

EAST MISSISSIPPI COMMUNITY COLLEGE

CATALOG 2011-2012

Cover Photos

Scooba Campus (left to right): Veronica Hernandez; Jairus Johnson, Biology Instructor; Michael Gunn; Chadisty Hickman; Dr. Teresa Houston; Dr. Rick Young; Dr. Jackie Stennis; Dr. Michelle Taylor, BOT Instructor; Kate Neely, Softball Coach; Whitney Summerall

Golden Triangle Campus (left to right): Dr. Hari Sharma, Math Instructor; Dr. Thomas Ware, Associate Dean of Academic Instruction; John Luke Thompson, SGA -President; Corry Clay; Dr. Stephen Vacik, Vice President of Instruction; Jodi Brown; William Upchurch; Dr. Melanie Sanders, Associate Dean Career-Technical Instruction; Tonsha Emerson, Nursing Instructor.

CATALOG TABLE OF CONTENTS

Statement of Purpose	5
Academic Calendar	6
Control and Support.....	9
Boards of Supervisors	9
Location.....	9
Financial Information	10
Payment of Fees	10
Fee Refund Policy	10
Scholarships	12
Instructional Information	15
Admissions	15
Limited English Proficiency.....	15
Distance Learning.....	16
Transient Students.....	20
Dual Enrollment.....	20
International Students.....	20
Military Courses (ROTC)	21
Admissions Contact Information	21
Academic Placement.....	21
Accuplacer	21
Class Load.....	21
Student Classification	22
Class Attendance.....	22
Programs with Special Attendance Policies	22
Withdrawal from a Class.....	23
Withdrawal from College	23
Graduation Requirements	23
Graduation Fee and Honors	24
Transcripts	24
Privacy of Records	24
Degrees and Certificates	24
Student/Faculty Conferences	24
Classroom Complaint	24
Testing and Classroom Procedures	25
Grading Systems	25
Honors Courses.....	26
Honors and Distinctions.....	26
Probation and Suspension	26
Honesty Policy.....	26
Change in Class Schedule	26
Continuing Education Units	26
Transfer Credit.....	27
Credit by Examination/Military	27
University-Related Emphases	28
General Information.....	28
Social Science and Business Division.....	30
Humanities and Fine Arts Division.....	27
Mathematics and Science Division.....	29
Career and Technical Programs	46
General Information.....	46
Certificate Programs.....	47
Technical Programs	60
Academic Course Descriptions	84
Career & Technical Course Descriptions	107
EMCC – Board of Trustees, Administration, Faculty, and Staff	137

STUDENT HANDBOOK	149
Family Education Rights and Privacy Act (FERPA).....	150
Student Rights and Responsibilities	151
Intellectual Property	152
Campus Services and Resources	152
Student Life	153
Announcements.....	155
Field Trip.....	155
Counseling.....	155
Student Support Services.....	156
Disability Student Services	156
Health Services	156
Campus Security	157
Bookstore	158
Food Services.....	158
Library.....	158
Student Mail.....	159
Student Centers.....	159
Traffic Regulations.....	159
Student Code of Conduct	160
Due Process for Students.....	162
Dress Code.....	162
Non-Students on Campus	163
ID Card	163
Alcohol and Drug Policy	163
Non-Discrimination/Anti-Harassment Policy.....	164
Firearms and Weaponry	165
Housing	166

AFFILIATION STATEMENT

East Mississippi Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate 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 – Mississippi Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi, 39211

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

Computer Networking Technology – Cisco Systems, Inc., 170 West Tasman Dr., San Jose, CA 95134

Cosmetology – Mississippi State Board of Cosmetology, 2 Old River Road, Suite B, Jackson, MS 39202, Telephone Number 601-354-5315

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

Funeral Services Technology – American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, Telephone (816) 233-3747, www.abfse.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 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Jackie Stennis, Vice President for Scooba Campus, Davis Administration Building
P.O. Box 158, Scooba, MS 39358, 662-476-5000, jstennis@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, and West Point.

VISION

East Mississippi Community College strives to establish 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. **excellence** in education, service and lifelong learning
2. **access** to instructional opportunities on campus and online
3. **freedom** in teaching and learning within a supportive, communicative, diverse, and caring environment
4. **leadership** built on respect for self and others and demonstrated in our local communities

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 arts 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.

ACADEMIC CALENDAR

Fall Semester 2011 (Day and Night Classes – Full Semester)

July 18	10 Month Faculty & Staff Begin Work
August 10	9 Month Faculty & Staff Begin Work
August 10-12	In-Service Days
August 15	Residence Halls Open at 12 p.m.(Scooba Campus)
August 15-16	Registration
August 17	Classes Begin
August 22	Online (MSVCC) Classes Begin
August 23	Deadline for Campus & Online (MSVCC) Add/Drops
September 5	Labor Day Holiday
September 30	Application Deadline for Fall 2011 Graduation
October 10-12	Mid-Term Exams
November 3-9	On-line and Campus Pre-Registration for Spring 2012 (Returning and On-line students)
November 4	Last Day to drop Campus & Online (MSVCC) Class with a “W”
November 7-11	Graduation Exit Exams
November 10-Dec 2	On-line and Campus Open Pre-Registration for Spring 2012 (New, Returning, and On-line students)
November 14-18 & November 28-30	On-line Final Exams
November 18	Last Day to Drop a Course with a “WP” or “WF”
November 21-25	Fall Break and Thanksgiving Holiday
November 28	Resume Class Schedule
December 9	Last Day of Regular Class
December 12-14	Final Exams
December 15-January 3	Christmas Holiday

Fall Semester 2011 First Intensive Term

August 17	Intensive I Classes Begin
September 14	Last Day to Drop a Course with a “W”
September 23	Last Day to Drop a Course with a “WP” or “WF”
October 10	Intensive I Classes End
October 11	Final Exams for Intensive I Classes

Fall Semester 2011 Second Intensive Term

October 12	Intensive II Classes Begin
November 9	Last Day to Drop a Course with a “W”
November 18	Last Day to Drop a Course with a “WP” or “WF”
December 9	Intensive II Classes End
December 12-13	Final Exams for Intensive II Classes

Spring Semester 2012
(Day and Night Classes – Full Semester)

January 4	12-month faculty & staff begin work
January 4	9 month & 10 month faculty & staff begin work
January 4	In-Service Day
January 5	Residence Halls Open at 12 pm (Scooba Campus)
January 5-6	Final Registration
January 9	Classes Begin
January 13	Deadline for Course and Drop/Add
January 16	Martin Luther King, Jr. Holiday
January 16	Online (MSVCC) Classes Begin
January 17	Deadline for Online (MSVCC) Add/Drops
February 24	Application Deadline for Spring 2012 Graduation
Feb 27-29	Mid-Term Exams
March 12-16	Spring Break
March 19	Classes Resume
March 30	Last Day to drop Campus & Online (MSVCC) Class with a "W"
April 2-5	On-line and Campus Pre-Registration for Summer and Fall 2012 (Returning and On-line Students)
April 6	Good Friday Holiday
April 9-27	On-line and Campus Open Pre-Registration for Summer and Fall 2012 (New, Returning, and On-line Students)
April 9-13	Graduation Exit Exams
April 13	Last Day to Drop a Course with a "WP" or "WF"
April 16-25	On-line (MSVCC) Final Exams
May 4	Last Day of Class
May 7-9	Final Exams
May 11	Graduation (Golden Triangle Campus)
May 12	Graduation (Scooba Campus)
May 12	9-month faculty & staff last duty day
May 16	10-month faculty & staff last duty day

Spring Semester 2012
First Intensive Term

January 9	Intensive I Classes Begin
February 6	Last Day to Drop a Course with a "W"
February 17	Last Day to Drop a Course with a "WP" or "WF"
Feb 29	Intensive I Classes End
March 1	Final Exams for Intensive I Classes

Spring Semester 2012
Second Intensive Term

March 5	Intensive II Classes Begin
April 9	Last Day to Drop a Course with a "W"
April 20	Last Day to Drop a Course with a "WP" or "WF"
May 4	Intensive II Classes End
May 7-8	Final Exams for Intensive II Classes

Summer Semester 2012

Full-Term

May 24.....	Final Registration
May 25 & 28	Memorial Day Holidays (No Classes)
May 28.....	Residence Halls Open at 12 pm (Scooba Campus)
May 29.....	Classes Begin
May 31.....	Deadline for Course Drop/Add
June 1.....	Online (MSVCC) Classes Begin
June 2.....	Deadline for Online (MSVCC) Add/Drops
June 22.....	Deadline to Apply to Register for Summer Graduation 2012
July 4	Independence Day Holiday (No Classes)
July 6	Last Day to Drop a Course with a "W"
July 9-13.....	Graduation Exit Exams
July 13.....	Last Day to drop an Online (MSVCC) Class with a "W"
July 16-25.....	On-line (MSVCC) Final Exams
July 18.....	Last Day to Drop a Course with a "WP" or "WF"
August 1	Last Day of Classes
August 2	Final Examinations

Summer Semester 2012

First Intensive Term

May 29.....	First Intensive Classes Begin
May 31.....	Deadline for Course Drop/Add
June 14.....	Last Day to Drop a Course with a "W"
June 22.....	Last Day to Drop a Course with a "WP" or "WF"
June 27.....	Last Day of Regular Classes
June 28.....	Final Examinations

Summer Semester 2012

Second Intensive Term

June 29.....	Final I-2 Registration
July 2	Second Intensive Classes Begin
July 5	Deadline for Course Drop/Add
July 18.....	Last Day to Drop a Course with a "W"
July 27.....	Last Day to Drop a Course with a "WP" or "WF"
August 1	Last Day of Regular Classes
August 2	Final Examinations

CONTROL AND SUPPORT

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

BOARDS OF SUPERVISORS

CLAY COUNTY

Dist. 1 Lynn Horton
Dist. 3 R. B. Davis
Dist. 5 Floyd McKee

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

KEMPER COUNTY

Dist. 1 James 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 Craig Hitt
Dist. 5 Ray Boswell

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 Frank Ferguson
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 Carl Clardy
Dist. 3 Marvell Howard
Dist. 5 John Young

Dist. 2 Orlando Trainer
Dist. 4 Daniel Jackson

LOCATION

SCOوبا 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.

