERS**

Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Pre/Co-requisite: MAT 1313 or ACT math subscore of 24. (3 semester hours credit)

**MAT 1753--QUANTITATIVE REASONING**

Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, number theory, statistics, and modern applications. (3 semester hours credit)

**MAT 2113--INTRODUCTION TO LINEAR ALGEBRA**

This course includes the following topics: systems of linear equations; matrices; Vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Prerequisite: MAT 1623 - Calculus II. (3 semester hours credit)

**MAT 2323--STATISTICS**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: Pass MAT 1313 with a "C" or better grade. (3 semester hours credit)

**MAT 2613--CALCULUS III**

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series. Prerequisite: Pass MAT 1623 with a "C" or better grade. (3 semester hours credit)

**MAT 2623--CALCULUS IV**

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces and line integrals. Prerequisite: Pass MAT 2613 with a "C" or better grade. (3 semester hours credit)

**MAT 2913--DIFFERENTIAL EQUATIONS**

This course includes the following topics; solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Pre/Co-requisites MAT 2613 and Calculus IV. (3 semester hours credit)

**MILITARY SCIENCE****(AIR FORCE)****AFR 1111--IN DEFENSE OF OUR NATION I****AFR 1121-- IN DEFENSE OF OUR NATION I LAB**

**AFR 1211--IN DEFENSE OF OUR NATION II**

**AFR 1221-- IN DEFENSE OF OUR NATION II LAB**

**AFR 2111--DEVELOPMENT OF AIR POWER I**

**AFR 2121-- DEVELOPMENT OF AIR POWER I LAB**

**AFR 2211--DEVELOPMENT OF AIR POWER II**

**AFR 2221-- DEVELOPMENT OF AIR POWER II LAB**

**(ARMY)**

**AMR 1111—FOUNDATIONS OF OFFICERSHIP LECTURE AND LAB**

Introduction to leadership and the Armed Forces. Course topics include small group leadership, decision making, problem solving, and adventure training such as rappelling and paintball. Includes a leadership lab and physical training. (1 semester hour credit)

**AMR 1121—BASIC LEADERSHIP LECTURE AND LAB**

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. (1 semester hour credit)

**AMR 2111--INDIVIDUAL LEADERSHIP STUDIES LAB**

Develop individual leadership skills. Apply problem solving, communication and conflict resolution skills. Teach basic leadership skills and squad tactics. (1 semester hour credit)

**AMR 2112--INDIVIDUAL LEADERSHIP STUDIES**

Develop individual leadership skills. Apply problem solving, communication and conflict resolution skills. Teach basic leadership skills and squad tactics. (2 semester credit hours)

**AMR 2121--LEADERSHIP AND TEAMWORK LAB**

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. (1 semester credit hour)

**AMR 2122--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. (2 semester credit hours)

**MODERN AND FOREIGN LANGUAGE**

**MFL 1113--FRENCH I**

MFL 1113, an oral-aural approach, stresses conversation, pronunciation; comprehension, reading, writing and functional grammar with emphasis on the practical aspects of the language. (3 semester hours credit)

**MFL 1123--FRENCH II**

MFL 1123 continues MFL 1113 with wider vocabulary and more complex structures and functions. Prerequisite: Pass MFL 1113 with a "C" or higher grade. (3 semester hours credit)

**MFL 1213--SPANISH I**

MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. (3 semester hours credit)

**MFL 1223--SPANISH II**

MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: Pass MFL 1213 with a "C" or higher grade. (3 semester hours credit)

### **MFL 1713--ITALIAN I**

MFL 1713 is an oral-aural approach to the Italian language that stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on practical aspects and applications of the language. (3 semester hours credit)

### **MFL 1723--ITALIAN II**

MFL 1723 continues MFL 1713 that incorporates a broader vocabulary base and usage of more complex structures and functions. Prerequisite: Pass MFL 1713 with a "C" or higher grade. (3 semester hours credit)

### **MFL 2113--FRENCH III**

MFL 2113 continues MFL 1123 with additional materials of literary and cultural value. Prerequisite: Pass MFL 1123 with a "C" or higher grade. (3 semester hours credit)

### **MFL 2123--FRENCH IV**

MFL 2123 continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: Pass MFL 2113 with a "C" or higher grade. (3 semester hours credit)

### **MFL 2213--SPANISH III**

MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisite: Pass MFL 1223 with a "C" or higher grade. (3 Semester hours credit)

### **MFL 2223--SPANISH IV**

MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: Pass MFL 2213 with a "C" or higher grade. (3 semester hours credit)

### **MFL 2613--FOREIGN LANGUAGE STUDY ABROAD**

MFL 2613 is a unique language and culture learning opportunity designed and provided by individual colleges. Location, duration, and requirements may vary by institution.

### **MFL 2713--ITALIAN III**

MFL 2713 continues MFL 1723 to include additional materials of literary and cultural value. Prerequisite: Pass MFL1723 with a "C" or higher grade. (3 semester hours credit)

### **MFL 2723--ITALIAN IV**

MFL 2723 continues MFL 2713 that provides the students with additional exposure to literary and cultural readings, as well as, challenging students to produce compositions. Prerequisite: Pass MFL 2713 with a "C" or higher grade. (3 semester credit hours)

## **MUSIC APPLIED**

### **(Brass, Guitar, 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 – Brass Instruction for music majors**

Brass Instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of brass instruction and performance.

### **MUA 1141, 1151, 2141, 2151--ELECTIVE BRASS I, II, II, & IV**

Brass instruction for non-brass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

**MUA 1172, 1182, 2172, 2182--BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1173, 1183, 2173, 2183--BRASS FOR MUSIC MAJORS I, II, III, & IV**

Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1211, 1221, 2211, 2221--CLASS GUITAR I, II, III, & IV**

Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique.

**MUA 1241, 1251, 2241, 2251--ELECTIVE GUITAR I, II, III, & IV**

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, literature, and performance of standard literature.

**MUA 1272, 1282, 2272, 2282--GUITAR FOR MUSIC EDUCATION MAJORS I, II, III & IV**

Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, literature and performance of standard literature.

**MUA 1411, 1421, 2411, 2421--CLASS PERCUSSION I, II, III, & IV**

Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

**MUA 1441, 1451, 2441, 2451--ELECTIVE PERCUSSION I, II, III, & IV**

Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

**MUA 1472, 1482, 2472, 2482--PERCUSSION FOR MUSIC EDUCATION I, II, III, & IV**

Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

**MUA 1473, 1483, 2473, 2483--PERCUSSION FOR MUSIC MAJORS I, II, III, & IV**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing.

**MUA 1541, 1551, 2541, 2551--PIANO FOR NON-MUSIC MAJORS I, II, III, & IV**

Individual piano instruction for non-music majors.

**MUA 1572/1582--PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) I & II**

Individual piano instruction including technique, appropriate repertoire, and memorization.

**MUA 1573, 1583, 2573, 2583--PIANO FOR KEYBOARD MAJORS (PERFORMANCE) I, II, III, & IV**

Intensive individual piano instruction including technique, appropriate repertoire, and memorization.

**MUA 1611, 1621, 2611, 2621--CLASS STRINGS I, II, III, & IV**

Group instruction in tone production, bowings, fingerings, and positions for bowed string instruments.

**MUA 1641, 1651, 2641, 2651--STRINGS FOR NON MAJORS (Elective Strings) I, II, III, & IV**

Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

**MUA 1672, 1682, 2672, 2682--STRINGS FOR MUSIC EDUCATION MAJORS I, II, III, & IV**

Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

**MUA 1711, 1721, 2711, 2721--CLASS VOICE I, II, III, & IV**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting.

**MUA 1741, 1751, 2741, 2751--VOICE FOR NON-VOCAL MAJORS I, II, III, & IV**

Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability.

**MUA 1772, 1782, 2772, 2782--VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, & IV**

Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's vocal ability.

**MUA 1811, 1821, 2811, 2821--CLASS WOODWINDS I, II, III, & IV**

Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

**MUA 1841, 1851, 2841, 2851-- ELECTIVE WOODWINDS I, II, III, & IV**

Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing.

**MUA 1872, 1882, 2872, 2882--WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV**

Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

**MUSIC FOUNDATIONS****(Education, History, Literature, & Theory)****MUS 1113--MUSIC APPRECIATION**

A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. (3 semester hours credit)

**MUS 1123--MUSIC SURVEY (MAJORS)**

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 semester hours credit)

**MUS 1211--MUSIC THEORY I, LAB** – Lab instruction. Sight-singing, ear training and dictation.

(1 semester hour credit)

**MUS 1214--MUSIC THEORY I**

Study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. (4 semester hours credit)

**MUS 1221--MUSIC THEORY II, LAB** - Lab instruction. Sight-singing, ear training and dictation.

(1 semester hour credit)

**MUS 1224--MUSIC THEORY II, LECTURE/LAB**

Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. (4 semester hours credit)

**MUS 1811--MUSIC THEATER WORKSHOP I**

The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors. (1 semester hour credit)

**MUS 1821--MUSIC THEATER WORKSHOP II**

The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors. (1 semester hour credit)

**MUS 2211--MUSIC THEORY III, LAB** – Lab instruction. Sight-singing, ear training, and dictation. (1 semester hour credit)

**MUS 2214--MUSIC THEORY III, LECTURE/LAB**

Continuation studies of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. (4 semester hours credit)

**MUS 2221--MUSIC THEORY IV, LAB** – Lab instruction. Sight-singing, ear training, and dictation. (1 semester hour credit)

**MUS 2224--MUSIC THEORY IV, LECTURE/LAB**

Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation. (4 semester hours credit)

**MUS 2313--MUSIC HISTORY I**

Study of Western music beginning in ancient Greece and continuing through the Baroque. Study includes early music, middle ages, Renaissance, Baroque and the various aspects of style analysis as exemplified in the works of the major composers of each period. (3 semester hours credit)

**MUS 2323--MUSIC HISTORY II**

Study of Western music beginning in the Classical period and continuing to present day. Study includes Classical, Romantic, and twentieth century music and the various aspects of style and genres exemplified in the works of the major composers of each period. (3 semester hours credit)

**MUS 2613--MUSIC LITERATURE**

A listening course designed to give the student a better understanding of music through the ages. It offers the non-music major as well as the music major an opportunity to explore music as an art. (3 semester hours credit)

**MUS 2811--MUSIC THEATER WORKSHOP III**

The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors. (1 semester hour credit)

**MUS 2821--MUSIC THEATRE WORKSHOP IV**

The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors. (1 semester hour credit)

## **MUSIC ORGANIZATIONS**

**(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)**

**MUO 1111, 1121, 2111, 2121--BAND I, II, III, & IV**

Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques.

**MUO 1131, 1141, 2131, 2141--SMALL INSTRUMENT ENSEMBLE I, II, III, & IV**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**MUO 1151, 1161, 2151, 2161--SMALL MIXED ENSEMBLE I, II, III, & IV**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.



**MUO 1171, 1181, 2171, 2181--LARGE JAZZ ENSEMBLE I, II, III, & IV**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**MUO 1211, 1221, 2211, 2221--CHOIR I, II, III, & IV**

A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241, 1251, 2241, 2251--SMALL VOICE ENSEMBLE I, II, III, & IV**

A course for select singers focused on performing from one or more genres of music.

**PHILOSOPHY AND RELIGION****PHI 1113--OLD TESTAMENT SURVEY**

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. (3 semester hours credit)

**PHI 1133--NEW TESTAMENT SURVEY**

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. (3 semester hours credit)

**PHI 1153--JESUS AND THE GOSPELS**

This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. (3 semester hours credit)

**PHI 1163--ACTS AND THE EPISTLES**

A survey of the work of the apostles as portrayed in the Book of Acts and the Epistles. Attention is given to the development of 1st Century Christian church and the historical background of the various Epistles. Notice is taken of the proper setting of the various Epistles. (3 semester hours credit)

**PHI 2113--INTRODUCTION TO PHILOSOPHY I**

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. (3 semester hours credit)

**PHI 2613--WORLD RELIGIONS I**

An introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. (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 1233/1234 or higher. (3 hours lecture, 2 hours lab.) (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 1233/1234 or higher. (3 hours lecture, 2 hours lab) (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/Co-requisite: MAT 1323. (3 semester hours lecture, 2 hours lab.) (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: Pass PHY 2414 with a "C" or better grade. (3 hours lecture, 2 hours lab.) (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. Pre/co-requisite: MAT 1613. (3 hours lecture, 2 hours lab.) (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 1613 and PHY 2514; Co-requisite: MAT 1623. (3 hours lecture, 2 hours lab.) (4 semester hours credit)

**POLITICAL SCIENCE****PSC 1113--AMERICAN NATIONAL GOVERNMENT**

Survey of the organizations, political aspects, and basis of national government. (3 semester hours credit)

**PSC 1123--AMERICAN STATE AND LOCAL GOVERNMENT**

The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the State and Local Government. (3 semester hours credit)

**PSYCHOLOGY****PSY 1513--GENERAL PSYCHOLOGY**

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. (3 semester hours credit)

**PSY 2513--CHILD PSYCHOLOGY**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence. (3 semester hours credit)

**PSY 2523--ADOLESCENT PSYCHOLOGY**

A study of human growth and development during adolescence. This includes physical, cognitive, and psychosocial development. (3 semester hours credit)

**PSY 2533--HUMAN GROWTH & DEVELOPMENT**

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

**PSY 2553--PSYCHOLOGY OF PERSONAL ADJUSTMENT**

A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration. Prerequisite: PSY 1513. (3 semester hours credit)

**SOCIAL WORK****SWK 1113--SOCIAL WORK: A HELPING PROFESSION**

The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. (3 semester hours credit)

**SOCIOLOGY****SOC 2113--INTRODUCTION TO SOCIOLOGY**

This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. (3 semester hours credit)

**SOC 2133--SOCIAL PROBLEMS**

A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. (3 semester hours credit)

**SOC 2143--MARRIAGE AND FAMILY**

A study of the development of marriage and family as cultural units in society. (3 semester hours credit)

**SOC 2513--ETHNIC RELATIONS**

Economic, political, educational, and racial status of ethnic minorities are examined, including relations between ethnic groups. (3 semester hours credit)

**SPEECH****SPT 1113--PUBLIC SPEAKING I**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Prerequisite: ACT subscore of 17 in English or successful completion of ENG 0123/0124 - Intermediate English. (3 semester hours credit)

**SPT 1233--ACTING I**

An introduction to the training of the voice, body and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, and scene work. (3 semester hours credit)

**SPT 1241--DRAMA PRODUCTION I**

Participation in college drama productions. Required for theatre majors. (1 semester hour credit)

**SPT 1251--DRAMA PRODUCTION II**

Participation in college drama. Required for theatre majors. (1 semester hour credit)

**SPT 2173--INTERPERSONAL COMMUNICATION**

Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. (3 semester hours)

**SPT 2233--THEATRE APPRECIATION**

An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. (3 semester hours credit)

**SPT 2241--DRAMA PRODUCTION III**

Participation in college drama. Required for theatre majors. (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. Required for theatre majors. (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 2313--PLAYWRITING**

Practice in the fundamentals of dramatic composition. Reading, discussion, and analysis of written work, as well as an emphasis on original work. Prerequisite: ENG 1113 – English Composition I. (3 semester hours credit)

**SPT 2323--THE HISTORY OF THEATRE**

A survey of the theatre with emphasis on the physical structure, production problems and theatrical personalities within the discipline. Additional emphases on origins into current trends in professional theatre, as well as its historical and cultural impact on society. (3 semester hours credit)

# CAREER & TECHNICAL COURSE DESCRIPTIONS

## AUTOMOTIVE 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 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 with 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 with in 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 2915--SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY**

This course provides students with an opportunity to utilize skills and knowledge gained in other Automotive Technology Courses. The instructor and student(s) work closely together to select the topics and establish criteria for completion of the project(s). This course is designed to provide students with a solid and fundamental comprehensive review of the higher level tasks taught throughout the course during their final semester of the automotive Technology program. (5 sch: 2-hr lecture, 6-hour lab)

**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 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: 4 hr. lecture)

**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: 3 hr. lecture)

**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 2713--PERSONAL FINANCE**

This course provides students with a basic understanding of personal finance so that students may properly manage their own financial affairs. This course will enable students to understand and practice the principles of money management, consumer credit, savings, investments, taxation, and consumer protection. (3 sch: 3-hr lecture)

**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 keyboarding 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. Prerequisite: Document Formatting and Production (BOT 1113). (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1133--MICROCOMPUTER APPLICATIONS**  
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Prerequisite: Introduction to Keyboarding (BOT 1013) or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1143--WORD PROCESSING APPLICATIONS**  
This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Prerequisites: Document Formatting and Production (BOT 1113), and Microcomputer Applications (BOT 1133) or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1213--PERSONAL AND PROFESSIONAL DEVELOPMENT**  
This course emphasizes an awareness of interpersonal skills essential for job success. (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1313--APPLIED BUSINESS MATH**  
This course is designed to develop competency in mathematics for business use with emphasis on the touch method. (3 sch: 2 hr. lecture, 2 hr. lab)
- 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 and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1433--BUSINESS ACCOUNTING**  
This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 2 hr. lecture, 2 hr. lab)
- BOT 1513--MACHINE TRANSCRIPTION**  
This course is designed to teach transcription of a wide variety of business communications from machine dictation. Prerequisite: Word Processing (BOT 1143). (3 sch: 2 hr. lecture, 2 hr. lab)
- 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: 3 hr. lecture)
- 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. Pre-



requisite: Medical Office Terminology I (BOT 1613) (3 sch. 3 hr. lecture)

**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: 2 hr. lecture, 2 hr. lab)

**BOT 1813--ELECTRONIC SPREADSHEET**

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133) or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2133--DESKTOP PUBLISHING**

This course will present 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. Prerequisite: Word Processing (BOT 1143) or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2323--DATABASE MANAGEMENT**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Prerequisites: Microcomputer Applications (BOT 1133) or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2413--COMPUTERIZED ACCOUNTING**

This course applies basic accounting principles using a computerized accounting system. Pre/co-requisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213). (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2523--MEDICAL MACHINE TRANSCRIPTION I**

This course is designed to teach transcription of various medical documents. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623), or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**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. Prerequisite: Medical Machine Transcription I (BOT 2523). (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2643--CPT CODING**

This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2653--ICD CODING**

This course is an introduction to the field of diagnostic and inpatient procedural coding. Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2663--ADVANCED CODING**

This course includes advanced analysis of diagnostic and procedural coding systems. Prerequisites: Please see program advisor. (3 sch: 2 hr. lecture, 2 hr. lab)

**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. Prerequisite: Word Processing (BOT 1143). (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2743--MEDICAL OFFICE CONCEPTS**

This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. Prerequisites: Document Formatting and Production (BOT 1113). (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2753--MEDICAL INFORMATION MANAGEMENT**

This course will provide coverage of medical office practices using software simulation. Prerequisite: Medical Office Concepts (BOT 2743). (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2813--BUSINESS COMMUNICATION**

This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations. Prerequisites: Document Formatting and Production (BOT 1113) and Mechanics of Communication (BOT 1713) or consent of instructor. (3 sch: 3 hr lecture)

**BOT 2823--COMMUNICATION TECHNOLOGY**

This course will present an overview of the resources available for communications using current technology. Prerequisite: Word Processing (BOT 1143) or by consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2833--INTEGRATED COMPUTER APPLICATIONS**

This advanced course integrates activities using the enhanced features of applications software including word processing, database, spreadsheet, graphics, and multimedia. Prerequisites: Word Processing (BOT 1143), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or consent of instructor. (3 sch: 2 hr. lecture, 2 hr. lab)

**RESIDENTIAL CARPENTRY TECHNOLOGY**

**CAV 1116--FOUNDATIONS**

This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1123--FORMING APPLICATIONS**

This course includes forming applications for foundations, flatwork, reinforcing concrete, patented forms, and tilt-up wall systems. (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 1133--BLUEPRINT READING**

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 1143--FUNDAMENTALS OF CONSTRUCTION**

This course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, and rigging. (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 1236--FLOOR AND WALL FRAMING**

This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1245--CEILING AND ROOF FRAMING**

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab)

**CAV 1316--INTERIOR FINISHING AND CABINET MAKING**

This course includes thermal and sound protection, types of interior ceilings, wall coverings, floor coverings, trim work and cabinet construction. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1413--ROOFING**

This course covers types of roofs, roofing materials and their application. Also covered are basic roofing techniques, including material selection, roof styles, cost estimation and installation procedures. (3 sch: 1 hr. lecture, 4 hr. lab)

**CAV 1513--EXTERIOR FINISHING**

This course includes the installation and finishing of wall coverings, cornices, and exterior trim. (3 sch: 1 hr lecture, 4 hr lab)

**CAV 2313--ADVANCED INTERIOR FINISHING**

This course includes procedures for advanced ceiling and wall interior finishing and for stair calculation and construction. Prerequisite: Interior Finishing and Cabinet Making (CAV 1316). (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 2912--SPECIAL PROBLEM IN RESIDENTIAL CARPENTRY TECHNOLOGY**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: sophomore standing in Residential Carpentry Technology. (1-3 sch: 2-6 hr. lab)

**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**

### **CPT 1113--MICROSOFT COMPUTER APPLICATIONS**

This course will introduce information processing concepts including word processing, spreadsheet, and database management software. (3 sch: 2-hr lecture, 2-hr lab)

### **IST 1124--IT FOUNDATIONS**

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior (4 sch: 2 hr lecture, 4 hr lab).

### **IST 1134--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).

### **IST 1143--PRINCIPLES OF INFORMATION SECURITY**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features (3sch: 2-hr lectures, 2-hr lab).

### **IST 1153--WEB AND PROGRAMMING CONCEPTS**

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet (4 sch: 2-hr lecture, 4-hr lab).

### **IST 1163--CONCEPTS OF DATABASE DESIGN**

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. (3 sch: 2-hr lecture, 2-hr lab).

### **IST 1224--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. Pre-requisite: IST 1134. (3 sch: 2-hr lecture, 4-hr lab).

### **IST 1244--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 on daily administrative tasks performed by a network administrator (4 sch: 2-hr lecture, 4-hr lab).

- IST 1254--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).
- IST 1314--VISUAL BASIC PROGRAMMING LANGUAGE**  
This 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).
- IST 1424--WEB DESIGN APPLICATION**  
This course provides an introduction to applications of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors (4 semester hours: 2-hr lecture, 4-hr lab).
- IST 2213--NETWORK SECURITY**  
This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis (3 sch: 2-hr lecture, 2-hr lab).
- IST 2224--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. Pre-requisites: Network Operating Systems Elective; IST 1223 Network Components (4 sch: 2-hr lecture, 4-hr lab)
- IST 2234--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. Pre-requisite: Network Planning and Design (IST 2224) (4 sch: 2-hr lecture, 4-hr lab).
- IST 2254--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. Pre-requisite: Network Administration Using Microsoft Windows Server (IST 1244) Pre-requisite: Network Administration Using Microsoft Windows Server (IST 1244) (4 sch: 2 hr. lecture, 4 hr. lab).
- IST 2264--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. Pre-requisite: Network Administration Using Linux (IST 1254) (4 sch: 2 hr. lecture, 4 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 hair coloring. 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 hair coloring. 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 hair coloring. 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 1114--FUNDAMENTALS OF DRAFTING**

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (4 sch: 2 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. Prerequisite: Fundamentals of Drafting (DDT 1113). (3 sch: 1 hr. lecture, 4 hr. lab)

### **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. (3 sch.)

### **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. (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. Prerequisite: Principles of CAD (DDT 1313). (3 sch: 1 hr. lecture, 4 hr. lab)

### **DDT 1413--ELEMENTARY SURVEYING**

Basic course dealing with principles of geometry, theory, and use of instruments; mathematical calculations; and the control and reduction of errors. (3 sch: 1-hr lecture, 4-hr lab)

### **DDT 1613--ARCHITECTURAL DESIGN I**

Presentation and application of architectural drafting for residential construction. Emphasis in space planning requirements. Prerequisite: Fundamentals of Drafting (DDT 1113). (3 sch: 2 hr. lecture, 4 hr. lab)

### **DDT 2153--CIVIL DRAFTING**

Course dealing with basic principles of surveying and the development of topographical maps. (3 sch: 2 hr. lecture, 2 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). Prerequisite: Fundamentals of Drafting (DDT 1113). (3 sch: 1 hr. lecture, 4 hr. lab)

### **DDT 2243--COST ESTIMATING**

Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 2 hr. lecture, 2 hr. lab.)



**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. Prerequisite: College Algebra (MAT 1313). (3 sch)

**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. Prerequisite: Intermediate CAD (DDT 1323). (3 sch: 1 hr. lecture, 4 hr. lab)

**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: 2-hr lecture, 2-hr lab)

**DDT 2623--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). (3 sch: 1 hr. lecture, 4 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**

**CTE 1143--FUNDAMENTALS OF CONSTRUCTION AND MANUFACTURING**

This course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, and employability skills and communications. (3 sch: 2 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. Pre/Co-requisite: Fundamentals of Electricity (ELT 1193) or equivalent. (3 sch; 2 hr. lecture, 2 hr. lab)

**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. Prerequisite: Fundamentals of Electricity (ELT 1193) or equivalent. (3 sch: 2 hr. lecture, 2 hr. lab)

- ELT 1144--AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY**  
Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits (4 sch: 2-hr lecture, 4-hr lab)
- ELT 1193--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. (3 sch: 2 hr. lecture, 2 hr. lab)
- 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. Pre/Co-requisite: Fundamentals of Electricity (ELT 1193) or equivalent. (3 sch: 2 hr. lecture, 2 hr. lab)
- ELT 1253--BRANCH CIRCUITS AND SERVICE ENTRANCE CALCULATIONS**  
This course provides experience calculating circuit sizes for all branch circuits and service entrances in residential installation. Pre/Co-requisite: Residential Wiring (ELT 1113). (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 1273--SWITCHING CIRCUITS**  
Introduction to various methods by which single-pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of residential/commercial automation systems. Prerequisite: Fundamentals of Electricity (ELT 1192-3) or by permission of instructor (3 sch: 3-hr lecture, 2-hr lab)
- ELT 1393--SERVO CONTROL SYSTEMS FOR ELECTRICAL TECHNOLOGY**  
This course is designed to teach servo components; servo valves; velocity servos; positional servos; force, pressure, and torque servos; servo amplifiers; programmers; and servo analysis. Emphasis is placed on servo trim and maintenance and the applications of servo systems. (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 1193) or equivalent. (3 sch: 2 hr. lecture, 2 hr. lab.)
- ELT 1513--DATA ACQUISITION AND COMMUNICATIONS**  
This is a course in acquisition and communication of systems data in industrial automated

applications. (3 sch: 2-hr lecture, 2-hr lab)

- ELT 1564--TELEPHONE SYSTEMS FOR SPECIAL SYSTEMS ELECTRICAL TECHNOLOGY**  
Information and hands-on experience in installation, operation, troubleshooting, and repair of residential- and commercial-use telephone systems, including analog and digital key systems (4 sch: 3-hr lecture, 2-hr lab)
- ELT 1613--PRINCIPLES OF HYDRAULICS AND PNEUMATICS**  
Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3 sch: 1 hr lec, 4 hr lab)
- ELT 1614--PRINCIPLES OF HYDRAULICS AND PNEUMATICS**  
Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems (4 sch: 1 hr lecture, 6 hr lab) [May be taught as a 90-contact-hour lab in open-entry/open-exit career programs]
- ELT 2113--EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR**  
Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (3 sch: 1 hr. lec, 4 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. Prerequisites: 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**

- CST 2113 (EET 1233)—COMPUTER SERVICING LAB I**  
This course covers fundamentals of computer servicing including configuration, test equipment

usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables (3 sch: 6-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. Prerequisite: DC Circuits (EET 1114) or equivalent. (3 sch: 2 hr. lecture, 2 hr. lab)

**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. Pre/Co-requisite: DC Circuits (EET 1114) (4 sch: 2 hr. lecture, 4. hr lab)

**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. Prerequisite: Digital Electronics (EET 1214). (4 sch: 2 hr. lecture, 4 hr. lab)

**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)

**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. Prerequisite: Solid State Devices and Circuits (EET 1314). (4 sch: 3 hr. lecture, 2 hr. lab)

**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. Prerequisite: Solid State Devices and Circuits (EET 1314). (4 sch: 2 hr. lecture, 4 hr. lab)

**EET 2423--FUNDAMENTALS OF FIBER OPTICS**

Fiber Optic cable in modern industry applications. Pre/Co-requisite: Electronic Communications (EET 2414). (3 sch: 2 hr. lecture, 2 hr. lab)

**EET 2514--INTERFACING TECHNIQUES**

This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Prerequisite: EET 1214. (4 sch: 2 hr. lecture, 4 hr. lab)

**EMERGENCY MEDICAL TECHNICIAN**

**EMS 1118--EMT**

This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. (8 sch: 5 hours lecture, 4 hours lab, 3 hr. clinical) (135 clock hr - lecture and lab; 48 clock hr - clinical and field)

**PARAMEDIC**

**EMS 1122--INTRODUCTION TO EMS SYSTEMS**

This course introduces the student to the Emergency Medical Services (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. This course was formerly taught as Fundamentals of Pre-Hospital Care (EMT 1122). (2 sch: 1 hr. lecture, 2 hr. lab.)