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. 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:

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

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

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

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

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

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

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

REFUNDS OF FEDERAL/STATE GRANTS AND STUDENT LOANS

REFUNDS OF PELL GRANT/STAFFORD LOANS/OTHER FEDERAL AND STATE GRANTS/AND ALL OTHER GIFT AID 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. A student without a diploma or equivalent can be eligible for Student Financial Aid if he or she passes a U.S. Department of Education approved test, called an ability-to-benefit test.

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.

Policy on SATISFACTORY ACADEMIC PROGRESS For Recipients of Federal Financial Aid

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

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

1. Maintain a 2.00 cumulative GPA (Grade Point Average) as calculated by the Registrar's Office.
2. Maintain a course completion rate of 66 2/3%. For example, a student attempting 30 semester hours must successfully complete at least 20 semester hours (30 hours X 66 2/3% = 20).
3. Complete the educational emphasis within 150% of its published length. For example, an emphasis requiring 64 hours for graduation allows a maximum of 96 attempted hours (64 hours X 150% = 96 hours). Hours beyond 96 are not considered for financial aid award purposes.
4. Total academic history at EMCC is considered when determining SATISFACTORY ACADEMIC PROGRESS (SAP). Academic history includes all grades (A, B, C, D, F, AU, I, W, WF, WP) and transcript notations ("*", "R").

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

Federal regulations limit financial aid for developmental classes to 30 attempted hours. No exceptions may be made.

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

INSTITUTIONAL SCHOLARSHIPS

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

VISUAL ART – These scholarships are awarded through portfolio reviews of student's art work. 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 award is given to the top two graduating cadets in the Community College of the Air Force class. They must have the two highest GPA's. Each recipient will be awarded free tuition for a 3-hour course to be used during the next semester.

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

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

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

ACTIVITY SCHOLARSHIPS

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

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

ATHLETIC - All athletic scholarships are awarded by respective coaches in football, men's and women's basketball, softball, baseball, 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, and (c) showing ability-to-benefit by appropriate performance on COMPASS.
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.

DISTANCE LEARNING

DL Mission Statement

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

DL Goals

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

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 distance learning 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 distance learning courses are maintained at the same rate as the traditional classes.

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

Minimum Requirements of Online Classes

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 "Blackboard" 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.

Distance Learning Tuition and Fees

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

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.

SCOوبا CAMPUS
EMCC Bookstore
P.O. Box 158
1512 Kemper Street
Scooba, MS 39358
Email: 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
Phone Number: 662-243-1940

Login Information:

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

To login the student must visit the website: <http://emcc.blackboard.com>

The student username and password are found on the student profile. Each student will be given a profile during registration. To access the student profile, visit the website <http://emcc.blackboard.com> and click the "student profile" link. If the username and password are not listed on the profile, please try using your first name initial, last name and last 4 digits of your social security number as the username (example: jdoe6789) and social security number as password (example: 123456789). If that fails, please call the Distance Learning Coordinator at 662-476-5347.

To login to online courses:

Visit the website: <http://emcc.blackboard.com>. After entering the student username and password information, click "login." Click "EMCC Student" to see the list of courses for which you have registered. If you registered for a class that is not showing in your Blackboard listing of classes or have difficulty logging in, contact the Distance Learning Coordinator immediately at 662-476-5347.

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

Attendance Policy for Online Classes

Distance Learning Class Attendance Policy:

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

Online Testing Information:

Students taking an online course are required to take one or more proctored exams. The student is responsible for making an appointment with a designated proctor at an approved testing location for taking any proctored exam. Appointments must be made in advance. A listing of approved testing locations and proctors can be found at <http://emcc.blackboard.com>.

Withdrawal procedure:

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

For students who are unable to visit campus: Call the Business Office to pay for a withdrawal form by credit card and contact the Distance Learning Office at your campus to provide course information and a fax number. The DL 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 Distance Learning Office for processing. Unless the DL 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 POLICIES

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

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

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the parties usually resolves most of the problems.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Distance Learning Coordinator (DLC) at the student's host College to help in processing the complaint.
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the specific nature of the complaint and the remedy sought in writing to the providing College's DLC with a copy sent to the host College's DLC (if different). The providing DLC will then refer it to the appropriate person at the providing College for disposition. A response will be made to the complainant within 15 working days by the providing College. (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.

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.

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.

INTERNATIONAL STUDENTS

EMCC will admit international student athletes and may admit other international students in keeping with the College mission.

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.

SOC-NAV NETWORK STUDENT SYSTEM PARTICIPATION

In an effort to assist military personnel in pursuing and achieving educational goals, East Mississippi Community College participates in the SOC-NAV Degree Network System. Students who are members of the military may sign an agreement that allows them to complete degrees during their careers without being required to restart their degree requirements after periods of absence or transition. After taking courses and entering into a SOC-NAV agreement with their home college, military students might continue pursuing the degree requirements by taking additional courses with other colleges and transferring credit back to the home college. Military students will, likewise, remain under the catalog requirements at which time they were first enrolled as an EMCC student.

ADMISSIONS CONTACT INFORMATION

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

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

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

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

ACADEMIC PLACEMENT

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

A student should be placed in English, Reading and Math courses based on ACT scores, COMPASS scores and/or professional advice. No developmental courses may be counted toward graduation. 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 of 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.

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).

GRADUATION REQUIREMENTS

Each student must meet the following requirements for graduation:

1. A student in an academic field must have successfully completed sixty-four (64) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of 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, six (6) semester hours of humanities and a one-hour orientation course (LLS 1311). 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-four (64) 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; a Job Search Skills class or equivalent based upon program curriculum) and a one-hour orientation course (LLS 1311). 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 FEE AND HONORS

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

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

3.20 – 3.59 will graduate with Honors

3.60 – 3.89 will graduate with Special Honors

3.90 – 4.00 will graduate with Highest Honors

TRANSCRIPT OF CREDITS

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

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 eighteen 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 (<i>This is the lowest passing grade.</i>)
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)
FA	Failure to Attend (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:

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

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

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

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 should be made to the proper administrator. While on academic suspension and enrolled in a career program, the student is prohibited from taking any academic courses.

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. Additions after the "add date" should not be made.

CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction, measured in duration, subject to performance evaluation of the participant and meeting categorical requirements will be measured in continuing

education units (CEU). One CEU is defined as “ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction.” The CEU will serve as a unit of measure to give recognition for an individual’s participation in non-credit activities which meet appropriate criteria and will serve as an accounting unit for the institution’s non-credit courses. CEUs are maintained through the Office of Workforce Services.

TECH PREP

EMCC Tech Prep 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.

Mississippi Tech Prep 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 Tech Prep at 662-243-1908.

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 should be informed of transfer credit.

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:

General Education Core:

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	6 Semester Hours
Orientation	<u>1 Semester Hours</u>
Total Semester Hours	34-36 Semester Hours

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

LABORATORY SCIENCES

BIO	Biology
CHE	Chemistry
GLY	Geology
PHY	Physics

FINE ARTS

ART	Art
MUS	Music
SPT	Theatre Appreciation

SOCIAL/BEHAVIOR SCIENCES

CRJ	Criminal Justice
ECO	Economics
EPY	Educational Psychology
GEO	Geography
PSC	Political Science
PSY	Psychology
SOC	Sociology

HUMANITIES

ENG	English
HIS	History
PHI	Philosophy and Religion

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
Computer Science (CSC 1113 or 1123).....	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	8 Semester Hours
Foreign Language (2 Year Sequence).....	12 Semester Hours
Mathematics (MAT 1313, 1323 or Higher).....	6 Semester Hours
General Electives	4 Semester Hours
Orientation (LLS 1311)	1 Semester Hours
Total 64 Semester Hours	

SOCIAL SCIENCE AND BUSINESS DIVISION

ACCOUNTING

General Education Core		34-36 Semester Hours
Recommended – PSY 1513		
Humanities Elective		3
Principles of Accounting I and II	ACC 1213; ACC1223	6
Business Calculus I	MAT 1513	3
Economics I and II	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
General Electives		7-9
Recommended – BAD 2323; GEO 1113; PSC 1113		

ADVERTISING

General Education Core		34-36 Semester Hours
Recommended – PSY 1513		
Humanities Elective		3
Introduction to Sociology I	SOC 2113	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
General Electives		7-9
Recommended – ECO 2113; BAD 2413		

AFRICAN AMERICAN STUDIES

General Education Core		34-36 Semester Hours
Social /Behavioral Science Elective		3
Humanities Electives		6
Science Elective		4
Foreign Language	(2 Year Sequence)	12
General Electives		3-5

ATHLETIC TRAINING/SPORTS MEDICINE

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> HIS 1163, 1173; CSC 1123		
Introduction to Sociology I	SOC 2113	3
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Prevention and Care of Athletic Injuries	HPR 2723	3
First Aid and CPR	HPR 2213	3
Geography or American Government	GEO 1113 or PSC 1113	3
Personal & Community Health I	HPR 1213	3
Nutrition	FCS 1253 or BIO 1613	3
Introduction to Athletic Training	HPR 2733	3

BUSINESS

General Education Core		34-36 Semester Hours
Recommended – GEO 1113		
Humanities Elective		3
Principles of Accounting	ACC 1213, 1223	6
American National Government	PSC 1113	3
Business Calculus I	MAT 1513	3
Economics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
General Electives		4-6
Recommended – BAD 2323		