**EMS 1314--AIRWAY: MANAGEMENT, RESPIRATION AND OXYGENATION**

This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. This course was previously taught as Airway Management and Ventilation (EMT 1315) (4 sch: 1 hr. lecture, 6 hr. lab.)

**EMS 1414--PATIENT ASSESSMENT**

This course will teach comprehensive history taking and physical exam techniques. (4 sch: 1 hr. lecture, 6 hr. lab)

**EMS 1422--EMS SPECIAL PATIENT POPULATIONS**

This course will provide a comprehensive overview of providing care for the patient with special needs. This course was previously taught as Special Considerations (EMT 1423) (2 sch: 1 hr. lecture, 2 hr. lab)

**EMS 1513--EMS PRACTICUM 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. This course was previously taught as EMS Clinical Internship I (EMT 1513) (3 sch: 9 hr clinical)

**EMS 1525--EMS PRACTICUM 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. This course was previously taught as EMS Clinical Internship II and now incorporates EMS Field Internship I (EMT 2552). (5 sch: 9 hr. clinical, 6 hr field clinical)

**EMS 1614--PHARMACOLOGY**

This course will teach comprehensive pharmacodynamics and pharmacokinetics. This course was formerly taught as Pre-Hospital Pharmacology (EMT 1613) (4 sch: 2hr. lecture, 4 hr. lab.)

**EMS 1825--CARDIOLOGY**

This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. This course was previously named Pre-Hospital Cardiology (EMT 1825) (5 sch: 2 hr. lecture, 6 hr. lab.)

**EMS 2414--MATERNAL/CHILD EMERGENCIES**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies as well as pediatric emergencies. This course was previously divided into Pre-Hospital OB/GYN (EMT 2412) and Pre-Hospital Pediatrics (EMT 2423). (4 sch: 3 hr. lecture, 2 hr. lab.)

**EMS 2565--EMS PRACTICUM III**

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. This course was previously called EMS Field Internship II (EMT 2564) (5 sch:)

**EMS 2714--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. This course was previously called Pre-Hospital Trauma (EMT 2714). (4 sch: 2 hr. lecture, 4 hr. lab.)

**EMS 2855--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. This course was previously called Pre-Hospital Medical Care (EMT 2855). (5 sch: 2 hr. lecture, 6 hr. lab.)

**EMS 2912--EMS OPERATIONS**

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. (2 sch: 1 hr. lecture, 2 hr. lab.)

**EMS 2923--PROFESSIONAL DEVELOPMENT SEMINAR**

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scenes, supervision, mentoring, and leading other personnel. (3 sch: 2 hr lecture, 2 hr lab)

## FORESTRY

### **AGT 1714--APPLIED SOILS-CONSERVATION AND USE**

A course to introduce students 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 Measurement I with emphasis on electronic and computer applications in forest measurement. Prerequisite: Forest Measurement 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 survey of wood and forest products processing operations. Includes instruction in principles related to forest products processing and their applications. (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 AND SPATIAL APPLICATIONS**

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and spatial imagery. Includes demonstration of surveying practices and spatial imagery practices and equipment. Prerequisite: None (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(1-3)--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. Prerequisite: Permission of instructor. (Variable credit is awarded for this class based on 45 hours of on-site experience per semester credit hour.)

**FOT 292(1-6)--SUPERVISED WORK EXPERIENCE IN FORESTRY TECHNOLOGY**

A course which is a cooperative program involving students, employers, and educational staff and is designed to integrate the student's technical studies with real world situations. Variable credit is awarded on the basis of one semester hour per 45 contact hours. (1-6 sch: 3-18 hr. externship) Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in Forestry Technology.

### **FUNERAL SERVICE TECHNOLOGY**

**FST 1113--MORTUARY ANATOMY I**

A study of human anatomical structure with orientation to the embalming process. Pre/Co-requisite: Math/Natural Science Elective or permission of instructor. (3 sch: 3 hr. lecture)

**FST 1123--MORTUARY ANATOMY II**

Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system. Prerequisite: Mortuary Anatomy I (FST 1113). (3 sch: 2 hr. lecture, 2 hr. lab)

**FST 1213--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**

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Prerequisite: Embalming I (FST 1214) (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)

**FST 1241--CLINICAL EMBALMING II**

Practically apply the theoretical principles taught in the embalming curriculum. (1 sch: 3 hr. clinical)

**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 2251--CLINICAL EMBALMING III**

Practically apply the theoretical principles taught in Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. Pre/Co-requisites: Clinical Embalming I (FST 1231) and Clinical Embalming II (FST 1241). (1 sch: 3 hr. clinical)

**FST 2261--CLINICAL EMBALMING IV**

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. Pre/Corequisites: Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241) and Clinical Embalming III (FST 2251). (1 sch: 3 hr. clinical)

**FST 2273--THANATOchemistry**

A survey of the principles of general, organic, biological and embalming chemistry as they relate to the embalming process. (3 sch: 2 hr. lecture, 2 hr lab.)

**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--BUSINESS LAW**

Designed to introduce the student to the bodies of law and the judicial system as applied to day-to-day operations of a funeral home. (3 sch: 3 hr. lecture)

**FST 2623--MICROBIOLOGY**

Designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Pre/Co-requisites: Mortuary I (FST 1113). (3 sch: 3 hr. lecture)

**FST 2633--PATHOLOGY**

Designed to present the nature and cause of diseases. Pre/Co-requisites: Mortuary Anatomy I (FST 1113) and Microbiology (FST 2623). (3 sch: 3 hr. lecture)

**FST 2713--PSYCHOSOCIAL ASPECTS OF GRIEF AND DEATH**

A study of various social groups and their relationships 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 with an exam designed to prepare students for the National Board or various State Board examinations. \*To be taken during final semester of coursework.\* (3 sch: 3 hr. lecture)

**GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY**

**HLT 1113--PLANT MATERIALS I**

A survey of common ornamental plants used in landscaping including deciduous and evergreen trees, shrubs, vines, ground covers, and annuals and perennials. This course includes instruction in basic classification and identification procedures and in identifying characteristics, maintenance, and use of the plants in a horticulture setting. This course is designed to be offered in the fall semester. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

**HLT 1123--PLANT MATERIALS II**

A continuation of Plant Materials I with emphasis on foliage and interior and flowering plants, this course is designed to be taught in the spring semester. Prerequisite: Plant Materials I (HLT 1113) (3 sch: 1-hr. lecture, 4-hr. lab)

**HLT 1513--LANDSCAPE DESIGN I**

An introduction to the concepts, principles, and elements of landscape design, this course includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

**HLT 2124--LANDSCAPE MAINTENANCE AND WEED CONTROL**

This course aims to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. This course includes instruction in the use of herbicides and other weed control measures. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

**HLT 2713--LANDSCAPE CONSTRUCTION**

This course provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

**HLT 2813--ORNAMENTAL AND TURF PEST MANAGEMENT**

This course provides instruction and practice in the identification and control of ornamental turf pests and diseases. This course includes instruction in pest identification, pesticide use and safety, and legal aspects of pest control. Prerequisite: None (3 sch: 2-hr. lecture, 2-hr. lab)

**GTT 1614--GOLF COURSE EQUIPMENT OPERATION AND MAINTENANCE**

This course aims to provide instruction and practice in the safe and proper operation and maintenance of golf course equipment. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

**GTT 2313--GOLF COURSE BUSINESS MANAGEMENT**

A course to provide instruction and practice regarding the management of a golf course operation, this course includes instruction in estimating and bidding; personnel management and supervision; and business practices. Prerequisite: None (3 sch: 3-hr. lecture)

**AGR 2314--BASIC SOILS**

A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included.

**GTT 2813--TURFGRASS MANAGEMENT FOR GOLF COURSES**

This course aims to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrass for golf courses. Prerequisite: None (3 sch: 2-hr. lecture, 2-hr. lab)

**GTT 2824--IRRIGATION SYSTEMS: DESIGN AND MAINTENANCE**

This course is designed to investigate the types of irrigation systems. Discussion will include the installation and maintenance of these systems. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

**DDT 1413--ELEMENTARY SURVEYING**

Basic course dealing with principles of geometry, theory, and use of instruments: mathematical calculations; and the control and reduction of errors. Pre/Co-requisites: Consent of Instructor (3 sch: 1-hr lecture, 4-hr. lab)

**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)

**HCA 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**

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. Pre/Co-requisite: Basic Health Care Assisting (HCA 1115). (4 sch., 3 hr. lecture, 2 hr. lab)

**HCA 1312--HOME HEALTH AIDE AND HOMEMAKER SERVICES**

This course includes basic knowledge and skills required to care for the Homebound patient and basic knowledge and skills required to provide homemaker services. Pre/Co-requisites: All core courses. (2 sch: 1 hr. lecture, 2 hr. lab)

**HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY  
AND CULINARY ARTS**

**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. Co-requisite: Sanitation and Safety (HRT 1213) or permission of instructor. (4 sch: 2 hr. lecture, 4 hr. lab).

**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. Prerequisite – None. (3 sch: 3 hr. lecture.)

**CUT 1124—CULINARY PRINCIPLES II**

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Prerequisite: Culinary Principles I (HRT/CUT 1114) (4 sch: 2-hr lecture, 4-hr lab)

**CUT 1135 – PRINCIPLES OF BAKING**

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. Prerequisite: Culinary Principles I (HRT/CUT) 1114 and Sanitation and Safety HRT 1213 or permission by instructor (5 sch: 2-hr. lecture, 6-hr. lab)

**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. Prerequisites- None. Prerequisites- None. (3 sch: 2 hr. lecture, 2 hr. lab.)

**HRT 1224--RESTAURANT AND CATERING OPERATIONS**

This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Prerequisite: HRT 1213 Sanitation and Safety or Permission of instructor (4 sch: 2 hr. lecture, 4 hr. lab.)

**HRT 1413--ROOMS DIVISION MANAGEMENT**

This course offers an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Prerequisites - None

(3 sch: 3 hr. lecture)

**HRT 1511--HOSPITALITY SEMINAR**

In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. Prerequisites – None (1 sch: 1 hr. lecture or 2-hr lab.)

**CUT 2223--MENU PLANNING AND FACILITIES DESIGN**

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 2-hr. lecture, 2-hr. lab)

**HRT 2233--FOOD AND BEVERAGE CONTROL**

This course focuses on 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. Prerequisite - None (3 sch: 3 hr. lecture)

**CUT 2314--AMERICAN REGIONAL CUISINE**

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United State of America. Prerequisites: Culinary Principles I (HRT/CUT 1114), Culinary Principles II (CUT 1124), or by permission of instructor (4 sch: 2-hr lecture, 4-hr lab)

**HRT 2613--HOSPITALITY SUPERVISION**

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques and evaluation methods. Prerequisite - None (3 sch: 3 hr. lecture)

**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. Prerequisite – None (3 sch: 2 hr. lecture, 2 hr. lab)

**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. Prerequisite - None (MMT 1123 Marketing Management may be substituted for HRT 2713.) (3 sch: 3 hr. lecture)

**HRT 29(1-4)(1-6)--SUPERVISED WORK EXPERIENCE IN HOTEL & RESTAURANT MANAGEMENT**

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 one semester hour per 45 industrial hours. Prerequisite: Consent of instructor. (1-6 sch: 3- to 18-hr externship) (45 industrial contact hours)

**CUT 29(1-4)(3-6)--SUPERVISED WORK EXPERIENCE IN CULINARY ARTS**

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 one semester hour per 45 industrial contact hours

## **INDUSTRIAL MAINTENANCE TECHNOLOGY**

- 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)
- IMM 1122--INDUSTRIAL MAINTENANCE MATH AND MEASUREMENT**  
Mathematical and measurement procedures and instruments related to industrial maintenance. (2 sch: 1 hr. lecture, 2 hr. lab)
- IMM 1132--INDUSTRIAL MAINTENANCE BLUEPRINT READING**  
Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. (2 sch: 1 hr. lecture, 2 hr. lab)
- 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: 2 hr. lecture, 2 hr. lab)
- IMM 1223--POWER TOOL APPLICATIONS**  
Safe and proper use of various hand and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cut-off saws, and drill presses. (3 sch: 2 hr. lecture, 2 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)
- IMM 1613--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: 2 hr. lecture, 2 hr. lab)
- IMM 1734--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)
- IMM 1813--INDUSTRIAL ELECTRICITY FOR INDUSTRIAL MAINTENANCE MECHANICS**  
Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3 sch: 2 hr. lecture, 2 hr. lab)
- IMM 1823--ADVANCED INDUSTRIAL ELECTRICITY FOR INDUSTRIAL MAINTENANCE MECHANICS**  
Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating

expenses for a given project. (3 sch: 2-hr lecture, 2-hr lab)

**IMM 1935--MANUFACTURING SKILLS BASIC**

Instruction in skills needed by "shop floor" employees working in a manufacturing environment: Basic Computer, Blueprint Reading, Basic and Precision measurement, Lean Manufacturing techniques and theories, OSHA Safety, CPR. (5 sch: 2 hrs lecture, 6 hrs lab)

**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: 3 hr. lecture, 2-hr. lab)

**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)

**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--ELECTRICAL WIRING FOR AUTOMATION AND CONTROL TECHNOLOGY**

Basic electrical wiring for automation and controls including safety practices; installation and maintenance of raceways, conduit, and fittings; and three-phase service entrances, metering devices, main panels, raceways or ducts, subpanels, feeder circuits, and branch circuits according to electrical codes. (3 sch: 2 hr. lecture, 2 hr. lab)

**MFT 2413--COMPUTER INTEGRATED MANUFACTURING**

This course is a study of how computers, robots, CAD/CAM, vision systems, and other automated systems can be used in computer integrated manufacturing (CIM). (3 sch: 2 hr. lecture, 2 hr. lab)

**ROT 1113--FUNDAMENTALS OF ROBOTICS**

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. (3 sch: 2 hr. lecture, 2 hr. lab)

**ROT 1313--INDUSTRIAL ROBOTICS**

This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial grade robots are used to train the student in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. (3 sch: 2 hr. lecture, 2 hr. lab)

**ROT 2413--AUTOMATED MANUFACTURING CONTROLS**

This course is designed to teach the students the integrated control systems found in automated systems. Emphasis will be placed on encoders, optical devices, servo motors, stepper motors, computerized numerical control (CNC), vision and sensing systems, lasers, programmable controllers, motor speed controls, and other similar devices.(3 sch: 2 hr. lecture, 2 hr. lab)

**ROT 2613--MECHANICAL SYSTEMS**

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. (3 sch: 2 hr. lecture, 2 hr. lab)

**MACHINE TOOL OPERATIONS**

**MST 1116--POWER MACHINERY I**

This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. (6 sch: 2 hr. lecture, 10 hr. lab)

**MST 1126--POWER MACHINERY II**

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Prerequisite: Power Machinery I (MST 1116). (6 sch: 2 hr. lecture, 10 hr. lab)

**MST 1313--MACHINE TOOL MATHEMATICS**

An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. (3 sch: 2 hr. lecture, 2 hr. lab)

**MST 1413--BLUEPRINT READING**

Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. (3 sch: 2 hr. lecture, 2 hr. lab)

**MST 1423--ADVANCED BLUEPRINT READING**

A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Prerequisite: Blueprint Reading (MST 1413). (3 sch: 2 hr. lecture, 2 hr. lab)

**MST 1613--PRECISION LAYOUT**

Precision layout for machining operations which includes instruction and practice in the use of layout instruments. (3 sch: 2 hr. lecture, 2 hr. lab)

**MST 2135--POWER MACHINERY III**

A continuation of the Power Machinery II course with emphasis on safety, and advanced applications



of the engine lathe, milling, and grinding machine. Prerequisite: Power Machinery II (MST 1127). (5 sch: 2 hr. lecture, 6 hr. lab)

**MST 2144--POWER MACHINERY IV**

A continuation of Power Machinery III with emphasis on highly advanced safe operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Prerequisite: Power Machinery III (MST 2135). (4 sch: 2 hr. lecture, 4 hr. lab)

**MST 2714--COMPUTER NUMERICAL CONTROL OPERATIONS I**

An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, 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. (CNC lathes, CNC mills, CNC machine centers, and wire EDM). Pre/Co-requisite: Computer Numerical Control Operations I (MST 2714). (5 sch: 2 hr. lecture, 6 hr. lab)

**MST 2813--METALLURGY**

Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing. (3 sch: 1 hr. lecture, 4 hr. lab)

**MST 2913--SPECIAL PROBLEM IN MACHINE TOOL OPERATION/MACHINE SHOP**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (2 sch: 6 hr. lab)

**BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY**

**MMT 1113--PRINCIPLES OF MARKETING**

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 MANAGEMENT**

A project based course as a continuation of MMT 1113. Prerequisite: Marketing I (MMT 1113). (3 sch: 3 hr. lecture)

**MMT 1313--PERSONAL SELLING**

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: 3 hr. lecture)

**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: 3 hr. lecture)

- 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 171(1), 172(1), 173(1) OR 174(1)—MARKETING SEMINAR I, II, III, IV, V**  
Develops leadership skills and human-relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. (1 sch: 2-hr lab)
- MMT 2213--PRINCIPLES OF 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 2243--MARKETING CASE STUDIES**  
The study of effective marketing management decision making through case study analysis. (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 2333--MULTIMEDIA PRESENTATION FOR MARKETING**  
Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. (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: 3 hr. lecture)
- 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: 3 hr. lecture)
- MMT 2523--EVENT MANAGEMENT**  
Design a plan for special events, trade and consumer shows, exhibitions, and conventions. (3 sch: 3 hr lecture)
- FMT 1113--FASHION DESIGN FUNDAMENTALS**  
Examines factors influencing fashion color, line, and design. Includes applications of principles of art to clothing creation and selection. (3sch: 2-hr lecture, 2-hr lab)

**FMT 1213--FASHION MARKETING**

An introduction to the fashion industry including fashion terminology, nature of fashion and the creating, manufacturing, and marketing of fashion. (3 sch: 2-hr lecture, 2-hr lab)

**FMT 2414--VISUAL MERCHANDISING**

Application of fundamental principles of design, perspective, and color theory to advanced projects in merchandise presentation. (4 sch:2-hr. lecture, 2-hr. lab)

**FMT 2513--IMAGE AND WARDROBE CONSULTING**

Assessing and developing an appropriate client image for individuals in a variety of occupations and careers. Emphasis on solving figure problems, make up techniques, wardrobe coordination, and the use of modeling techniques to improve image. (3 sch. 1-hr. lecture, 4-hr. lab)

**ASSOCIATE DEGREE NURSING**

**NUR 1119--FUNDAMENTALS OF NURSING**

Within the curricular framework and across the lifespan, the focus of this competency based course is on fundamental nursing concepts related to the roles of the associate degree nurse. Nursing process, caring, communication/documentation, and teaching/learning principles are introduced. The concepts of nursing, person, society and health are explored. Introduction to pharmacology, including dosages and solution calculation, and beginning medication administration is included. An introduction to the roles of provider of care, and member of the profession is included. PRE/CO-REQUISITE: Pre-requisite: Admission to the Associate Degree Nursing Program. Co-Requisites: ENG 1113, PSY 1513, LLS 1311

SEMESTER CREDIT HOURS: (9 semester credit hours allotted as follows: 5 hrs lecture, 4 hrs Lab/Clinical)

**NUR 1128--MEDICAL SURGICAL NURSING I**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of providing culturally and ethnically sensitive care of adults experiencing low risk and chronic health needs. Caring, communication/documentation skills are reinforced and applied. Medical Surgical Nursing I provides a foundation for Medical Surgical Nursing II. The concept of nursing, person, society and health, and the principles of teaching/learning are expanded. Role development is focused primarily on provider care. Pharmacology content includes drug classification, IV therapy and blood administration. PRE/CO-REQUISITE: Pre-requisites: NUR 1119, ENG 1113, PSY 1513, FCS 1253, LLS 1311. Co-requisites: NUR 1123, EPY 2533

SEMESTER CREDIT HOURS: (8 semester credit hours allotted as follows: 5 hours theory and 3 hours Lab/Clinical)

**NUR 1123--MATERNAL NEWBORN NURSING**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of providing culturally and ethnically sensitive care to childbearing families in a variety of maternal newborn settings. Caring, communication/documentation and teaching/learning principles are utilized in the analysis of care provided. The concepts of nursing, person, society and health are adapted to the antenatal, prenatal, postnatal, and neonatal periods. Pharmacological principles are broadened to include reproductive needs. Upon completion of the course, the student will function in the role of provider and manager of care, teacher, communicator, and critical thinker.

PRE/CO-REQUISITE: Pre-requisites: NUR 1119, ENG 1113, PSY 1513, LLS 1311, FCS 1253. Co-requisites: NUR 1128, EPY 2533.

SEMESTER CREDIT HOURS: (3 semester hours allotted as follows: 2 hours theory and 1 hour Lab/Clinical)

**NUR 2218--MEDICAL SURGICAL NURSING II**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of providing culturally and ethnically sensitive care of adults experiencing high risk and complex health needs. Caring, communication/documentation, and teaching/learning principles are utilized in the analysis of care provided. The concepts of nursing, person, society and health are utilized in the provision of increasingly complex nursing. Role development is expanded to emphasize manager of care. Pharmacotherapeutics and nursing implications are applied. PRE/COREQUISITE: Pre-requisite: NUR 1119, ENG 1113, PSY 1513, FCS 1253, LLS1311 NUR 1128, EPY 2533. Co-requisites: NUR 2113, SPT 1113.

SEMESTER CREDIT HOURS: (8 semester credit hours allotted as follows: 4 hours theory, 4 hours Lab/Clinical)

**NUR 2113--MENTAL HEALTH NURSING**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of providing culturally and ethnically sensitive care to individuals, families, and communities experiencing mental health needs. Caring, communication/ documentation and teaching/learning principles are utilized in the analysis of care provided. The concepts of nursing, person, society and health are utilized in the provision of mental health care. Psychopharmacological principles are applied. Upon completion of the course, the student will function in the role of provider and manager of care, teacher, communicator, and critical thinker. PRE/CO-REQUISITE: Pre-requisites: NUR 1119, ENG 1113, PSY 1513, LLS 1311, FCS 1253, NUR 1128, NUR 1123, EPY 2533. Co-requisites: NUR 2218, SPT 1113.

SEMESTER CREDIT HOURS: (3 semester credit hours allotted as follows: 2 hours theory, 1 hour Lab/Clinical)

**NUR 2123--CHILD HEALTH NURSING**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of providing culturally and ethnically sensitive care of children within the context of families in a variety of settings. Caring, communication/documentation and teaching/learning principles are utilized in the implementation and evaluation of care provided. The concept of nursing, person, society and health are adapted to the stages of growth and development to allow the student to plan care for both ill and well children. Pharmacological implications in the care of children are presented. Role development includes expansion of the roles of manager and provider of care, and member of the profession. PRE/CO-REQUISITE: Pre-requisites: NUR 1119, ENG 1113, PSY 1513, LLS 1311, FCS 1253, NUR 1128, NUR 1123, EPY 2533, NUR 2218, NUR 2113, SPT 1113, SOC 2113. Co-requisites: NUR 2126 and fine arts elective.

SEMESTER CREDIT HOURS: (3 semester credit hours allotted as follows: 2 hours lecture, 1 hour Lab/Clinical)

**NUR 2126--INTERNSHIP: NURSING LEADERSHIP**

Within the curricular framework, the focus of this competency based course is utilization of the nursing process and the art of managing and providing culturally and ethnically sensitive care to groups of clients in a variety of settings. The student transitions from dependent and interdependent roles to independent practice. Integration and synthesis of all preciously learned content occurs. Caring,

communication/documentation skills are utilized in the management and evaluation of care and interventions. The concepts of nursing, person, society, and health are integrated into all aspects of nursing care. Teaching/learning principles are applied and evaluated in a variety of health care settings. Culmination of all pharmacological principles occurs. The student is able to function in the roles of manager of care, provider of care, and member of a profession at the generalist level of proficiency. PRE/CO-REQUISITE: Pre-requisites: NUR 1119, ENG 1113, PSY 1513, LLS 1311, FCS 1253, NUR 1128, NUR 1123, EPY 2533, NUR 2218, NUR 2113, SPT 1113, SOC 2113. Co-requisites: NUR 2123, Fine arts elective.

SEMESTER CREDIT HOURS: (6 semester credit hours allotted as follows: 3 hours lecture, 9 hours Lab/Clinical)

## 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. Pre/Co-requisite: Optics Lab Tech II (OPT 1224). (3 sch: 3 hr. lecture)

### **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. Pre/Co-requisite: OPT 1113 – Ophthalmic Optics I, OPT 1313 - Laboratory Management & Inventory Control. (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. Pre/Co-requisites: Ophthalmic Optics II (OPT 1123), Business Management for Opticians (OPT 1323), Ophthalmic Dispensing I (OPT 1413). (4 sch: 8 hr. lab)

### **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--BUSINESS MANAGEMENT FOR OPTICIANS**

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)

### **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. Pre/Co-requisite: Ophthalmic Dispensing I (OPT 1413). (3 sch: 3 hr. lecture)

**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. Pre/Co-requisite: Ophthalmic Dispensing II (OPT 2423). (3 sch: 3 hr. lecture)

**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. Pre/Co-requisites: Ophthalmic Dispensing II (OPT 2423) and Optical Theory and Instrumentation (OPT 2513). (3 sch: 6 hr. lab)

**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. Pre/Co-requisites: Ophthalmic Dispensing III (OPT 2433) and Dispensing Clinic I (OPT 2613). (3 sch: 6 hr. lab)

**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. . Pre/Corequisites: Completion of 1st year Ophthalmic Technology courses. (6 sch: 18 hr. clinical)

**PRACTICAL NURSING**

**PNV 1426--FUNDAMENTALS OF NURSING THEORY**

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Co-requisites: This course requires concurrent registration in PNV 1437. A passing grade in PNV 1426 and PNV 1437 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-admissions. (6 sch: 6 hr. lecture)

**PNV 1437--FUNDAMENTALS OF NURSING LAB/CLINICAL**

This course requires concurrent registration in PNV 1426. A passing grade in PNV 1426 and PNV

1437 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. (7 sch: 10 hr. lab, 6 hr. clinical)

**PNV 1524--IV THERAPY AND PHARMACOLOGY**

This course provides the student with the principles of IV therapy and pharmacology. Principles covered in this course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practical Law and Administration Code. Prerequisites: All first-semester Practical nursing courses. (4 sch: 3 hr. lecture, 2 hr. lab)

**PNV 1614--MEDICAL SURGICAL NURSING**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in systems selected from the following: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood; lymphatic, and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught In Alterations in Adult Health (PNV 1634). Pharmacological and nutritional therapy, as well as oncological considerations, for various disorders is included. Pre-/Co-requisites: All first-semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 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 readmission. (4 sch: 4-hr. lecture)

**PNV 1622--MEDICAL/SURGICAL NURSING CLINICAL**

This course includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Pre-/Co-requisites: All first-semester courses Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 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 readmission. (2 sch: 6 hr. clinical)

**PNV 1634--ALTERATIONS IN ADULT HEALTH**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Medical/Surgical Nursing Theory (PNV 1614). Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 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 readmission. (4 sch: 4 hr. lecture)

**PNV 1642--ALTERATIONS IN ADULT HEALTH CLINICAL**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught In Medical/Surgical Nursing Theory. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 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 readmission. (2 sch: 6 hr. clinical)

**PNV 1714—MATERNAL-CHILD NURSING**

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. Prerequisites: All first- and second-semester PNV courses. (4 sch: 3.7 hr. lecture, 1 hr. clinical)

**PNV 1814--MENTAL HEALTH NURSING**

This course provides the student with basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Prerequisites: All first semester PNV courses. (4 sch: 3.7 hr. lecture, 1 hr. clinical)

**PNV 1914--NURSING TRANSITION**

This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN®). (4 sch: 2 hr lecture, 2 hr lab, 3 hr clinical)

**SUPERVISION AND MANAGEMENT TECHNOLOGY**

**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 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)

**UTILITY LINEWORKER TECHNOLOGY**

**ULT 1122--LINEWORKER SAFETY**

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills. (2 sch: 2 hr. lecture)

**ULT 1152--AC and DC CIRCUITS FOR LINE WORKERS**

Principles and theories associated with AC and DC circuits used in the line worker trade. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits (2 sch: 1-hr lecture, 2-hr lab)

**ULT 1192--FUNDAMENTALS OF ELECTRICITY FOR LINE WORKERS**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits (2 sch: 1-hr lecture, 2-hr lab)

**ULT 1231--ELECTRICAL POWER AND TRANSFORMER BANKING FOR LINE WORKERS**

This course is designed to cover basic single phase operations and Delta and "Wye" Transformer Banks including hookups for 120/208—240/480—120/240—277/480 (1 sch: 1-hr lecture)

**ULT 1313--LINE WORKER TRUCK DRIVING**

This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Drivers License) with air brake endorsement. (3 sch: 2-hr lecture, 2 hr. lab)

**ULT 1413—POLE CLIMBING**

This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing. (3 sch: 1-hr lecture, 4-hr lab)

**ULT 1514--OVERHEAD, UNDERGROUND & SUBSTATION CONSTRUCTION**

This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead/underground line construction and substation construction. (4 sch: 2-hr lecture, 4-hr lab)

**TMA 1023--BASIC TECHNICAL MATH**

This course provides instruction in mathematical concepts found in occupational and apprenticeship programs. It includes applied arithmetic, elementary algebra and geometry. 3sch: 3 hr. lecture.