CHILD AND FAMILY STUDIES/CHILD DEVELOPMENT

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; PHI 2113; CSC 1123; ENG 2423		
Introduction to Sociology I	SOC 2113	3
Marriage and Family	SOC 2143	3
Physical Science	PHY 2244; PHY 2254	8
General Electives		14-16
Recommended – EPY 2533; HPR 1213; FCS 1253 <u>or</u> BIO 1613		

CRIMINAL JUSTICE/CORRECTIONAL SERVICES

General Education Core		34-36 Semester Hours
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
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		1-3

ECONOMICS

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		
Western Civilization I	HIS 1113	3
Western Civilization II	HIS 1123	3
American National Government	PSC 1113	3
Calculus I	MAT 1613	3
Legal Environment of Business	BAD 2413	3
Accounting I and II	ACC 1213; ACC 1223	6
Economics I and II	ECO 2113; ECO 2123	6
General Electives		1-3

EDUCATIONAL PSYCHOLOGY

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; PSY 1513; BIO 1134		
Introduction to Sociology I	SOC 2113	3
Social /Behavioral Science Elective		3
Child Psychology	EPY 2513	3
Human Growth and Development	EPY 2533	3
Trigonometry	MAT 1323 or higher	3
General Electives		13-15
Recommended – HIS 1113, 1123 or 1163, 1173 <u>or</u> 2213, 2223		

ELEMENTARY EDUCATION/EARLY CHILDHOOD EDUCATION

A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum passing score on the Praxis I. It is strongly recommended that students complete the Praxis I examination prior to transferring. In addition, elementary education majors must have a minimum of 40 hours documented field experience.

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; BIO 1134; PHY 2244		
American National Government	PSC 1113	3
Real Number System	MAT 1723	3
Geometry, Measurement, and Prob.	MAT 1733	3
Problem Solving with Real Numbers	MAT 1743	3
World Geography	GEO 1113	3
Physical Science II	PHY 2254	4
American (U.S.) History I	HIS 2213	3
American (U.S.) History II	HIS 2223	3
Introduction to Elementary Education	EDU 2513	3
General Electives		0-2

EXERCISE SCIENCE

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> HIS 1163, 1173 <u>or</u> HIS 2213, 2223		
Anatomy & Physiology I, II	BIO 2514; BIO 2524	8
Chemistry	CHE 1114	4
Physics	PHY 2414	4
First Aid and CPR	HPR 2213	3
Personal & Community Health I	HPR 1213	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
General Electives		3-5
Recommended – ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433; MAT 1323 <u>or</u> higher		

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

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; CHE 1214		
Human Growth and Development	EPY 2533	3
Introduction to Sociology I	SOC 2113	3
Marriage and Family	SOC 2143	3
Trigonometry	MAT 1323 or Higher	3
Nutrition	FCS 1253	3
General Electives		13-15
Recommended – BIO 2514; BIO 2524; HPR 1213; HPR 2213		

GEOGRAPHY

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		
Introduction to Sociology I	SOC 2113	3
Geography	GEO 1113	3
Economics I	ECO 2113	3
American National Government	PSC 1113	3
General Electives		16-18
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

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

A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum passing score on the Praxis I. It is strongly recommended that students complete the Praxis I examination prior to transferring.

General Education Core		34-36 Semester Hours
Recommended – PSY 1513		
Principles of Chemistry I	CHE 1314	4
Trigonometry	MAT 1323 or Higher	3
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Prevention and Care of Athletic Injuries	HPR 2723	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Introduction to Sociology I	SOC 2113	3
Marriage and Family	SOC 2143	3
General Electives		3-5

HEALTH INFORMATION MANAGEMENT

General Education Core		34-36 Semester Hours
Recommended – PSY 1513		
Trigonometry	MAT 1323 or Higher	3
Anatomy and Physiology I and II	BIO 2514; BIO 2524	8
Accounting I and II	ACC 1213; ACC 1223	6
General Electives		11-13

HISTORY

General Education Core		34-36 Semester Hours
Recommended: HIS 1113, 1123 <u>or</u> 1163, 1173		
American (U.S.) History I, II	HIS 2213, 2223	6
American National Government	PSC 1113	3
Geography	GEO 1113	3
Economics I	ECO 2113	3
Foreign Language	(2 Year Sequence)	12
General Electives		1-3

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

General Education Core		34-36 Semester Hours
Recommended – ENG 2423; ENG 2433; PSY 1513		
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
Introduction to Sociology I	SOC 2113	3
General Electives		7-9
Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

INTERNATIONAL BUSINESS

General Education Core		34-36 Semester Hours
Recommended – ENG 2223 <u>or</u> 2423; PSY 1513		
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
General Electives		1-3

LANDSCAPE ARCHITECTURE

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> 2213, 2223		
Humanities Elective		3
Social/Behavioral Science Elective		3
Trigonometry	MAT 1323	3
Botany I and II	BIO 1314; BIO 1324	8
Drawing I	ART 1313	3
Design I	ART 1423	3
Economics I	ECO 2113	3
General Electives		2-4

LANDSCAPE CONTRACTING

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; BIO 1314		
Legal Environment of Business I	BAD 2413	3
Economics I and II	ECO 2113; ECO 2123	6
Accounting I and II	ACC 1213; ACC 1223	6
Trigonometry	MAT 1323	3
Spanish I, II	MFL 1213; MFL 1223	6
General Electives		4-6

Recommended - HIS 1113 or 1123 or 1163 or 1173

LIBRARY AND INFORMATION SCIENCE

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513		
American (U.S.) History I, II	HIS 2213, 2223	6
Foreign Language	(2 Year Sequence)	12
Personal and Community Health	HPR 1213	3
General Electives		7-9

Recommended – ENG 2423 or 2433

MARKETING COMMUNICATION

General Education Core		34-36 Semester Hours
Humanities Electives		3
Calculus I, II	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		1-3

PARALEGAL STUDIES

General Education Core		34-36 Semester Hours
Recommended – ENG 2423; ENG 2433; PSY 1513		
Foreign Language	(2 Year Sequence)	12
Legal Environment of Business	BAD 2413	3
Geography	GEO 1113	3
American National Government	PSC 1113	3
General Electives		7-9
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

PARK AND RECREATION MANAGEMENT

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		
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	MAT 2323	3
Spanish I	MFL 1213	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; SOC 2113 <u>or</u> PSC 1113		

POLITICAL SCIENCE

General Education Core		34-36 Semester Hours
Recommended – SOC 2113		
Economics I and II	ECO 2113; ECO 2123	6
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Elective(s)		7-9
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

PSYCHOLOGY

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; BIO 1134; PHY 2214		
Human Growth & Development	EPY 2523	3
Foreign Language	(2 Year Sequence)	12
General Psychology I	PSY 1513	3
Psychology of Personal Adjustment	PSY 2553	3
General Electives		7-9
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

PUBLIC ADMINISTRATION

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		
Trigonometry	MAT 1323 or Higher	3
Accounting I	ACC 1213	3
Economics I	ECO 2113	3
American National Government	PSC 1113	3
Foreign Language	(1 Year Sequence)	6
General Electives		10-12
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173		

RECREATION

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513		
Humanities Electives		3
Introduction to Sociology I	SOC 2113	3
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Prevention and Care of Athletic Injuries	HPR 2723	3
Nutrition	FCS 1253	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Elective(s)		7-9
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

A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum passing score on the Praxis I. It is strongly recommended that students complete the Praxis I examination prior to transferring.

General Education Core		34-36 Semester Hours
Recommended – PHY 2244; PHY 2254		
Humanities Elective		3
General Biology I	BIO 1134	4
Academic Teaching Area	(see specific subject area courses)	15
General Electives		6-8

SOCIAL SCIENCES

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173		
Introduction to Sociology I	SOC 2113	3
American National Government	PSC 2113	3
Economics I, II	ECO 2113; ECO 2123	6
Geography	GEO 1113	3
General Electives		13-15
Recommended – HIS 2213; HIS 2223		

SOCIAL WORK

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		
Humanities Electives		6
Marriage and Family	SOC 2143	3
Sociology: The Helping Profession	SWK 1113	3
Human Growth & Development	EPY 2533	3
Foreign Language	(1 Year Sequence)	6
Anatomy and Physiology I	BIO 2514	4
Psychology of Personal Adjustment	PSY 2553	3
General Electives		0-2

SOCIOLOGY

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; PSY 1513		
Introduction to Sociology I	SOC 2113	3
Marriage and Family	SOC 2143	3
Economics I	ECO 2113	3
American National Government	PSC 1113	3
Foreign Language	(1 year Sequence)	6
General Electives		10-12
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

SPECIAL EDUCATION

A 2.5 GPA or higher is required in the major teaching field for all education majors at all universities. Prior to being admitted to a teacher education program at a four-year College/University, the student must either have already obtained a minimum ACT score of 21 with no score lower than 18 on any subcategory or attain a minimum passing score on the Praxis I. It is strongly recommended that students complete the Praxis I examination prior to transferring.

General Education Core		34-36 Semester Hours
Recommended – PHY 2244; PHY 2254; PSY 1513		
General Biology I	BIO 1134	4
Real Number System	MAT 1723	3
Human Growth and Development	EPY 2533	3
Personal and Community Health	HPR 1213	3
Geometry, Measurement, & Prob.	MAT 1733	3
World Geography	GEO 1113	3
Humanities Elective		3
Electives		6-8

HUMANITIES AND FINE ARTS DIVISION

ART / ART EDUCATION / ART HISTORY / ARCHITECTURE

General Education Core		34-36 Semester Hours
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		34-36 Semester Hours
Foreign Language	(2 Year Sequence)	12
Finite Mathematics	MAT 1333	3
Trigonometry	MAT 1323	3
Geography	GEO 1113	3
General Electives		7-9

COMMUNICATION

General Education Core		34-36 Semester Hours
Recommended – SOC 2113; ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		
Philosophy	PHI 2113	3
Geography	GEO 1113	3
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
Economics	ECO 1113	3
General Electives		10-12
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

ENGLISH

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223; ENG 2423; ENG 2433		
Social/Behavioral Science Elective		3
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
Geography	GEO 1113	3
General Electives		13-15
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333; PSY 1513		

FOREIGN LANGUAGE

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		
Trigonometry	MAT 1323 or Higher	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
General Electives		10-12
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		

JOURNALISM

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; PSY 1513		
Foreign Language	(2 Year Sequence)	12
World Religions I	PHI 2613	3
Economics I	ECO 2113	3
World Geography	GEO 1113	3
General Electives		7-9
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

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

General Education Core		34-36 Semester Hours
Depending on selection of a major at a University and consultation with their advisor, students will take 28-30 hours from the following:		
Music Theory I, II, III, IV	MUS 1214, 1224, 2214, 2224	
Music Survey	MUS 1123	
Piano (instrumental majors)	MUS 1511, 1521, 2511, 2521	
(piano and vocal majors)	MUS 1572, 1582, 2572, 2582	
Applied Major (instrument or voice)	MUA selection	
Ensemble	MUO selection	

RADIO, TELEVISION, AND FILM

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; PSY 1513		
Geography	GEO 1113	3
American National Government	PSC 1113	3
Introduction to Sociology I	SOC 2113	3
Foreign Language	(2 Year Sequence)	12
General Electives		7-9
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

SPANISH

General Education Core		34-36 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		

SPEECH COMMUNICATION AND THEATRE ARTS

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; SOC 2113; PSY 1513		
World Geography	GEO 1113	3
Foreign Language	(2 Year Sequence)	12
Introduction to Dramatic Arts	SPT 2223	3
Drama Production	SPT 1241; 1251; 2241; 2251	4
General Electives		6-8
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		

MATHEMATICS AND SCIENCE DIVISION

AGRICULTURAL SCIENCE

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224		
Botany I	BIO 1314	4
General Biology I, II	BIO 1134; BIO 1144	8
Zoology I	BIO 2414	4
Trigonometry	MAT 1323 or Higher	3
Principles of Economics I, II	ECO 2113; ECO 2123	6
General Electives		3-5

ANIMAL SCIENCES

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224; ECO 2113		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Zoology I, II	BIO 2414; BIO 2424	8
Microbiology	BIO 2924	4
Physics I	PHY 2414	4
Trigonometry	MAT 1323 or Higher	3
General Electives		1-3

ARCHITECTURE

General Education Core		34-36 Semester Hours
Recommended – PHY 2414; PHY 2424		
Trigonometry	MAT 1323	3
Calculus	MAT 1613	3
Drawing I and II	ART 1313; ART 1323	6
General Electives		16-18

AUDIOLOGY AND SPEECH PATHOLOGY

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; PHY 2244; GEO 2113		
General Psychology	PSY 1513	3
Human Growth and Development	EPY 2533	3
Spanish I, II, III, IV	MFL 1213; MFL 1223; MFL 2213; MFL 2223	12
General Electives		10-12

BIOCHEMISTRY

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4
Botany	BIO 1314	4
Calculus I, II	MAT 1613; MAT 1623	6
General Electives		2-4

BIOLOGICAL ENGINEERING

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224		
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Zoology I	BIO 2414	4
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Programming I with “C++”	CSC 2133	3
General Electives		1-3

BIOLOGY

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144		
Chemistry I, II	CHE 1214; CHE 1224	8
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Calculus I	MAT 1613	3
General Electives		1-3

CHEMISTRY

General Education Core		34-36 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
Spanish I, II	MFL 1213; MFL 1223	6

CLINICAL LABORATORY SCIENCES

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224		
Microbiology	BIO 2924	4
Anatomy and Physiology I, II	BIO 2514; BIO 2524	8
General Biology I	BIO 1134	4
Organic Chemistry I	CHE 2424	4
General Electives		8-10

COMPUTER SCIENCE

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> ENG 2323, 2333; HIS 2213; HIS 2223; 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

CYTOTECHNOLOGY

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144		
Anatomy and Physiology I, II	BIO 2514; BIO 2524	8
Chemistry I, II	CHE 1214; CHE 1224	8
Microbiology	BIO 2924	4
General Electives		8-10

DENTAL HYGIENE

General Education Core		34-36 Semester Hours
Recommended – EPY 2533; PSY 1513; CHE 1214; CHE 1224		
Anatomy and Physiology I, II	BIO 2514; BIO 2524	8
General Biology I	BIO 1134	4
Introduction to Sociology I	SOC 2113	3
Microbiology	BIO 2924	4
Nutrition	FCS 1253	3
General Electives		6-8

ENVIRONMENTAL SCIENCE

General Education Core		34-36 Semester Hours
Recommended – ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; ART 1113 <u>or</u> MUS 1113		
General Biology I, II	BIO 1134; BIO 1144	8
Trigonometry	MAT 1323	3
Chemistry I, II	CHE 1214; CHE 1224	8
General Psychology I	PSY 1513	3
Microbiology	BIO 2924	4
General Electives		2-4

ENGINEERING

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224; PSY 1513		
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Introduction to Sociology I	SOC 2113	3
General Electives		5-7

FORENSICS

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224		
General Biology I	BIO 1134	4
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Calculus I, II	MAT 1613; MAT 1623	6
Physics I, II	PHY 2414; PHY 2424	8
General Electives		2-4

FORESTRY

General Education Core		34-36 Semester Hours
Recommended – ECO 2113; CHE 1214; BIO 1134		
Botany I	BIO 1314	4
Zoology I	BIO 2414	4
General Zoology	BIO 1414	4
Statistics	MAT 2323	3
Applied Dendrology	FOT 1714	4
Physics I	PHY 2414	4
General Electives		9-11

GENERAL SCIENCE

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144		
General Chemistry I, II	CHE 1214; CHE 1224	8
Trigonometry	MAT 1323 or Higher	3
Physics I	PHY 2414	4
Spanish I, II, III, IV		12
General Electives		1-3

HORTICULTURE

General Education Core		34-36 Semester Hours
Recommended – ECO 2113; ECO 2123; CHE 1214; CHE 1224		
Organic Chemistry I	CHE 2424	4
Botany I, II	BIO 1314; BIO 1324	8
Statistics	MAT 2323	3
Principles of Accounting I	ACC 1213	3
Elementary Surveying	DDT 1413	3
Legal Environment of Business	BAD 2413	3
General Electives		4-6

MATHEMATICS

General Education Core		34-36 Semester Hours
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513 <u>or</u> SOC 2113; ECO 2113		
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Spanish I, II	MFL 1213; MFL 1223	6
Programming I with “C++”	CSC 2133	3
General Electives		7-9
Recommended – ENG 2213, 2223 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433		

METEOROLOGY

General Education Core		34-36 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		

MEDICAL TECHNOLOGY

General Education Core		34-36 Semester Hours
Recommended – ENG 2423; ENG 2433; SOC 2113; PSY 1513; CHE 1214; CHE 1224		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4
General Electives		12-14
Recommended – HIS 1113, 1123 <u>or</u> 1163, 1173		

MICROBIOLOGY

General Education Core		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224; PSY 1513		
Organic Chemistry I and II	CHE 2424; CHE 2434	8
General Biology I and II	BIO 1134; BIO 1144	8
Microbiology	BIO 2924	4
Statistics	MAT 2323	3
General Electives		5-7

NURSING

General Education Core		34-36 Semester Hours
Recommended – PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223; CHE 1214; CHE 1224		
Anatomy and Physiology I, II	BIO 2514, BIO 2524	8
Microbiology	BIO 2924	4
Nutrition	FCS 1253	3
Statistics	MAT 2323	3
General Electives		10-12
Recommended – ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433		

OCCUPATIONAL THERAPY

General Education Core		34-36 Semester Hours
Recommended – EPY 2533; PSY 1513; BIO 1134; BIO 1144		
Social/Behavioral Sciences Elective		3
Child Psychology	EPY 2513	3
Anatomy and Physiology I, II	BIO 2514, BIO 2524	8
General Chemistry I	CHE 1214	4
General Physics I	PHY 2414	4
General Electives		6-8

PHARMACEUTICAL SCIENCES

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144; ECO 2113; 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
Statistics	MAT 2323	3
General Electives		1-3

PHYSICS

General Education Core		34-36 Semester Hours
Recommended – PHY 2514; PHY 2524; ENG 2213, 2223 <u>or</u> 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
General Electives		8-10
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		34-36 Semester Hours
Recommended – CHE 1214; CHE 1224; HIS 1113, 1123 <u>or</u> 1163, 1173; SOC 2113		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics I, II	PHY 2414; PHY 2424	8
Calculus I, II	MAT 1613; MAT 1623	6
General Electives		6-8
Recommended – ENG 2423 <u>or</u> 2433		

POULTRY SCIENCE

General Education Core		34-36 Semester Hours
Recommended – ECO 2113; ECO 2123; BIO 1134; BIO 1144; HIS 1113; HIS 1123		
General Chemistry I, II	CHE 1214; CHE 1224	8
Principles of Accounting I, II	ACC 1213; ACC 1223	6
Statistics	MAT 2323	3
Legal Environment of Business	BAD 2413	3
General Electives		8-10

PRE-DENTISTRY OR PRE-MEDICINE

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144; MAT 1613		
General Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424, CHE 2434	8
Anatomy and Physiology I	BIO 2514	4
General Physics I	PHY 2414	4
Microbiology	BIO 2924	4

PRE-VET

General Education Core		34-36 Semester Hours
Recommended – BIO 1134; BIO 1144; MAT 1613		
General Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424, CHE 2434	8
General Physics I	PHY 2414	4
Zoology I	BIO 2414	4
Microbiology	BIO 2924	4

SOFTWARE ENGINEERING

General Education Core		34-36 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
General Electives		3-5

WILDLIFE AND FISHERIES SCIENCES

General Education Core		34-36 Semester Hours
Recommended – ECO 2113; SOC 2113 <u>or</u> PSY 1513; CHE 1214; CHE 1224		
Botany I	BIO 1314	4
Zoology I, II	BIO 2414; BIO 2424	8
Calculus I	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 C-T Support Services, Related Studies, and Developmental Education programs. In addition, EMCC provides educational career counseling through the office of Student Services and Career Development Center on the Scooba campus and the Center for Career Advancement on the Golden Triangle campus. Course articulation and academic and Career-Technical integration are provided through Tech Prep. Opportunities for work-site experiences as part of the program of study and job placement 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.