**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 SAFETY 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. Prerequisite: Pipe Welding (WLV-1155). (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. Prerequisite: Completion of Welding and Fabrication Certificate Program. (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. Prerequisite: Completion of Welding and Fabrication Certificate Program. (3 sch: 3 hr. lecture)

**WORK-BASED LEARNING**

**WBL 191(1-4), 192(1-4), 291(1-4), 292(1-4), 293(1-4), 294(1-4), 295(1-4)--WORKBASED LEARNING**

Work-Based Learning (WBL) is a structured worksite learning experience in which the student, advisor, WBL director and worksite supervisor/mentor develop and implement a training agreement. WBL is designed to integrate the student's career-related 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 advisor 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 major, referred by advisor as "work ready," completion of WBL application process, and an approved education training agreement. (1-4 sch: variable)

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Thomas Ware ..... Vice President for Instruction  
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A.A.S., (Automated Mfg), A.A.S. (Electronics), Pearl River Community College

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M.S.N., University of Mississippi Medical Center

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 B.S., University of Mobile

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 A.A., Meridian Community College

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 Ginny Bailey ..... ABE Aide  
 Susan Baird ..... Assistant Dean of Manufacturing Division  
 Kantrina Barker ..... VCC Program Support  
 Jeremy Barnhill ..... Skilled Maintenance  
 Tawana Bauer ..... VA/ Financial Aid Advisor  
 Jim Bearden ..... Workforce Trainer  
 Brooke C. Bentley ..... Recruiting Coordinator/Student Activities  
 Shiera Bilbo ..... Assistant Registrar/NCC Clerk  
 Timmy Billups ..... District Inventory Control Manager/Shipping and Receiving/Security  
 Michael Black ..... District Coordinator for Recruiting  
 Meeka Bland ..... Training Assistant (WP)  
 Steve Bontrager ..... Athletic Trainer  
 Felissa Boyd ..... Bookstore Manager, Scooba  
 Karen Briggs ..... Director of Admissions  
 Lisa Briggs ..... Transportation Coordinator/Physical Plant Assistant  
 Aaron Brooks ..... Manager, Data Processing  
 Steve Brown ..... Skilled Maintenance  
 Jason Browne ..... Publications Coordinator  
 Joanne Buchanan ..... Wellness Center Supervisor  
 Jane Burkhalter ..... Student Services Clerk  
 Glen Bryant ..... Telecommunications Technician  
 Gary Campbell ..... Maintenance  
 Joyce Coleman ..... VCC Program Support  
 Clifton Collins ..... Assistant Coach/Head-Defense, Football  
 Charles Joseph Cook ..... Assistant Dean of Manufacturing Division  
 Gina Cotton ..... Administrative Asst. to the Development Foundation Director  
 Tammy Cross ..... Student Services Clerk (SC)  
 Evan Dauterive ..... Head Athletic Trainer  
 Sarah Dauterive ..... Librarian  
 Chuck Dawkins ..... Assistant chief of police (GT)  
 Stephen Dennis ..... Technical Lead, IPAS Grant (GT)  
 Mike Duke ..... Skilled Maintenance  
 La Ronda Gathings ..... GED Examiner  
 Rhonda Gigandet ..... Dorm Supervisor/Student Activities  
 Morgan Goodrich ..... Head Rodeo Coach/Student Activities  
 Gypsy Gray ..... Assistant Director, Financial Aid  
 Andy Greening ..... Assistant Football Coach (SC)  
 Michelle Greggs ..... Bookstore Clerk  
 Laura Guthrie ..... Accountant  
 Bryant "Webb" Hamilton ..... Assistant Football Coach/RH Supervisor



Bruce Hanson.....Community Entrepreneurial Development Facilitator/WIRED Grant  
 Ben Harris.....Workforce Technical Trainer  
 Jeff Harrell ..... Network Administrator  
 Linda Harrington ..... Maintenance  
 Mary Hastings..... Special Projects Accounting Manager  
 Sandra Hearron ..... VA Certifying Official/Financial Aid Advisor  
 Erica Hibbler..... Clerical Support/WBL  
 Judy Higginbotham ..... Accounts Receivable Manager, District  
 Rocky Higginbotham ..... Public Information/Marketing  
 DeCarlos Holmes..... Assistant Football Coach/Defensive Line Coach  
 Danielle Hopson ..... e Learning & Transcript Clerical  
 Mary Hopson ..... Maintenance  
 Edwina Hogue ..... Assistant Librarian  
 Tommy Howard ..... Skilled Maintenance  
 Cheryl Hubbard ..... Accountant  
 James Huerkamp ..... Workforce Dev. Coordinator/Technical Trainer  
 Tonya Hunt..... Accountant/Collections Manager  
 William Irons ..... Grounds Maintenance, SC  
 Stephanie Jacobs... Library Assistant  
 Eddie James..... Skilled Maintenance  
 Otis Jennings..... Maintenance  
 Lamar Johnson..... Maintenance/Mechanic (LH)  
 Lamar Jones..... Skilled Maintenance, SC  
 Lillia Kelly ..... Receiving Clerk  
 Bill Kennedy..... Workforce Technical Trainer/Instructor  
 Mary Ann Latham ..... ABE Intake/File Manager  
 Johnny Latham..... Unskilled Maintenance/Janitor (LH)  
 Janet Leonard..... Accounts Payable/Purchasing Clerk  
 Shelby Lindley..... Assistant Basketball Coach/RH Supervisor  
 John Corey Lock..... Athletic Trainer  
 Cynthia Logan ..... Office Manager, Academic Admin  
 Chuck Luke..... Skilled Maintenance  
 Cynthia Matthews ..... ABE Instructor  
 Linda McCool..... Office Assistant/NCIC Operator  
 Donald McKee ..... Telecommunications Technician  
 Greta Miller ..... MT&E Navigator (GT)  
 Craig Mitchell..... Skilled Maintenance  
 Savannah Monroe ..... Maintenance  
 Keith Moore ..... Maintenance  
 Bonola Morant ..... Bookstore/Marketing Clerk  
 Dana Mordecai ..... Manager, Administrative Office/Purchasing Assistant  
 Faye Morgan ..... Registrar/Director of Admissions  
 Michael Morgan... Assistant Women's Basketball Coach/RH Supervisor  
 Atlas Mumphard ..... Maintenance  
 Christine Mumphard ..... Library Clerk  
 Jarrod Parks..... Assistant Basketball Coach/Recruiting Coordinator/RH Supervisor  
 Nikki Patton..... Student Services  
 Della Phillips ..... Student Services Assistant  
 Pamela Phillips ..... Financial Aid Advisor  
 Josh Pruitt ..... Asst. Coach/Operations, Football/Coord. Intramural Sports/ Residence Hall Supervisor  
 Susan M. Reynolds ..... Telecommunications Technician  
 Rosemary Rice ..... Library Assistant  
 Jerry Roberson ..... Housekeeping Maintenance Supervisor  
 Mark Robertson ..... Maintenance, SC

Melinda Sciple ..... Registrar  
 Janis Spears..... Business Office Manager/Accounts Payable Manager/Purchasing  
 Clay Stafford.... Associate Golf Professional (LH)  
 Cathy Stennis ..... Financial Aid Counselor  
 Audrey Sullivan..... Bookstore Clerk  
 Mitzi Thompson ..... Director/West Point Center  
 Brenda Thornton..... Financial Aid Advisor  
 Lillie Thornton... Library Assistant  
 Richard Upton..... Skilled Maintenance  
 Kenisha Ussery.... Clerical Support Nursing  
 Mary Beth Vickers ..... Clerical Support, Workforce Services  
 Marcus Vowell ..... Mgmt. Info. System Resources Coordinator  
 Michael Wallace ..... Asst. Baseball Coach/Residence Hall Supervisor  
 Stan West... Workforce Technical Trainer/Instructor  
 Carla White..... Workforce Specialist, STEP Grant  
 Keidra White ..... AR Clerk  
 Elanthas Wicks ..... Applications Programmer  
 Ben Williams... Director, Physical Plant (SC)  
 Demetrice Williams.....CT Office Manager (GT)  
 Lametrius Williams ..... Maintenance  
 Larry Williams ..... Defensive Line Coach/Asst. Head Coach, Football  
 Roxanne Williams.....Accounts Receivable Clerk  
 Thomas Williams..... Grounds Supervisor  
 Willie Williams... Grounds/Maintenance  
 Leslie Williamson..... Business Office Clerk  
 Melissa Wilson..... ABE Instructor  
 Stephen Windish.. Assistant Chief/Lead Investigator of Campus Police  
 Marcus Wood ..... Coach, asst. Football/Weekend Supv./Instructor  
 Dorothy Woodards..... Maintenance  
 Rodney Woodards..... Shipping/Receiving/Inventory Coordinator/Security  
 Kyle Younger... Director, Physical Plant (GT)  
 Carolyn Young-Stringfellow ..... Admin. Asst. to Dist. F/A Director

**EAST MISSISSIPPI COMMUNITY COLLEGE**  
**STUDENT HANDBOOK 2014-2015**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords all students over 18 years of age certain rights with respect to the student's educational records to include students enrolled in distance learning. They are:

- The right to inspect and review the student's education records.

Students should submit to the Vice President of the Scooba Campus/Student Affairs a written request that identifies the record(s) they wish to review. The Vice President will make arrangements for access and notify the student within 45 days of the day the college receives a request for access of the time and place where the records may be reviewed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask EMCC to amend a record that they believe is inaccurate or misleading. They should write the Vice President, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If EMCC decides not to amend the record as requested by the student, EMCC will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EMCC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the East Mississippi Board of Trustees; or a person or company with whom EMCC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request from officials of another school or college in which a student seeks or intends to enroll, EMCC may disclose educational records without consent. Disciplinary actions affecting **attendance** is included in the student's record.

EMCC may also disclose, without consent, directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information **may not** include race, gender, Social Security Number, student identification number, ethnicity, or nationality.

- The student has the right to refuse to let EMCC designate any or all types of information about the student as directory information.

The student must notify the Vice President for the Scooba Campus/Student Affairs in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

EMCC may disclose directory information about former students without meeting these conditions.

- A parent of a student **over the age of 18** may access the student's educational records if the **student is claimed as a dependent for Federal income tax purposes**. If the student is claimed as a dependent on one parent's Federal Income taxes, access may then be granted to both the parent who claims the student as well as the parent who is not claiming the student. The parent may review the student's record but may not act on the student's behalf except in emergency situations.

To access the student's records, the parent must complete a Parental Request for Academic Information which may be provided by the Registrar upon parental request.

- A parent may access student information if the student is over 18 years of age and the student is not being claimed by either parent for Federal income tax purposes **only if the student is willing to release the information**. The parent may review the student's record but may not act on the student's behalf except in emergency situations.

For a parent to access student information when **the student is over 18 years of age and is not being claimed by either parent on Federal Income taxes**, the student must complete a Student Consent for Release of Records which may be provided by the Registrar upon student request.

- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-46058

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

When students choose to accept admission to EMCC, they accept the rights and responsibilities of membership in the College's academic and social community. Students are expected to uphold the College's values by maintaining a high standard of conduct. EMCC students have the same rights and protections under the Constitutions of the United States and the State of Mississippi as other citizens. As members of the EMCC community, students have the right to express their own views, but must also take responsibility for according the same right to others. Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin, race, religion, sex, or veteran status. EMCC is committed to providing students with a balanced and fair system of dispute resolution. Students are entitled to appropriate due process protections in all dispute resolutions.

### **STUDENT RESPONSIBILITIES**

Along with rights come certain responsibilities. Students at EMCC are expected to act consistently with the values of the College community and to obey all laws. Students have responsibilities to themselves, to others, and to the world around them. To uphold the shared values of the EMCC community, students are expected to:

**Embrace learning:** The faculty and staff are committed to students' academic success. In turn, they expect each student's best efforts and dedication to work, through class participation, active involvement in academic and extracurricular programs, and through the productive use of educational resources.

**Commit to civil behavior:** All members of the College are expected to respect others and their differences. Students should respect the College, its reputation, and their physical surroundings. Students need to recognize their duties as members of the EMCC campus, the EMCC district, the State of Mississippi, the United States, and the global community.

**Enhance personal development:** An EMCC education should develop students' ability to function as a contributing member of society. Service to others is a hallmark of EMCC and students are urged to enhance their own growth through volunteerism.

## **OWNERSHIP OF INTELLECTUAL PROPERTY**

This policy applies to all EMCC employees, students, and partnerships with external agencies into which the College enters. EMCC encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College, to enhance the teaching and learning environment, and to contribute to the betterment of the community. Intellectual property includes but is not limited to intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, and inventions. EMCC employees and students own all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created with College support.

In all cases, the EMCC Board of Trustees reserves the right to enter into contractual agreements for ownership of intellectual property at the recommendation of the President.

For further information on the guidelines related to this topic, consult the EMCC Policies and Procedure manual.

## **CAMPUS SERVICES AND RESOURCES**

### **STUDENT SERVICES AND RESOURCES**

Listed by office or department are services and resources available on each campus.

#### **Scooba Campus Switch Board:**

**662-476-5000**

#### **Golden Triangle Switch Board:**

**662-243-1900**

**Admissions:** (SC-Stennis Hall, 662-476-5041)

(GT-Student Services Building, 662-243-1920)

- Admission Questions
- Admission Application

**Vice President of Athletics:** (SC-Davis Building, 662-476-5068)

- Athletic Activities

**Business Office:** (SC-Wallace Hall, 662-476- 5072)

(GT-Student Services Building, 662-243- 1906)

- Student Accounts
- Parking Decals
- Student ID's

**Financial Aid:** (SC-Wallace Hall, 662-476-5078)

(GT-Student Services Building, 662-243-2643)

- Loans, Grants, Aid
- Scholarships
- Work Study

### **STUDENT LIFE INFORMATION**

#### **STUDENT ORGANIZATIONS**

Clubs and organizations are a vital part of the college experience, and students are encouraged to participate. Organizations promote leadership, scholarship and community involvement.

**AMATEUR RADIO CLUB** is to further the exchange of information and cooperation of members, to promote radio knowledge, fraternalism, and individual operating efficiency.

**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** is a national organization that offers Information Technology (IT) students participation in leadership and education through partnerships with industry, government, and academia.

**BAND** provides concerts, halftime shows at football games and participates in many community parades and activities.

**CHEERLEADER SQUAD** function is to instill pride and commitment to excellence at the college and community. Audition for the squad is held during the spring semester of each year.

**CHOIR** is open to any student interested in singing. Choir members earn a credit each semester. The choir performs at a variety of functions and events throughout the year.

**COLLEGIATE DECA** is a national organization of students enrolled in Marketing Technology and Fashion Merchandising Technology which develops leadership in the fields of marketing and merchandising.

**AMERICAN DRAFTING AND DESIGN ASSOCIATION** is a professional organization comprised of industry draftspersons with educational chapters. This organization sets standards and certifications for its members. The ADDA is recognized nationally as the leader in the Drafting and Design industry

**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 those who plan to make forestry their career.

**FUTURE EDUCATORS OF AMERICA** gives the members the opportunity to network with other education majors and association with individuals currently in the profession. Training is provided on teacher education program certification requirements, requirements of Praxis testing and test preparation for Praxis I, and access to resources.

**HEALTH OCCUPATION STUDENTS OF AMERICA** is a national organization comprised of Health Occupations Students. Members compete on the state and national levels.

**MISSISSIPPI ORGANIZATION OF ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION (MOSA)** is a chapter of the Mississippi Organization of Associate Degree Nursing (M-OADN). This organization strives to promote nursing at the local, state and national levels. Students have an opportunity to work on service projects both locally and statewide. Any student enrolled in an Associate Degree Nursing program is eligible for membership.

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



**PHI BETA LAMBDA** is a national Collegian organization of students enrolled in business subjects. It seeks to develop business leadership, to increase interest and understanding in the choices of business occupations, and to encourage improvement in scholarship.

**PHI THETA KAPPA** is an international society for two-year Colleges and is the official honorary recognized by the American Association of Junior and Community Colleges. The college chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides opportunity for leadership and service. Invitations are extended to academic and technical students who make the President's List (3.5 GPA) on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

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

**SIGMA PHI SIGMA** (Mu Chapter) is a national mortuary science fraternity. The purpose is to promote knowledge, professionalism, and fellowship among funeral service majors.

**STUDENT CHRISTIAN FELLOWSHIP** is the campus organization for Christian students. Its purpose is to provide a fellowship of study, prayer, and discussion for students on campus.

**STUDENT GOVERNMENT ASSOCIATION** is comprised of elected representatives of the student body and serves as the voice of the students. The SGA plans activities, encourages student discussion of campus concerns, presents recommendations, and acts in an advisory capacity to the students.

**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.

### **THE CULTURE OF EMCC**

Any institution has certain aspects of its activities that make up its unique "culture" or tradition. The following are some examples:

#### **HOMECOMING**

One of the big events for the College each fall is the week of Homecoming. Activities are scheduled all week to involve students, faculty and alumni. The week is culminated with the Annual Homecoming Football Game, crowning of Homecoming royalty, Distinguished Service Award, Alumni of the Year Award, Post-game Reception for Alumni, and annual Alumni meeting.

#### **BEAUTY REVIEW CONTEST**

Students each year compete in the Beauty Review Contest in which talent and appearance determine students chosen for the honors.

#### **PINE GROVE FESTIVAL**

Each spring, EMCC celebrates the "Pine Grove Festival," including arts and crafts shows, musical entertainment, and assorted other activities that involve the students, faculty and community in a celebration of the Arts.

## **BLACK HISTORY WEEK**

Students need an appreciation of where their heritage may originate and how cultural and societal forces make them “who they are.” African American heritage is celebrated in College-wide activities during the week.

## **INTRAMURALS**

The intramural sports program at EMCC is designed to allow students the opportunity to participate in a variety of activities oriented to physical exercise and appreciation of sports. The programs are voluntary and open to all students at the Scooba Campus. Areas such as flag football, volley ball, basketball, board games, softball, and other sports are represented. For additional information, contact the Director of Student Activities.

## **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 togetherness within the student body. At East Mississippi Community College, football, men and women’s basketball, baseball, golf, men and women’s soccer and women’s softball teams participate on an intercollegiate basis.

## **ANNOUNCEMENTS & ACTIVITIES**

**Scooba Campus** - On the Scooba campus, important announcements and planned activities are posted on bulletin boards in the Food Court, Student Center, Hawkins Career-Technical Building, Gilbert-Anderson Hall, Women’s Honors Dorm, and John C. Stennis Hall.

**Golden Triangle Campus** - At the Golden Triangle Campus, announcements are posted on the bulletin boards in the main hallways and the marquee at the campus entrance.

**Announcements may be sent via Leo, the EMCC internal information website portal.**

**Note: Any items posted on bulletin boards must be approved by the administration.**

## **CLUB COMPETITION - FIELD TRIPS**

During the school year, students are given the opportunity to leave the school campus for field trips or to represent the school in club competitions, intercollegiate sports, or other activities. Students are expected to abide by all regulations while on campus and while representing the College at off-campus activities. Additional program guidelines must be adhered to if applicable.

## **COUNSELING SERVICES**

The counseling services of East Mississippi Community College are dedicated to the purpose of providing assistance to all students in making educational, career-technical, and personal decisions related to their educational goals. Counseling services are available to all students, full-time or part-time. Counseling Center hours are from 8:00 a.m. until 4:30 p.m. Mon - Thur and 8:00 a.m. until 3:00 p.m. on Friday.

## **INSTRUCTIONAL COUNSELING**

Academic counselors offer assistance in the areas of academic advisement, academic difficulty, transcript evaluation, and transfer information to four-year institutions. Additionally, students are assigned academic faculty advisors based on their area of study. Career/Technical counselors assist students with program and career advisement, career information and assessment. Career interest inventories are available to all students (career/technical and academic). Instructors assist with program specific advisement and placement. Students interested in Work Based Learning and Job Placement opportunities are encouraged to contact Linda Gates at 243-1978 on the Golden Triangle Campus and Maggie Dale at 662-476-5048 on the Scooba Campus.

## **PERSONAL COUNSELING**

Referral lists are available in the counseling offices for students in need of personal and/or professional counseling. Additionally, educational materials on a variety of personal health (mental, emotional, physical) issues are available to students.

## **CAFB, MNAS and ONLINE**

CAFB and MNAS students are provided academic advisement by the professional staff at their extension and may participate in the other counseling services at the Scooba and Golden Triangle campuses. Online students are afforded all the counseling services through the traditional avenue and are encouraged to make an appointment with the appropriate counselor and/or visit the counseling centers when on campus.

## **TRANSFER AND JOB PLACEMENT FAIRS**

During the fall semester a Transfer Fair is held on the Scooba and Golden Triangle campuses. Students are provided the opportunity to receive first-hand information from the state's four-year universities and colleges. The Job Placement Fair is held each spring semester on the Golden Triangle campus. This allows businesses and students the opportunity to interact concerning job and career opportunities. Additionally, four-year colleges and universities participate.

## **DISABILITY SERVICES**

East Mississippi Community College seeks to comply with the letter, intent and spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Section 504 and ADA require institutions not to discriminate against students with disabilities and to make all offerings and programs of the College accessible. East Mississippi Community College provides reasonable accommodations for students with disabilities through Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation.

Students should schedule an appointment with the designated DSS staff member on their respective campus to establish a plan for reasonable accommodations and services.

Scooba Campus: Maggie Dale (662) 476-5048 or (662) 476-5000

Golden Triangle Campus: Cathy Kemp (662) 243-1979 or (662) 243-1900

## HEALTH SERVICES

### **SCOوبا CAMPUS**

Student Health Care Services are made available to all students through an agreement for services between EMCC and the Scooba Family Medical Clinic, located in Scooba, MS. A pre-paid health fee will entitle a student of East Mississippi Community College to the following services at the Scooba Family Medical Clinic:

- Unlimited office visits at no cost during the semester.
- Prescribed injections (patient's own meds) at no cost.
- All lab procedures such as injection from clinic stock, suturing, blood work, etc. will be charged to the patient on a sliding fee scale, if they are not covered under any insurance, CHIPs, Medicaid/Medicare program.
- If the patient has insurance, CHIPs, Medicare/Medicaid coverage, claims will be filed as a courtesy and that patient will be removed from participation in this program.
- Nursing Students and athletes' physicals will be provided, or assistance given, at no cost (except when lab fees are incurred, sliding scale will apply).

East Mississippi Community College will collect a \$30.00 Health fee at registration each semester. The Health Fee will be mandatory for all residence hall students and optional for all commuting students. This plan can only be joined and paid for during registration.

**In case of minor injuries** first aid services/supplies are available in the Academic Dean's Office - Stennis Hall; Business Office - Wallace Hall; President's Office - Administration Building; Asst. Director's Office - Hawkins Career-Tech Building; Residence Hall Supervisors' apartments; and Security Department's Office. In the event of an emergency, students should contact the College staff available or the nearest administrative office. If it is determined by College officials that the situation needs emergency professional care, College officials will contact appropriate emergency services to transport the injured party to the nearest hospital.

#### **Emergency Telephone Numbers: (Scooba Campus)**

Scooba Campus	(662) 476-5000
Campus Police	(662) 386-8011, or (662) 476-5000
Ambulance/Sheriff/Police/Fire Dept.	911

### **GOLDEN TRIANGLE CAMPUS**

**In case of minor injuries**, first aid service/supplies can be found in all shops and in the administrative offices. In the event of a serious injury, the instructor or office manager should contact the administrative office, the Student Services Department, or someone at the emergency numbers listed below. The injured person should never be moved or left alone if at all possible.

If administration or appropriate staff determines the situation needs emergency professional care, the injured party should be taken to Baptist Memorial Hospital - Golden Triangle in Columbus as soon as possible. If the need for an ambulance arises, Baptist Memorial Regional Medical Center should be called.

## **Emergency Telephone Numbers: (Golden Triangle Campus)**

Switchboard	243-1900
Campus Police	243-1990, 1900
Ambulance/Sheriff/Police/Fire Dept.	911

## **TITLE II OF PUBLIC LAW 101-542** **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

### **CAMPUS POLICE**

The Campus Police Department is the unit or department responsible for law enforcement, security and emergency response at EMCC. The office is located in the two story building next to the President's House on the Scooba Campus and at the main campus entrance on the GT Campus. To report a crime or emergency, call the Campus Police Department at (662) 386-8011 or (662) 476-5000. The Golden Triangle number to report a crime or emergency is (662) 243-1900 ext. 1979, 1956, or 1957.

The law enforcement officers of the Campus Police Department receive their police authority via the provisions of 37-29-275 of the State Statute of Mississippi Code.

The primary duty of the Campus Police of East Mississippi Community College is to protect the students, staff, visitors and their property. At the same time, officers must monitor the student body and ensure compliance with the rules and regulations set forth by East Mississippi Community College.

The Campus Police Department maintains a close working relationship with the Kemper County Sheriff's Office, local, state and federal law enforcement agencies and all appropriate elements of the Criminal Justice System. The Campus Police Department provides twenty-four (24) hours a day patrol to the Scooba Campus and GT Campus and security in the residence halls. Campus Police officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of federal and state laws, rules and regulations of the College and all other incidents requiring security assistance.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, or staff member. For Scooba Campus emergencies call: 662) 386-8011. Golden Triangle Campus emergencies call (662) 243-1900 Ext. 1990, 1979.

Numerous efforts are made to inform members of the campus community on a timely basis about campus crime and crime related problems. These efforts include the following:

- **Annual Report:** A comprehensive annual report of crime related information is compiled and available to any member of the campus community upon request.
- **Special Alerts:** If circumstances warrant it, special printed crime alerts are prepared and distributed either selectively or throughout the campus.

A copy of the Crime Awareness and Campus Security Report is available upon request from the Vice President of Student Services/Affairs (662-476-5000) or the Dean of Students (662-243-1979).

## **BOOKSTORE**

**SCOOPA CAMPUS** - The bookstore is located in the F.R. Young Student Union. The Scooba Campus Bookstore normal operating hours are 7:30 a.m. to 4:00 p.m. Mon - Thur and 7:30 - 3:00 on Friday.

**GOLDEN TRIANGLE** - The bookstore is located in the rear of the Aaron Langston Student Center. Normal hours of operation are 7:30 a.m. - 6:00 p.m., Mon. - Thur., 7:30 a.m. - 3:00 p.m., Friday.

All necessary books and most supplies may be purchased during and after registration. In order to purchase books students must have a current EMCC ID, pink slip and class schedule or MSVCC student profile.

During the first week of each semester, students have three (3) days from the first day of class to return a book provided the book is still in the plastic wrap and the student has the receipt. Books purchased after that time can only be returned within three days from the date the book was purchased provided the book is still in the plastic wrap and the student has the receipt.

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.

## **FOOD SERVICES**

**Scooba Campus** - The Cafeteria in the F.R. Young Student Union serves nineteen meals per week on an all you can eat basis. The meal plan is required of all resident students. Commuter students can purchase meals on an individual basis. The Cafeteria is also open to the general public for all meals. Hours will be posted each semester.

**Golden Triangle Campus** - The GRILL 155 is located in the Student Center and serves breakfast and lunch meals Monday through Friday from 7 a.m. - 2 p.m.

## **LIBRARY**

The East Mississippi Community College libraries contain a wide selection of reference materials and other traditional library holdings necessary to complement the educational program. They are closed on official school holidays.

Normal hours of operation for the **Scooba Campus Library** are:

8:00 a.m. - 9:00 p.m.	Monday - Thursday
8:00 a.m. - 4:30 p.m.	Friday
3:00 p.m. - 9:00 p.m.	Sunday

Normal hours of operation for the **Golden Triangle Campus Library** are:

7:30 a.m. - 9:00 p.m.	Monday - Thursday
7:30 a.m. - 4:30 p.m.	Friday

**COMPUTER LAB** - Students must have a current ID to be able to use the lab. All students must open their

own accounts and remember their passwords.

**CIRCULATION** - Students, faculty, and staff may check out books for a two-week period. A fine of twenty-five cents per day is assessed for each day that a book is overdue. Renewal is permitted provided that the book is returned to the circulation desk.