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

RELATED STUDIES AND DEVELOPMENTAL EDUCATION - For students scoring less than the desired proficient levels on COMPASS, Related Studies personnel and the student will develop an individualized program of study that will focus on English, reading, or mathematics. It will be necessary for students to follow the program of study, especially the prescribed number of hours per week dedicated to one-on-one and computer-based instruction. Failure to attain a 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 MECHANICS

GOLDEN TRIANGLE CAMPUS (ONE-YEAR VOCATIONAL CERTIFICATE OPTION)

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

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

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

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

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. Applicants must pass a manual dexterity test, and complete an interview. If total enrollment within the department is fewer than 25 students, probationary admission will be granted, in rank order, to applicants who are at least 18 years of age, have completed the tenth grade, and have shown appropriate performance on the approved ability-to-benefit test. Students who are at least 18 years of age, have completed the tenth grade, and have shown appropriate performance on the approved ability- to-benefit test 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	1311	Orientation (if continuing to second year).....	1 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			18 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 Program Exit Point)

A Two-Year Associates Degree Option is Also Available

Please see the Technical Programs Section of this Catalog

BASIC ELECTRICAL LINEWORKER PROGRAM

(SCOوبا 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 twelve 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 or	
	ELT	1192 Fundamentals of Electricity.....	2 Semester Hours
ULT	1152	AC/DC for Line Workers or	
	ELT	1144*** AC/DC for Electrical Technology.....	2 Semester Hours
ULT	1313	Line Worker Truck Driving or	
	ULT	1324 Truck Driving for Line Workers or	
	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.

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. Must be 21 years of age. Persons at least 18 years of age may attend if they present a statement, on company letterhead stationery, stating that upon successful completion of the course, the company will employ the person as a truck driver.
3. Must be able to pass the Department of Transportation physical and drug test requirements*.
4. Must present a satisfactory driver's history from state of residence: (a) must not have any driving under the influence of alcohol (DUI) or driving while intoxicated (DWI) within the previous five years, (b) must not have a reckless driving, failure to heed a traffic control device, or failure to yield violation in the previous three years, (c) must not have more than two speeding tickets within the previous three years, and (d) must not have any speeding violations 15 miles in excess of the posted limit within the previous three years.
5. Must hold a valid driver's license from state of residence.
6. 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.

* 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 pass all CDL tests to secure their Commercial Drivers License before being allowed to receive a graduation certificate.

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

1. Classroom: Department of Transportation regulations, demonstrations, freight handling, defensive driving, accidents, customer relations, maintenance of equipment, etc.
2. Field Work: 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.

ESTIMATED ADDITIONAL COSTS

Physical and Drug Screen	\$140.00
Books	\$ 95.00
CDL license	\$ 85.00
Background Check for Hazardous Materials Endorsement (Optional)	\$108.00

COSMETOLOGY
(GOLDEN TRIANGLE CAMPUS)

The Cosmetology program is a minimum of 1500 hours and is a three-semester curriculum leading to a vocational certificate in cosmetology. In addition to the general admission requirements, successful applicants to the cosmetology program will 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

CULINARY ARTS
FOOD PREPARATION CERTIFICATE
(GOLDEN TRIANGLE CAMPUS)

FIRST SEMESTER

HRT	1123	Introduction to the Hospitality and Tourism Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT/CUT	1114	Culinary Principles I	4 Semester Hours
HRT	2623	Hospitality Human Resource Management	3 Semester Hours
CUT	1134	Principles of Baking	4 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			18 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	2314	American Regional Cuisine	4 Semester Hours
HRT	1541	Hospitality Seminar IV	<u>1 Semester Hours</u>
			19 Semester Hours

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

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

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. 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.

First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1123	AC Circuits.....	3 Semester Hours
ELT	1193	Fundamentals of Electricity	3 Semester Hours
ELT	1113	Residential/Light Commercial Wiring.....	3 Semester Hours
ELT	1263	Blueprint Reading/Planning the Residential Installation	3 Semester Hours
LLS	1311	Orientation (If continuing to 2nd year)	1 Semester Hours
ELT	1253	Branch Circuits and Service Entrance Calculations	<u>3 Semester Hours</u>
			20 Semester Hours

Second Semester

ELT	1273	Switching Circuits for Residential, Commercial and Industrial Applications.....	3 Semester Hours
ELT	1213	Electrical Power.....	3 Semester Hours
ELT	1123	Commercial & Industrial Wiring	3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	3 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			16 Semester Hours

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

EMERGENCY MEDICAL TECHNICIAN

(GOLDEN TRIANGLE CAMPUS)

EMT-BASIC

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

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

The curriculum consists of classroom & clinical experience, with eight semester hours credit awarded.

EMT	1118	EMT Basic	8 Semester Hours
			8 Semester Hours

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 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. 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. Depending upon the requirements of the available clinical, proof of Tuberculin test (dated within one year prior to beginning date of the EMT-Basic) and proof of starting the Hepatitis B vaccination prior to clinical and ambulance rotations OR a declination form regarding the Tuberculin test and Hepatitis B vaccination must be in the student's admission file.

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.

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 (CNA) PROGRAM

(SCOوبا 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

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.

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

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. However, students who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved ability-to-benefit test (see this catalog for approved test), may enroll in the certificate program.

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
Electives			
IMM	1112	Industrial Maintenance Safety	2 Semester Hours
IMM	1213	Industrial Hand Tools & Mechanical Components	<u>3 Semester Hours</u>
			12-17 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
Electives			
DDT	1114	Fundamentals of Drafting	4 Semester Hours
EET	1613	Computer Fundamentals for Electronics/Electricity	<u>3 Semester Hours</u>
			13-17 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.

(FIRST YEAR CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR

First Semester

MST	2135	Power Machinery III	5 Semester Hours
MST	2714	Computer Numerical Control Operations I	4 Semester Hours
Electives			
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
Electives			
DDT	1313	Principles of CAD	3 Semester Hours
MST	2922	Specials Problems in Precision Manufacturing & Machining Tech	<u>2 Semester Hours</u>
			14 Semester Hours

* Enrollment in Developmental Studies will be dependent upon placement scores.

(SECOND YEAR CERTIFICATE PROGRAM EXIT POINT)

OFFICE ASSISTANT

(SCOOBA CAMPUS AND GOLDEN TRIANGLE CAMPUS)

(ONE YEAR VOCATIONAL CERTIFICATE OPTION)

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

Students must present proof of a minimum ACT score of 12 in English and an overall composite of 12. 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	3 Semester Hours
LLS	1311	Orientation (if continuing to two-year program)	<u>1 Semester Hours</u>
			19 Semester Hours

Second Semester

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

(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 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.
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student."
5. Applicant 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 \$25 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. It is strongly advised that you meet with our Adult Basic Education (ABE) instructors for free skills review and preparation prior to taking the TEAS. 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	1427	Fundamentals of Nursing	7 Semester Hours
PNV	1436	Fundamentals of Nursing Lab/Clinical	<u>6 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 Concepts	<u>4 Semester Hours</u>
TOTAL SECOND SEMESTER HOURS			18 Semester Hours

SUMMER SEMESTER:

PNV	1715	Maternal-Child Nursing	5 Semester Hours
PNV	1813	Psychiatric Concepts	3 Semester Hours
PNV	1914	Nursing Transitions	<u>4 Semester Hours</u>
			12 Semester Hours

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 Campus)

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 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	1311	Orientation (if continuing to 2-year program).....	1 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			20 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
Math/Science Elective (if continuing to 2-year program).....			<u>3 Semester Hours</u>
			20 Semester Hours

WELDING AND METAL FABRICATION

(GOLDEN TRIANGLE and SCOOBA CAMPUSES)

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

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 who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved ability-to-benefit test (see this catalog for approved test), may enroll in the certificate program. Students completing all requirements of the one-year certificate in Welding & Fabrication, and who meet the general admission requirements of the College for the associate of applied science degree, will be eligible to enter the second year of the program.

First Semester

WLV	1116	Shielded Metal Arc Welding I.....	6 Semester Hours
WLV	1226	Shielded Metal Arc Welding II.....	6 Semester Hours
WLV	1314	Cutting Processes	4 Semester Hours
WLV	1232	Drawing and Weld Symbols	2 Semester Hours
LLS	1311	Orientation (If continuing to 2nd year)	1 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			20 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)

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

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 Nursing education program is a candidate for accreditation by the National League for Nursing Accrediting Commission.

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 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 more than two 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. A Test of Essential Academic Skills (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 77 hour program. The program consists of 37 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	3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			16 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
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SECOND SEMESTER

NUR	2123	Child Health Nursing.....	3 Semester Hours
NUR	2126	Internship: Nursing Leadership.....	6 Semester Hours
FINE ARTS Elective			<u>3 Semester Hours</u>
			12 Semester Hours

TOTAL PROGRAM HOURS			77 Semester Hours
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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. 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.

FRESHMEN YEAR

First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1334	Solid State Devices & Circuits	4 Semester Hours
LLS	1311	Orientation	1 Semester Hours
EET	1214	Digital Electronics	4 Semester Hours
MFT	1112	Introduction to Automation and Controls	2 Semester Hours
EET	1613	Comp Fund for Electrical OR CPT 1113	<u>3 Semester Hours</u>
			18 Semester Hours

Second Semester

ENG	1113	English Composition I	3 Semester Hours
EET	1123	AC Circuits.....	3 Semester Hours
Technical Elective			3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	<u>3 Semester Hours</u>
			15 Semester Hours

SOPHOMORE YEAR

First Semester

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

Second Semester

MFT	1123	Electrical Wiring for Automation & Control.....	3 Semester Hours
SPT	1113	Public Speaking I.....	3 Semester Hours
LLS	1711	Job Search Skills	1 Semester Hours
Technical elective			<u>9 semester Hours</u>
			16 Semester Hours

Technical Electives:

EET	2423	Fundamentals of Fiber Optics
ELT	1213	Electrical Power
ROT	1113	Fundamentals of Robotics
EET	1324	Microprocessors
EET	2514	Interfacing Techniques
ELT	2623	Advanced Programmable Controllers
ELT	2424	Solid State Motor Controls

Work-based Learning

AUTOMOTIVE SERVICES TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

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

The Automotive Mechanics and the Automotive Technology programs provide the graduate with the basic skills and the technical knowledge to diagnose properly and repair late model vehicles, along with problem solving techniques, and computer diagnosis. Automotive classes/laboratories and academic coursework are taught during the second year of study. Practical experience is given in such areas as drive train components, suspension systems, automotive transmissions, heating and air conditioning systems, electronic fuel injection, engine repair and engine testing.

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

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	1311	Orientation (If continuing to 2-yr program)	1 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			18 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
CPT	1113	Fundamentals of Microcomputer Applications	<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			<u>4 Semester Hours</u>
			17 Semester Hours

*WBL or instructor approved elective

BANKING AND FINANCE TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

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

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

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

FRESHMAN YEAR

First Semester

BFT	1213	Principles of Banking	3 Semester Hours
BFT	1313	Consumer Lending	3 Semester Hours
BOT	1133	Microcomputer Applications.....	3 Semester Hours
BFT	1513	Banking & Finance Math	3 Semester Hours
BOT	1713	Mechanics of Communication	3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			16 Semester Hours

Second Semester

BFT	1223	Money and Banking	3 Semester Hours
BFT	1323	Commercial Lending.....	3 Semester Hours
BOT	1813	Electronic Spreadsheet	3 Semester Hours
BFT	1233	Law & Banking Principles	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
SPT	1113	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
WBL	2914	Work-based Learning in Banking & Finance Technology or	
BFT	2914	Special Project in Banking and 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.

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

FRESHMAN YEAR

First Semester

ENG	1113	English Composition I.....	3 Semester Hours
MMT	1113	Principles of Marketing	3 Semester Hours
MMT/FMT	Elective†	3 Semester Hours
MMT/FMT	Elective†	3 Semester Hours
LLS	1311	Orientation	1 Semester Hours
Computer Related	Elective.....		<u>3 Semester Hours</u>
			16 Semester Hours

Second Semester

MMT	1313	Personal Selling.....	3 Semester Hours
MMT	2313	E-commerce Marketing	3 Semester Hours
MMT	1123	Marketing Management***	3 Semester Hours
BAD	2413	Legal Environment of Business	3 Semester Hours
Social/Behavioral Science	Elective		3 Semester Hours
SPT	1113	Public Speaking I.....	<u>3 Semester Hours</u>
			18 Semester Hours

SOPHOMORE YEAR

First Semester

ECO	2113	Principles of Economics I*	3 Semester Hours
MAT	1313	College Algebra or Natural Science Elective	3 Semester Hours
MMT	2213	Principles of Management ***	3 Semester Hours
MMT/FMT	Elective†	3 Semester Hours
MMT/FMT	Elective†	3 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			or
			16 Semester Hours
BOT	1213	Professional Development	

Second Semester

MMT	1323	Advertising.....	3 Semester Hours
ECO	2123	Principles of Economics II*	3 Semester Hours
MMT/FMT	Elective†	3 Semester Hours
MMT	2233	Human Resource Management ***	3 Semester Hours
ACC	1213	Principles of Accounting I	3 Semester Hours
Humanities/Fine Arts	Elective.....		<u>3 Semester Hours</u>
			18 Semester Hours

- * Work-based Learning may be substituted for this course by recommendation of Instructor
- *** Marketing Hospitality Services (HRT 2713) may be substituted for Marketing Management (MMT 1123)
- *** Hospitality Supervision (HRT 2613) may be substituted for Principles of Management (MMT 2213)
- *** Hospitality Human Resource Management (HRT 2623) may be substituted for Human Resources Management (MMT 2233)

† List of approved MMT/FMT Electives:

Merchandising Math (MMT 1413)	Visual Merchandising (FMT 2414)
Marketing Case Studies (MMT 2243)	Image and Wardrobe Consulting (FMT 2513)
Retail Management (MMT 2423)	
Entrepreneurship (MMT 2513)	
Event Management (MMT 2523)	
Fashion Design Fundamentals (FMT 1113)	
Fashion Marketing (FMT 1213)	

BUSINESS TECHNOLOGY

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

The curriculum is designed to give each student:

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

Business and Office Technology is a two-year program of study 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 Microcomputer Technology program of study provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

The curriculum complies with the National Standards for Business Education, the 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 12 in English and an overall composite score of 12 or 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.

OFFICE SYSTEMS TECHNOLOGY
(SCOوبا AND 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	3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			19 Semester Hours

Second Semester

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

HEALTH-CARE DATA TECHNOLOGY
(GOLDEN TRIANGLE AND SCOوبا 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.....	3 Semester Hours
LLS	1311	Orientation.....	<u>1 Semester Hours</u>
			19 Semester Hours

Second Semester

BOT	1143	Word Processing	3 Semester Hours
BOT	1433	Business Accounting or ACC 1213 Principles of Accounting I.....	3 Semester Hours
BOT	1623	Medical Office Terminology II	3 Semester Hours
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	Approved Elective**	3 Semester Hours
BOT	2753 Medical Information Management	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 Skill building
BOT	2823	Communication Technology	BOT	2833	Integrated Computer Applications

MICROCOMPUTER TECHNOLOGY (SCOOBA CAMPUS)

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

FRESHMAN YEAR

First Semester

BOT	1213	Professional Development.....	3 Semester Hours
BOT	1313	Applied Business Math.....	3 Semester Hours
BOT	1713	Mechanics of Communication	3 Semester Hours
BOT	1113	Document Formatting & Production***	3 Semester Hours
BOT	1133	Microcomputer Applications.....	3 Semester Hours
Social/Behavioral Science Elective			<u>3 Semester Hours</u>
			18 Semester Hours

Second Semester

BOT	1123	Keyboard Skillbuilding	3 Semester Hours
BOT	1143	Word Processing	3 Semester Hours
BOT	1433	Business Accounting or	3 Semester Hours
ACC	1213	Principles of Accounting I	
BOT	1813	Electronic Spreadsheet	3 Semester Hours
BOT	2813	Business Communication	3 Semester Hours
CPT	1214	Visual BASIC Programming Language	<u>3 Semester Hours</u>
			18 Semester Hours

SOPHOMORE YEAR

First Semester

BOT	2323	Database Management	3 Semester Hours
BOT	2413	Computerized Accounting.....	3 Semester Hours
BOT	2823	Communication Technology	3 Semester Hours
BOT	2133	Desktop Publishing.....	3 Semester Hours
Computer Related Elective.....			3 Semester Hours
(CSC/CNT/CPT/NST)			
Written Communications Elective			<u>3 Semester Hours</u>
			18 Semester Hours

Second Semester

BOT	2833	Integrated Computer Applications	3 Semester Hours
Network Management Elective.....			3 Semester Hours
(CSC/CNT/CPT)			
Math/Science Elective			3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
Oral Communications Elective			<u>3 Semester Hours</u>
			15 Semester Hours

*** Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

COMPUTER NETWORKING TECHNOLOGY

(Golden Triangle Campus)

Networking involves building computer networks from the beginning. This involves evaluating protocols, operating systems, hardware components, networking devices, and software tools to make a network run efficiently. Critical thinking skills are an essential part of monitoring and troubleshooting a network.

Students entering the Computer Networking Technology major will be given the opportunity to train in a hands-on environment in the field of information technology. The curriculum provides students the necessary exposure to a wide variety of classes and lab environments that will be beneficial to them after completing their Associates of Applied Science degree in Computer Networking Technology. EMCC Golden Triangle Campus's CNT curriculum also serves as a Cisco® Local Academy. Students will take a four semester program as part of the CNT curriculum which will teach them the principles of designing, building, and maintaining networks. Upon completion of an Associate of Applied Science in Computer Networking Technology, students should have the necessary skills to take the CCNA, A+, Net+, and Linux+ certifications. For the most current information, go to the <http://ciscoserver.eastms.edu>.

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

FRESHMAN YEAR

First Semester

IST	1143	Security Principles and Policies.....	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			3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			18 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			3 Semester Hours
*Academic Elective.....			<u>3 Semester Hours</u>
			18 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.....	<u>3 Semester Hours</u>
			19 Semester Hours

Total Program Hours.....72 Semester Hours

*Electives must be approved by program advisor.