**RESERVES** - Reserve books may not be removed from the library. EMCC Library Web Page address is as follows: <http://www.eastms.edu/students/library>

**AGREEMENTS WITH OTHER AREA LIBRARIES** - The EMCC Libraries are members of the Mississippi State University-led Mississippi Library Partnership. Current students may check out from any of the Consortium libraries in person or by computer. Student library accounts can be accessed through the EMCC Libraries' online catalog by entering their student ID.

**FOOD, DRINKS, TOBACCO PRODUCTS, AND THE USE OF CELL PHONES ARE PROHIBITED IN THE LIBRARY. SCHOOL-RELATED WORK TAKES PRIORITY OVER SOCIALIZING AND ENTERTAINING IN ALL AREAS OF THE LIBRARY, INCLUDING THE COMPUTER LAB.**

**AUDIO/VISUAL MATERIALS AND EQUIPMENT** - These materials are available for student and faculty use. Students must use these materials in the library.

**ONLINE DATABASES** - Access to databases is through the EMCC Libraries' home page. If a student is using online databases from off-campus, a password is required. There are numerous handouts on the use of the databases, and students may also telephone or email the library for further assistance.

**LOST AND DAMAGED BOOKS** - Reporting a book lost does not relieve the borrower of the responsibility for that book. The borrower is charged the cost of replacing the book plus a \$4 processing fee, and any accrued fines, not to exceed \$10 per book. Any book damaged to such an extent that the binding and pages are completely ruined is considered a loss to the library because it cannot be rebound. The borrower is assessed the cost of replacing the damaged book plus a \$4 processing fee, and any accrued fines, not to exceed \$10 per book. If the book is damaged, but can be rebound, the borrower is assessed the cost of rebinding.

**CONDUCT** - The library is a place for reading and study. Students should conduct themselves in a manner which is conducive to quiet study. Violators may be instructed to leave the library. For more serious or repeated infractions, a student may be required to surrender his/her College Identification Card.

### **STUDENT MAIL**

**Scooba Campus** - Resident students will pick up mail at the Davis Administration Switchboard. Address for students is:

Name of Student  
EMCC Student Mail  
P.O. Box 158  
1512 Kemper Street  
Davis Administration Building  
Scooba, MS 39358

### **STUDENT CENTERS**

**Scooba Campus** - Hours are ordinarily 8:00 a.m.-10:00 p.m. weekdays, and Sundays 3:00 p.m.-10:00 p.m.

**Student Center Golden Triangle Campus** - Hours are from 8:00 a.m.-9:00 p.m. M-Th and 8 a.m. - 3:00 p.m. on Fridays.

### **STUDENT ACTIVITIES CENTER**

Scooba Campus -The Student Activities Center is open for monitored student activity use from 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 9:00 p.m., Monday - Thursday. These times and days are subject to change. Any modifications of the scheduled times and days will be posted.

### **TRAFFIC REGULATIONS**

Students operating motorized vehicles on school premises shall do so in accordance with Mississippi traffic laws and such rules and regulations as may be formulated by College officials. All students, faculty, administration, and staff must register and purchase a decal for vehicle operation on campus at the time of school registration. The student decal is to be affixed to the left rear window or bumper.

Decal cost is \$15 per school year and decals are non-transferable. **Each vehicle must have a separate decal.** Temporary decals are free but are valid for only two weeks in a semester.

Regulations:

1. Failure to register a vehicle will result in issuance of a ticket to the offending party.
2. Parking is not permitted:
  - on any sidewalk
  - on any grassed area (including road side areas unless designated for parking)
  - in a loading/unloading zone
  - in any driveway
  - in any designated no-parking zone
  - in a double or multiple manner
  - in any manner that obstructs traffic
  - in areas designated for staff and faculty without proper decal
  - in Disabled Parking areas without Disabled tag, hanging decal, proper documentation
3. Vehicles should not be driven in excess of 15 mph on the Scooba Campus and 10 mph on the Golden Triangle Campus.
4. Pedestrians have the right-of-way on campus; however, they must exercise caution when crossing high traffic areas.
5. Driving in a reckless manner is prohibited. All traffic signs on campus are to be obeyed.
6. Registered students are responsible for their vehicles on campus.
7. All accidents should be reported immediately to Campus Police. All accident report forms must be completed by Campus Police. Failure to report accidents may result in loss of privilege to make a claim on the student's accident insurance program and also may result in disciplinary action.
8. If a vehicle is to be left on the Golden Triangle campus after normal hours, Campus Police must be notified.
9. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.
10. EMCC reserves the right to remove, impound and/or immobilize any illegally parked (pursuant to



traffic regulation #2) or abandoned vehicle on campus (a vehicle shall be deemed abandoned after it remains in a location four consecutive weeks). In such cases the registered owner will be responsible for all costs involved, and EMCC will not be liable for damages to the vehicle occurring during the removal, impoundment, or immobilization.

11. Any damages to a vehicle caused by passing over speed-breakers will result in no liability to EMCC.
12. Residential students may not drive to class during the day.
13. Access to the campus will be limited during closed campus hours and during emergencies. Between 11:00 p.m. and 6:00 a.m. anyone must enter and exit the campus using the Highway 16 entrance under the archway. Failure to enter/exit campus using the Highway 16 entrance between the hours of 11:00 p.m. - 6:00 a.m. will result in disciplinary action.

### **PROCEDURES FOR PAYING TICKETS**

1. Tickets are to be paid in the College Business Office.
2. Students with outstanding tickets will suffer the following penalties:
  - a. Students will not receive diplomas.
  - b. Students' transcripts will be held.
  - c. Students will not be allowed to register until account is cleared.

### **STUDENT CODE OF CONDUCT**

Enrollment at EMCC entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code of conduct. All members (students, faculty/staff, administrator, etc) of the College community are expected to contribute to a positive campus environment conducive to the educational goals and objects. To be successful, all members of the College community must abide by the following:

1. Cooperate with the College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state and federal laws and regulations and all East Mississippi Community College policies.
5. Give accurate and complete information for all official records required by the College.
6. Have the College Student Identification card at all times while on College property. A student enrolled in East Mississippi Community College assumes responsibility for conduct compatible with the functions and the processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded individuals, some actions are considered inappropriate in an institution of higher education.

### **INAPPROPRIATE CONDUCT INCLUDES:**

1. Obstruction or disturbance of teaching, administration of the College or other College activities on or off College properties.
2. Failure to comply with the directives of College officials acting in the performance of duties.
3. Forgery, alteration, misuse of and/or theft of College documents, records, means of identification, e-mail and other electronic information.
4. Physical abuse of any person on College-owned or controlled property at College-sponsored or

- supervised functions that threatens or endangers the health or safety of any such person.
5. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking and use of e-mail to intimidate, harass, terrify, annoy or offend.
  6. Theft or damage of property of the College or to the property of a member of the college while said property is on the College property.
  7. Violation of copyright laws associated with print, audio/video and computer software materials.
  8. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons with the intent of bodily harm on any individual or damage of a building or grounds of College property.
  9. Use, possession or distribution of illegal drugs, alcohol and other substances on campus or at any College or at any College-sponsored activity (home or away). No tobacco use in class.
  10. Unauthorized use of the computers for the purpose of compromising computer systems or network security.
  11. Plagiarism or behavior involving academic dishonesty.
  12. Profanity, gambling, loitering and other behaviors deemed as inappropriate are not allowed on campus.
  13. Any attempt to tamper with or falsely activate fire alarms or other protective equipment is strictly prohibited and may include criminal charges.
  14. Pets on campus are strictly prohibited.
  15. Public display of affection is strictly prohibited on campus and at any activity of the College.
  16. Unauthorized tampering or entry into any building, vehicle, or private property of the College, students, faculty/staff or authorized visitors is prohibited.
  17. Smoking is prohibited in all buildings including residence halls.
  18. Electronic devices (cell phones & others) used without permission in classrooms is strictly prohibited.
  19. During fire or tornado alarms, all students must leave their rooms. During a fire alarm all students must leave the building. During a tornado alarm, all students must come to the bottom floor safe area.

While the above list includes the types of behaviors and activities deemed to be in violation of the Code of Conduct, **the list is not intended to be all inclusive.** Students failing to abide by the Student Code of Conduct are subject to disciplinary action. **It is the responsibility of the student to know and abide by the code of conduct.**

Disciplinary action imposed on students in violation of the Code of Conduct is based on the severity of the infraction.

**Disciplinary action may include one or more of the following:**

- **Disciplinary Probation**
- **Monetary fines**
- **Dismissal from a class or program**
- **Expulsion**

### **CELL PHONE POLICY**

- 1<sup>ST</sup> offense - Student should be given a warning by instructor and the warning should be submitted to the Dean of Instruction.
- 2<sup>nd</sup> offense - Student will be referred to the Dean of Students and will be fined.
- 3<sup>rd</sup> offense - Student will be referred to the Dean of Students and the fine will be increased.
- 4<sup>th</sup> offense - Student will be administratively withdrawn from the class with current grade expressed

with the appropriate "W".

## **PLAGIARISM POLICY**

- 1<sup>ST</sup> offense - Student should be given a zero for the assignment and the document should be forwarded to the Dean of Instruction where the student will be placed on instructional probation.
- 2<sup>nd</sup> offense - Document should be forwarded to the Dean of Instruction. Dean of Instruction will forward both offenses to the Dean of Students and the student will be administratively withdrawn from the course for that semester.
- 3<sup>rd</sup> offense - Student will be referred to the Dean of Students and student will be dismissed from EMCC.

## **DUE PROCESS FOR STUDENTS**

Students have the right to appeal following the Judicial Process. Students will receive a written verification of their violation and the disciplinary action to be imposed. The student has the right to appeal the disciplinary action to the Judicial Council. A standing Judicial Council for each campus is appointed by the College President. The Council is comprised of 5 members of the administration/faculty and 2 students.

The steps are:

1. The student must file a written request with the appropriate administrator as designated in their disciplinary letter within 3 days of receiving written notice, stating the grounds for the appeal.
2. The appropriate administrator will notify the student forty-eight hours in advance as to the time and place of the appeal hearing.
3. The Judicial Council will conduct the appeal by parliamentary procedures with the following policies, procedures and rights in effect for all cases.
  - a) Minutes of the proceeding will be taken. A tape recorder may also be used. The minutes are on file in the appropriate administrative office on each campus.
  - b) The chairperson in the presence of the student will present the charges and evidence to support the charges.
  - c) The student may present their case with the aid of witnesses.
  - d) The student may be accompanied by an advisor. If the advisor is an attorney, the VP of Student Services must be notified 48 hours prior to the hearing.
  - e) The student, not the advisor, is responsible for presenting their case.
  - f) All individuals appearing at the hearing will be asked to sign a statement attesting to the truth of their statement.
  - g) The Council will be responsible for deciding on the guilt or innocence of the accused and if the disciplinary action imposed was appropriate. The decision is based solely on the facts presented; the committee will not have advanced notice of any facts (only the chairman).
  - h) After hearing all evidence, the Council will deliberate in executive session. All decisions are by majority vote and the chairman only votes if there is a deadlock.
  - i) The decision of the Council will be given to the student in writing.
  - j) All hearings will be closed to the public.
4. The student has the option of accepting the Council's decision or appealing to the Office of the President. An appeal to the President must be a written request within three (3) days of the Council's notice stating the grounds for the appeal.
5. The President's review of the student's appeal will be on the record alone, the student has no right of appearance or presentation.

6. The decision of the President will be the final appeal at EMCC. The student will be notified of the decision in writing.

**ADMITTANCE OF STUDENTS**  
**PREVIOUSLY DISMISSED FROM EMCC FOR DISCIPLINARY REASONS**

Students who previously attended EMCC and were dismissed from EMCC and/or student housing for disciplinary reasons must be approved by a special review committee for re-admittance to the College.

**DRESS CODE**

Students are to dress appropriately during regular class hours and on visits to the library, food court, student center and any College sponsored event. Appropriate dress is shirt and long pants or modest shorts for male students and long pants (or modest shorts) with shirts or blouses for female students. Students are not to wear pants where the waistband falls below the waist and under garments are visible. Dresses or long pants or modest pants with blouse/shirt are appropriate female attire. This policy applies to all occasions other than when activity shorts are required class attire. Shoes must be worn at all times other than in the resident hall or the immediate area surrounding the resident hall. Students wearing clothing deemed inappropriate or offensive will be asked to change to more appropriate wear. This includes but is not limited to tank tops, pajamas, and any clothing that promotes the use or consumption of alcohol and/or any illegal substance. Additional requirements may apply to CT students due to safety requirements or identifications requirements in clinical settings.

**NON-STUDENTS ON CAMPUS**

Any and all persons with no legitimate reason for being on College property are subject to relevant local, state and Federal laws.

EMCC students are responsible for the actions of any one visiting them on campus.

Children left unattended in personal vehicles or on College property are considered endangered and the appropriate local legal and/or protective agencies will be contacted.

**CONDUCT WHEN REPRESENTING THE COLLEGE**

All rules and regulations of the school shall remain in effect during the entire time that students are away from the campus and participating in any College-sponsored activity. During this time, students are representing this institution and will act accordingly. Any infraction of the rules and regulations as set forth in the Student Handbook, and those deemed necessary by the instructors/advisors, will be grounds for immediate disciplinary action.

Depending on the severity of the infraction, the student may be suspended from that function and be subject to disciplinary action. Upon securing the most economical transportation to the home campus for said student, the instructors/advisors will no longer be held liable or responsible for said student.

Upon returning to the campus, that student may be dismissed from that class or course with the option for termination once due process has been afforded the student.

## **STUDENT I.D. CARD**

An ID card is issued to each student as part of the registration process. No charge is made for the first card issued. The replacement cost is \$5. The ID card must be surrendered to any College official upon request and upon withdrawal from school. **The ID must be worn on a visible location of one's person at all times when on college property.** Students without a visible ID card will be subject to \$25 fine.

The card is needed for the following purposes:

1. For proof that you are a current student.
2. Admission to on-campus College sponsored activities.
3. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Community & Junior College Conference at student rates.
4. Identification at Business Office, Campus Bookstore, Campus Security Office, Financial Aid Office, Campus residence hall, Library, and Food Court.

## **ALCOHOL AND DRUG POLICY STATEMENT**

EMCC is greatly concerned with the health and well-being of its students. EMCC is committed to providing and maintaining for its students an environment in which they may flourish, excel, and attain their individual goals and standards of achievement. It is the position of EMCC that the use and/or abuse of alcohol or illegal drugs by its students on EMCC owned or controlled property or in association with EMCC related activities is inconsistent and incompatible with the purpose and mission of EMCC. Therefore, it is the policy of EMCC that any possession, consumption, manufacture, or distribution of alcohol or illegal drugs is prohibited.