DRAFTING AND DESIGN TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

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

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

FRESHMAN YEAR

First Semester

DDT	1114	Fundamentals of Drafting	4 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
LLS	1311	Orientation	1 Semester Hours
MAT	1313	College Algebra*	<u>3 Semester Hours</u>
			17 Semester Hours

Second Semester

DDT	1133	Machine Drafting I	3 Semester Hours
DDT	1323	Intermediate CAD	3 Semester Hours
MAT	1323	Trigonometry.....	3 Semester Hours
SPT	1113	Public Speaking I.....	3 Semester Hours
DDT	1614	Architectural Design I	4 Semester Hours
DDT	2243	Cost Estimating	<u>3 Semester Hours</u>
			19 Semester Hours

SOPHOMORE YEAR

First Semester

DDT	2343	Advanced CAD	3 Semester Hours
DDT	1213	Construction Materials	3 Semester Hours
DDT	2153	Civil Drafting	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	2233	Structural Drafting.....	3 Semester Hours
DDT	2913	Special Projects in Design.....	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>
			14 Semester Hours

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

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

ELECTRICAL TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

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

The two-year program provides students with more in-depth training in all aspects of the electrical field. Additional instruction is provided in the areas of automation, solid state motor control, and digital electronics. 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.

FRESHMAN YEAR

First Semester

EET	1114	DC Circuits	4 Semester Hours
EET	1123	AC Circuits.....	3 Semester Hours
LLS	1311	Orientation	1 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
ELT	1253	Branch Circuits and Service Entrance Calculations	<u>3 Semester Hours</u>
			20 Semester Hours

Second Semester

ELT	1213	Electrical Power.....	3 Semester Hours
ELT	1273	Switching Circuits for Residential, Commercial and Industrial Applications.....	3 Semester Hours
LLS	1711	Job Search Skills	1 Semester Hours
ELT	1123	Commercial & Industrial Wiring	3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	2613	Programmable Logic Controllers	<u>3 Semester Hours</u>
			16 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR

First Semester

ELT	1223	Motor Maintenance & Troubleshooting.....	3 Semester Hours
ELT	2424	Solid State Motor Control	4 Semester Hours
EET	1613	Comp Fund for Electronics OR CPT 1113	3 Semester Hours
ENG	1113	English Composition I*	3 Semester Hours
MAT	1313	College Algebra*	<u>3 Semester Hours</u>
			16 Semester Hours

Second Semester

Technical Electives**		6 Semester Hours
SPT	1113 Public Speaking I	3 Semester Hours
Humanities/Fine Arts Electives		3 Semester Hours
Social/Behavioral Science Elective		<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
ELT	1434	Solid State Devices and Circuits for Electrical Technology
IMM	2114	Equipment Maintenance, Troubleshooting and Repair
WBL	1913	Work-based Learning <u>or</u> ELT 2913 Special Projects

ELECTRONICS TECHNOLOGY

(Golden Triangle Campus)

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

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

FRESHMAN YEAR

First Semester

EET	1114	DC Circuits	4 Semester Hours
LLS	1311	Orientation	1 Semester Hour
ENG	1113	English Composition I	3 Semester Hours
EET	1214	Digital Electronics	4 Semester Hours
EET	1613	Comp Fund for Electronics or Computer Related Elective	3 Semester Hours
EET	1334	Solid State Devices and Circuits	4 Semester Hours
			19 Semester Hours

Second Semester

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

SOPHOMORE YEAR

First Semester

CST	2113	Computer Servicing Lab I	3 Semester Hours
Technical Elective			3 Semester Hours
Math/Science Elective			3-4 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
			15-16 Semester Hours

Second Semester

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

TECHNICAL ELECTIVES

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

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

(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.

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 particular score 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 and your State EMT 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

First Semester

EMT	1122	Fundamentals of Pre-hospital Care	2 semester Hours
EMT	1315	Airway Management and Ventilation	5 semester Hours
EMT	1415	Patient Assessment	5 semester Hours
EMT	1513	EMS Clinical Internship I	3 semester Hours
BIO	2524	Anatomy and Physiology II	4 Semester Hours
LLS	1311	Orientation	1 Semester Hours
			20 Semester Hours

Second Semester

EMT	1825	Pre-hospital Cardiology	5 semester Hours
EMT	1613	Pre-hospital Pharmacology	3 semester Hours
EMT	2714	Pre-Hospital Trauma.....	4 semester Hours
EMT	1523	EMS Clinical Internship II	3 semester Hours
ENG	1113	English Composition I	<u>3 semester Hours</u>
			18 semester Hours

SOPHOMORE YEAR

First Semester

EMT	2855	Pre-Hospital Medical Care.....	5 Semester Hours
EMT	2412	Pre-Hospital OB/GYN.....	2 Semester Hours
EMT	2423	Pre-Hospital Pediatrics	3 Semester Hours
EMT	2552	EMS Field Internship I	2 Semester Hours
LLS	1711	Job Search Skills	1 Semester Hour
SPT	1113	Public Speaking I.....	<u>3 Semester Hours</u>
			16 Semester Hours

Second Semester

CPT	1113	Microcomputer Applications.....	3 Semester Hours
EMT	2913	Team Management.....	3 Semester Hours
EMT	1423	EMS Special Considerations	3 Semester Hours
EMT	2564	EMS Field Internship II	4 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
Fine Arts/Humanities Elective.....			<u>3 Semester Hours</u>
			19 Semester Hours

FORESTRY TECHNOLOGY

(SCOOPA 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 in forestry industries, state and federal agencies, and private consultants.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition	3 Semester Hours
FOT	1813	Introduction to Forestry.....	3 Semester Hours
FOT	1714	Applied Dendrology with Lab.....	4 Semester Hours
LLS	1311	Orientation.....	1 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
Technical Elective			<u>3-4 Semester Hours</u>
			17-18 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	2213	Applications of GIS/GPS in Forestry
FOT	2624	Silviculture II with Lab	FOT	291(1-3)	Special Problem in Forestry
FOT	292(1-6)	Supervised Work Experience in Forestry Technology			
MAT	2323	Business Statistics			

FUNERAL SERVICE TECHNOLOGY

(SCOOBA CAMPUS)

The Department of Funeral Service Technology is nationally accredited by the American Board of Funeral Service Education. The curriculum is a two-year program of study leading to an Associate of Applied Science degree. The graduate, with successful achievement on the National Board Examination and/or State Board examination and completion of one-year apprenticeship, is qualified to practice as a licensed Funeral Director/Embalmer in the State of Mississippi. The graduate, with successful achievement on the National Board Examination, may become eligible for licensure in other states contingent upon completion of the particular requirements of each.

Students who are employed with a funeral home establishment or work at another job may be able to utilize the Block Class Schedule in order to permit them to attend classes and continue working. The Block Class Schedule allows a full-time student who enrolls in the Fall Semester to attend classes only two (2) days per week. Students who prefer to remain on campus all week may take the Funeral Service Technology classes under the Block Class Schedule while taking their academic classes under a traditional class schedule or online.

Admission to the Funeral Service Technology Program at East Mississippi Community College requires all applicants to have acquired either a GED or high school diploma. The program further requires all applicants to have achieved either a score of 17 or higher on the ACT or a particular 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 American Board of Funeral Service Education 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 funeral service program which is accredited by the American Board of Funeral Service Education 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 - The program in Funeral Service Technology has as its central aim recognition of the importance of Funeral Service personnel as (1) members of a human service profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the Funeral Service profession, (4) professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. The Funeral Service Program has the objectives of, (1) enlarging the background and knowledge of students about the funeral service profession, (2) educating students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary for responsibilities of the funeral service profession, (3) educating students concerning the responsibilities of the funeral service profession to community at large, (4) emphasizing high standards of ethical conduct, (5) providing a curriculum at the post secondary level of instruction, and (6) encouraging student and faculty research in the field of funeral service.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition	3 Semester Hours
FST	1113	Mortuary Anatomy I	3 Semester Hours
FST	1231	Clinical Embalming I	1 Semester Hours
FST	1314	Funeral Directing	4 Semester Hours
FST	1523	Rest Art/Color & Cos	3 Semester Hours
FST	2423	Funeral Service Business Law	3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			18 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	Fun. Serv. Eth. & 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.

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain 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 and/or Hospitality Operations.

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

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
LLS	1311	Orientation	1 Semester Hours
CPT	1123	Computer Related Elective	3 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			18 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
Social/Behavioral Science Elective			<u>3 Semester Hours</u>
			16 Semester Hours

SOPHOMORE YEAR

Fall Semester

HRT	2233	Food and Beverage Management	3 Semester Hours
HRT	2623	Hospitality Human Resource Management	3 Semester Hours
*Electives			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
Electives*			<u>3 Semester Hours</u>
			16 Semester Hours

*Electives

MMT 1323 BAD 2413 CUT 1134 CUT 2223

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.