If students of EMCC should experience problems or crises that are alcohol or drug related, they are encouraged to seek confidential assistance through a local community counseling center. For more information on available counseling services, contact the counseling center.

Any student failing to observe the EMCC Alcohol and Drug Policy will be subject to the imposition by EMCC of sanctions in accordance with local, Mississippi, and federal law. For EMCC students, these sanctions may include suspension or expulsion. In addition to sanctions, any EMCC student found in violation of the EMCC Alcohol and Drug Policy may be referred to the appropriate authorities for prosecution.

The following acts of conduct constitute grounds for sanctions against EMCC students:

1. Use, possession, under the influence of, manufacture or distribution of alcoholic beverages, barbiturates, narcotics, or other illegal drug substances such as marijuana or LSD, on EMCC owned or EMCC controlled property or in association with EMCC related activities;
2. Disorderly, licentious, obscene, lewd, or indecent behavior or expression performed on EMCC owned or controlled property or in association with EMCC related activities;

3. Any violation of local, Mississippi, or federal laws regarding illegal drugs or alcohol.

EMCC Administration personnel have the authority to review and investigate any allegations made against an EMCC student concerning alcohol or drug possession, manufacture, or use/abuse. If an EMCC student is determined to have possessed, manufactured, or used/abused alcohol or illegal drugs, that individual will be subject to disciplinary or administrative hearings, and that individual will be required to submit to an alcohol or drug treatment program, or to specialized counseling. Medical expenses, lab fees, and further treatments costs will be the responsibility of the student.

If a student is suspended or expelled, he/she will be considered for readmission following counseling and/or appropriate treatment. An appeals process is available to any student who desires additional consideration of an action taken against him/her. (Note: Federal law states that students found guilty of engaging in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance during the period covered by all Title IV funds [financial and] will lose the right to obtain any future Title IV funds.

Students suspended or expelled under the EMCC Alcohol and Drug Policy may be eligible for re-admittance at the discretion of EMCC.

Rooms, vehicles and persons are subject to search while on EMCC property. Drug dogs may be used in searches of EMCC property including parking lots.

### **Non-Discrimination and Anti-Harassment Policy and Grievance Procedures**

#### **General statement of policy**

East Mississippi Community is committed to providing all students and adults with a safe and supportive school environment. Members of the college community are expected to treat each other with mutual respect.

It is hereby the policy of East Mississippi Community to oppose and prohibit discrimination based on age, race, color, religion, national origin, marital status, sex or disability. Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy.

East Mississippi Community College shall investigate all complaints of discrimination and/or harassment; formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Procedure to file a grievance based on discrimination or harassment is as follows:

Complaints should be addressed to the Vice President of Student Services, P.O. Box 158, Scooba, MS 39358, telephone (662) 476-5000, who has been designated to coordinate such compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint must be filed within ten (10) working days after complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance

procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by a person designated by the President. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the person so designated in No.3 and a copy forwarded to the complainant no later than twenty (20) working days after its filing.
5. The coordinator shall maintain the files and records of East Mississippi Community College relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within five (5) working days to the coordinator who will remand the complaint to a grievous committee made up of five (5) faculty/staff members and is assigned at the beginning of the year by the Vice President for Student Services.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA (Americans with Disabilities Act) complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that East Mississippi Community College complies with and implements the appropriate regulations.

### **Retaliation**

It is a separate and distinct violation of this policy for any member of East Mississippi Community College's community of faculty, staff and students to retaliate against any person who reports alleged discrimination or harassment. Further it is also a violation of this policy to retaliate against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such discrimination or harassment. It is possible to have violated this anti-retaliation provision even if the underlying complaint of discrimination or harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation or reprisal and may be addressed through application of the same reporting, investigation, and enforcement procedures as for discrimination and/or harassment. In addition, a person who knowingly makes a false report may be subject to the same action that East Mississippi Community may take against any other individual who violated this policy. The term false report refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of discrimination or unlawful harassment.

### **Consequences**

Any college employee or student who is found to have violated the discrimination, harassment, or retaliation policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, expulsion, transfer, termination or discharge.

## **Reporting**

Any college employee, who observes, overhears or otherwise witnesses discrimination or harassment, which may be unlawful, or to whom such discrimination or harassment is reported, must take prompt and appropriate action to prevent its reoccurrence.

## **FIREARMS AND WEAPONRY POSSESSION POLICY**

East Mississippi Community College recognizes that the possession of firearms (including handguns) or other weapons on school premises or at school functions by other than duly authorized law enforcement officials create unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of damage to properties of EMCC, employees, students, visitors, and guests. Therefore, EMCC prohibits the possession of firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether the possessor of the weapon has a valid permit to carry the weapon.

## **HOUSING**

The College maintains six residence halls and thirty cottages on the Scooba Campus which house approximately 600 students. These residence halls are air conditioned and equipped with furniture and utilities essential for comfortable living. Students must provide their own linens, pillows, and toilet articles. A person desiring residence hall accommodations must submit a \$100.00 room deposit with the Application for Student Housing to the Student Services Office at the College. The deposit is used to guarantee the student dorm room reservation. The deposit is **non-refundable** should the student not attend after securing a reservation. After moving into the residence halls, the deposit will remain on file until the student discontinues participation in campus housing. The student will be refunded the entire room deposit, provided there are no charges for damages or other debts to the College and providing the student completes a Housing Withdrawal Form with the residence hall supervisor, Director of Student Housing or the Vice President of Student Services. Request for refund is made to the Director of Student Housing or the Vice President of Student Services Office.

To apply for student housing, a student must obtain a Housing Application Form from the Director of Student Housing and pay the proper fees to the Business Office. No student will be allowed to reside in College housing for more than six semesters without approval of the Residence Hall Appeals Committee.

In the event of limited residence hall space, Mississippi residents will be given first preference. A limited number of out-of-state residence hall spaces will be reserved to coincide with scholarship limits for non-residents as established by the MACJC.

## **ACADEMIC REQUIREMENTS FOR RESIDENCE HALL STUDENTS**

All students must be enrolled in and maintain a minimum of 12 semester hours of traditional face-to-face courses to live in the residence hall. Other combinations of traditional face-to-face and online loads equal to 12 hours or more will be considered as appropriate. Any student who is enrolled at EMCC must maintain a cumulative 1.5 GPA or better at the end of their first semester to be eligible for campus housing. At the end of



the second semester, a cumulative GPA of 1.75 or better must be met for housing eligibility. All resident hall students who are in non-compliance with these GPA standards at mid-term (9 weeks) will be sent a written warning of their residence hall status. Notification of non-compliance of these regulations will be made by the Director of Student Housing. Any student in non-compliance with the GPA requirements at mid-term will be required to attend counseling and study aid programs two nights a week under the direction of assigned staff. The study aid program schedule will be posted in residence halls and classrooms in advance of such times. Students attending the study aid programs will be allowed a maximum of two unexcused absences. Any student exceeding two unexcused absences will immediately lose housing privileges. The Dean of Student Services will determine if an absence is excused or unexcused. While attending the study aid programs, any student who is disruptive and/or presents a disciplinary problem will immediately lose housing privileges and may receive additional sanctions depending on the violation(s). If students at the end of the semester are in non-compliance, they will lose campus housing privileges until their cumulative GPA is 1.50 or above. Any person may appeal dismissal from campus housing by doing so in writing to the Director of Student Housing or the Dean of Student Services. Any appeal by a student not meeting these requirements will be directed to the Residence Hall Appeals Committee which will be designated by the President.

### **GENERAL HOUSING GUIDELINES & REGULATIONS**

In order to protect the rights of each individual and to ensure protection of College property, there must be certain guidelines for all to follow. **FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE: DISCIPLINARY PROBATION, MONETARY FINES, DISMISSAL FROM RESIDENCE HALL, AND EXPULSION.**

1. Residents of the College residence halls must be enrolled in at least 12 hours of traditional face-to-face courses to live in the residence hall. Other combinations of traditional face-to-face and online loads equal to 12 hours or more will be considered as appropriate. All resident students of the college must maintain at least 12 semester hours throughout the entire semester.
2. Each resident is responsible for the College property assigned to them. Neither furniture nor equipment should be removed from your room without first securing permission from the Director of Student Housing or the Vice President of the Scooba Campus. Each room occupant will be held accountable for all room furniture and fixtures and all suite occupants will be held accountable for all common areas.
3. All residents must attend any residence hall meetings and will be held responsible for all information set forth.
4. Costs of repairing damage or replacing losses to a residence hall room will be charged to each room occupant unless the party directly responsible is known. Costs of repairing damage to bath and restroom areas will be charged to each suite occupant sharing the restroom area unless the party directly responsible is known. Costs of repairing lounge areas, hallways, and/or the residence hall itself will be charged to all residence hall occupants unless the party directly responsible is known. **DAMAGE TO ANY COLLEGE PROPERTY IS CONSIDERED A SERIOUS OFFENSE.**
5. The College reserves the right to inspect any living quarters at any time the administration deems it necessary.
6. Possession or use of intoxicating beverages and dangerous drugs is prohibited. Any student who is under the influence of an alcoholic beverage, or has alcoholic beverage in his/her possession, or who has

alcoholic beverage containers in his/her room or trash can will receive disciplinary action, possibly be disallowed housing privileges, or may receive the maximum penalty of dismissal from the College.

7. Smoking is not allowed in any residence hall at any time.
8. The College is not responsible for loss or damage of valuables, money, or other personal property. If loss or damage does occur, the residence hall supervisor, Director of Student Housing, security, or the Vice President of Student Services should be notified immediately. Students are strongly encouraged to have their parents check with their home owners insurance regarding renter insurance.
9. Residents are expected to abide by all Federal, State, and Local Laws.
10. Students are responsible for maintaining the cleanliness of their room, restroom, and bath areas. There will be a systematic room inspection each week and/or as needed of all residence halls at which time rooms must be clean, neat and attractive. Failure to maintain rooms, restrooms, and bath areas in a clean and orderly condition may result disciplinary actions.
11. Aluminum foil is not allowed in the residence hall windows. Students must use appropriate curtains or blinds.
12. Permanent fasteners or connectors on the walls, doors, or fixtures are prohibited without the permission of the Residence Hall Supervisor or the Director of Student Housing.
13. Offensive, inappropriate, or obscene materials to include alcohol and drug related material may not be visible anywhere in the residence hall.
14. DECALS are not permitted on any room walls or furniture.
15. Pets are not allowed in the residence halls.
16. Fire alarms, fire extinguishers and other protective equipment are in place for the safety of all students. Any attempt to tamper or abuse such devices is strictly prohibited and will result in disciplinary action.
17. No person should sit on guard rails, in open windows, or hazardous areas of any kind.
18. Students should not carry on conversations with other students through the residence hall windows. Visitation is limited to rooms, the lobby or outside the residence hall.
19. UNAUTHORIZED VISITATION OF MALES IN THE FEMALE RESIDENCE HALL OR FEMALES IN THE MALE RESIDENCE HALLS IS PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION.
20. Male students are allowed to enter the lounge area in Gilbert-Anderson Hall only under those guidelines specified. Females are not allowed to enter any male residence halls due to the absence of proper supervision.
21. Visiting hours are Monday-Friday starting at 3:30 p.m. till 11 p.m. you are responsible for your guest and will be held liable for the actions of your guest. There will be NO visitors under age 16 allowed past the front lobby unless accompanied by a parent.
22. Loitering in and around the residence halls is prohibited.

23. Overnight visitors in the residence halls must be of the same sex as the room occupant and must be approved 24 hours in advance by the Residence Hall Supervisor, Director of Student Housing, or the Vice President for the Scooba Campus. Overnight guests must be at least 18 years old and are only allowed on Friday and Saturday nights. All visitors are expected to conduct themselves appropriately and comply with the rules of the institution.
24. Only residents will be permitted to enter the residence halls during school hours unless the residence hall supervisor grants permission. Any visitors should be accompanied by a building resident and have the supervisor's approval.
25. CLOSED CAMPUS HOURS will be observed beginning at 11:00 p.m. until 7:00 a.m. for the entire campus, unless noted otherwise (example - "dead week"). With exception of participation in school sponsored functions, all students on campus should be in their assigned residence hall by 11:00 p.m. All visitors will be required to leave the campus at this time. Students arriving after 11:00 p.m. should go directly to their assigned residence hall. After this hour, all loud noise should be eliminated.

**NOTE:** The doors to Gilbert-Anderson Hall and Women's Honors Residence Hall will be locked at 11:00 p.m. on Sunday through Thursday for security purposes. Security personnel will be stationed at the main entrance of Gilbert-Anderson Hall to allow residents to enter and exit the residence hall. On Fridays and Saturdays there will be limited access to enter and exit the residence hall. The weekend time schedule will be posted by the Residence Hall Supervisor.

26. Housing Withdrawal Procedure: A student should contact the residence hall supervisor, fill out a Housing Withdrawal Form, allow the supervisor to sign the withdrawal form and then turn in keys to residence hall supervisor. A student should turn in the student I.D. card to the Business Office. **DO NOT MOVE OUT OF THE RESIDENCE HALL WITHOUT FIRST OFFICIALLY WITHDRAWING.** Charges for your room and meals will continue until the withdrawal process has been completed. Keys not turned in will result in forfeiture of the room deposit. **NO REFUNDS WILL BE GRANTED UNTIL A STUDENT HAS OFFICIALLY COMPLETED THE WITHDRAWAL PROCESS.**
27. Lost Key - Any time a key is lost, a \$45.00 charge will be levied. The lock will be changed to protect the property of all occupants of that room.
28. Grilling or barbecuing is not allowed on campus except for EMCC designated events and faculty/staff supervised functions.

## **CONSUMER DISCLOSURE**

### **In accordance with the request of the Arkansas Department of Higher Education**

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code 6-61-301.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

### **Maryland Residents:**

If you are a prospective student who will not reside in Mississippi while enrolled in East Mississippi Community College online courses, please be aware that many states have prescribed an “authorization” process for out-of-state institutions delivering online programs to its state residents. Through such processes, states strive to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for its student citizens. East Mississippi Community College and the Mississippi Virtual Community College have taken steps to protect its students and have been granted authorizations, exemptions and waivers from many states. However, due to authorization and review processes associated with some states, we may be limited in our ability to accept some distance learning course enrollments. East Mississippi Community College is NOT seeking authorizations, exemptions, or waivers in Maryland; therefore, we are unable to offer distance education programs to students residing in this state.