This program requires a particular score on the COMPASS test for program entrance or an ACT minimum overall of 15 with a 15 in Math, and a passing score on the BMCT (Bennett Mechanical Comprehension Test). Program entrance will be granted if a student achieves a minimum passing score of 50% (34 raw). Students with minimum of less than 50% can be allowed to enroll for their 1st semester at EMCC provided their ACT score or Accuplacer score permits them to be placed in the academic courses required for the IMT Program. A BMCT re-test will be given to these students prior to their registering for their next semester's classes.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition I	3 Semester Hours
IMM	1112	Industrial Maintenance Safety	2 Semester Hours
IMM	1122	Industrial Maintenance Math & Measurements	2 Semester Hours
IMM	1132	Industrial Maintenance Blueprint Reading	2 Semester Hours
IMM	1213	Industrial Hand Tools & Mechanical Components	3 Semester Hours
LLS	1311	Orientation.....	1 Semester Hours
CPT	1113	Microcomputer Apps OR EET 1613	3 Semester Hours
IMM	1813	Electricity for Industrial Maintenance Mechanics	<u>3 Semester Hours</u>
			19 Semester Hours

Second Semester

IMM	1514	Equipment Installation & Alignment	4 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
MAT	1313	College Algebra	3 Semester Hours
IMM	1614	Industrial Piping & Hydro Testing.....	4 Semester Hours
SPT	1113	Public Speaking I	<u>3 Semester Hours</u>
			17 Semester Hours

SOPHOMORE YEAR

First Semester

ELT	2613	Programmable Logic Controllers	3 Semester Hours
IMM	1734	Maintenance Welding and Metals or WLV 1116	4-6 Semester Hours
IMM	1314	Principles of Hydraulics/Pneumatics or IMM 1415	4-5 Semester Hours
Humanities/Fine Arts Elective.....			3 Semester Hours
Social Science Elective			3 Semester Hours
Electives: Approved and/or computer related.....			<u>6-8 Semester Hours</u>
			16-19 Semester Hours

Second Semester

IMM	2114	Equipment Maintenance, Troubleshooting, & Repair	4 Semester Hours
IMM	1823	Advanced Industrial Electricity.....	3 Semester Hours
IMM	1223	Power Tool Applications.....	3 Semester Hours
ELT	1223	Motor Maintenance.....	3 Semester Hours
IMM	1523	Preventive Maintenance & Service of Equipment.....	3 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			17 Semester Hours

Technical Electives:

Work-based Learning

DDT 1114 DDT 1313 DDT 1133 ELT 1192

OPHTHALMIC TECHNOLOGY

(SCOوبا 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		3 Semester Hours
LLS	1311	Orientation	<u>1 Semester Hours</u>
			17 Semester Hours

Second Semester

Elective:		Math/Science Elective.....	3 Semester Hours
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.....	<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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RESIDENTIAL CARPENTRY TECHNOLOGY

(WEST POINT EXTENSION)

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. The Associate of Applied Science degree in Residential Carpentry will be awarded to a student who successfully completes the two years 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, a particular score on the COMPASS test is required for 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	1311	Orientation	1 Semester Hours
LLS	1171	Job Search Skills	<u>1 Semester Hours</u>
			20 Semester Hours

Second Semester

CAV	1245	Ceiling/Roof Framing	5 Semester Hours
CAV	1316	Interior fin/Cabinet Making	6 Semester Hours
CAV	1413	Roofing	3 Semester Hours
CAV	1513	Exterior Finishing	3 Semester Hours
Math/Science Elective (if progressing to 2-year program)			<u>3 Semester Hours</u>
			20 Semester Hours

Third Semester

DDT	1114	Fundamentals of Drafting	4 Semester Hours
DDT	1213	Construction Materials	3 Semester Hours
CAV	2313	Advanced Interior Finishing	3 Semester Hours
CPT	1113	Microcomputer Applications	3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
ENG	1113	English Composition I	<u>3 Semester Hours</u>
			19 Semester Hours

Fourth Semester

CAV	2113	Prin. of M/Family & Lt. CC	3 Semester Hours
DDT	2243	Cost Estimating	3 Semester Hours
CAV	2912	Special Prob in Res. Carp	2 Semester Hours
CAV	2933	NCCER Core	3 Semester Hours
Social/Behavioral Science Elective			3 Semester Hours
Humanities/Fine Arts Elective			<u>3 Semester Hours</u>
			14 Semester Hours

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	1311	Orientation	1 Semester Hours
LLS	1711	Job Search Skills if BOT 1213 is not taken as elective	1 Semester Hours
			29 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.

WELDING AND FABRICATION TECHNOLOGY

(GOLDEN TRIANGLE CAMPUS)

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

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. However, students who are at least 18 years of age, who have completed the tenth grade, and who have shown appropriate performance on the approved ability-to-benefit test (see this catalog for approved test), may enroll in the certificate program.

FRESHMAN

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	1311	Orientation	1 Semester Hours
LLS	1711	Job Search Skills	<u>1 Semester Hours</u>
			20 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)

SOPHOMORE

First Semester

ENG	1113	English Composition I.....	3 Semester Hours
CPT	1113	Computer Applications.....	3 Semester Hours
Humanities/Fine Arts Elective.....			3 Semester Hours
IMM	1122	Industrial Maint. Math & Measurement.....	2 Semester Hours
WLV	2812	Welding Metallurgy	2 Semester Hours
WLV	1252	Advanced Pipe Welding	<u>2 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
DDT	1114	Fundamentals of Drafting	<u>4 Semester Hours</u>
			16-17 Semester Hours

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 1213--PRINCIPLES OF ACCOUNTING I

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

ACC 1223--PRINCIPLES OF ACCOUNTING II

A continuation of ACC 1213. The topics to be covered include managerial accounting concepts and internal business decision making. Prerequisite: Pass ACC 1213 with a grade of "C" or higher.

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 1313 & 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. 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. 3 semester hours 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**
A study of 3-D media and methods exploration of reduction and additive sculpture processes. Prerequisite: ART 2623. 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**
A survey course of the 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. 1 semester hour credit.
- ART 2821--EXHIBITION CLASS IV**
A continuation of ART 2811. 1 semester hour credit.
- ART 2913--SPECIAL STUDIO**
Prerequisite: Six semester hours of work in related studio. Independent study in an area of special interest. Course designed for the exceptional student. Instructor approval dependent on discipline. Can only take twice. 3 semester hours credit.

BIOLOGY

- BIO 1114--PRINCIPLES OF BIOLOGY I**
A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.
- BIO 1124--PRINCIPLES OF BIOLOGY II**
A combined lecture and laboratory course for non-science majors that emphasizes the relationship of humans to their environment, the diversity of life, classification of organisms, ecology and environmental concerns. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 1134--GENERAL BIOLOGY I

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

BIO 1144--GENERAL BIOLOGY II

A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 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 1414--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. 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 credit hours.

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: Pass BIO 1134 with a grade of "C" or higher. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2424--ZOOLOGY II

A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Pass BIO 1134 with a grade of "C" or higher. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BIO 2514--ANATOMY AND PHYSIOLOGY I

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

BIO 2524--ANATOMY AND PHYSIOLOGY II

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: 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 survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands-on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Prerequisite: ACT of 20+ or a "C" in another laboratory course. 3 hours lecture, 2 hours lab. 4 semester hours of credit.

BUSINESS ADMINISTRATION**BAD 2323--BUSINESS STATISTICS**

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. 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 atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding, and gases. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/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, and reaction mechanisms. 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, carbonyl compounds and other complex compounds with emphasis on reactions, reaction mechanisms and nomenclature. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisite: 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 semester hours credit (3 hr lecture).

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 with integration of these applications. 3 semester hours credit (3 hr lecture).

CSC 1133--COMPUTER APPLICATIONS II

This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Web design, OLE, Macros, and emerging technology. (3 hr lecture)

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. 3 semester hours credit (3 hr lecture).

CSC 1613--COMPUTER PROGRAMMING I

Introduction to problem solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. 3 semester hours credit (3 hr lecture).

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. 3 semester hours credit (3 hr lecture). Prerequisite: previous programming experience.

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. 3 semester hours credit (3 hr lecture). Prerequisite: CSC 2134

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)

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. 3 semester hours credit (3 hr lecture). Prerequisite: CSC 1613

CRIMINAL JUSTICE

CRJ 1313--INTRODUCTION TO CRIMINAL JUSTICE

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

CRJ 1323--POLICE ADMINISTRATION AND ORGANIZATION

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

Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. 3 semester hours credit.

CRJ 2413--ADMINISTRATION OF CRIMINAL JUSTICE

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

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. 3 semester hours credit.

ECONOMICS

ECO 2113--PRINCIPLES OF ECONOMICS (MACROECONOMICS)

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. 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. 3 semester hours credit.

EDUCATION

EDU 2513--INTRODUCTION TO ELEMENTARY EDUCATION

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

EDUCATIONAL PSYCHOLOGY

EPY 2513--CHILD PSYCHOLOGY

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. 3 semester hours of 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 with implications for health professional and others who work with people. 3 semester hours of credit.

ENGLISH

ENG 0113--BEGINNING ENGLISH (REMEDIAL COURSE)

ENG 0113 is designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Co-requisite: REA 0113. 3 semester hours. Credit hours do not transfer or count toward graduation.

ENG 0123--INTERMEDIATE ENGLISH (REMEDIAL COURSE)

ENG 0123 is designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. Co-requisite: REA 0123. 3 semester hours. Credit hours do not transfer or count toward graduation.

ENG 1113--ENGLISH COMPOSITION I

ENG 1113 is designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. 3 semester hours credit.

ENG 1123--ENGLISH COMPOSITION II

ENG 1123 is a continuation of ENG 1113 with emphasis on research 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 writing poetry, short fiction, creative nonfiction, and drama. Consent of the instructor required. Prerequisite: Pass ENG 1123 with a "C" or higher grade. 3 semester hours credit.

ENG 2143--CREATIVE WRITING II

ENG 2143 is a continuation of writing poetry, short fiction, creative nonfiction, and drama. Prerequisite: ENG 2133. 3 semester hours credit.

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 through the Twentieth Century. Prerequisite: Pass ENG 1123 with a "C" or higher grade. 3 semester hours credit.
- ENG 2423--WORLD LITERATURE I**
ENG 2423 surveys literature from the ancient world through the Renaissance. Prerequisite: Pass ENG 1123 with a "C" or higher grade. 3 semester hours credit.
- ENG 2433--WORLD LITERATURE II**
ENG 2433 surveys literature from the Neoclassical Period through the Twentieth Century. Prerequisite: Pass ENG 1123 with a "C" or higher grade. 3 semester hours credit.

FAMILY CONSUMER SCIENCE

- FCS 1253--NUTRITION**
A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and the applications for healthcare providers. 3 semester hours credit.

GEOGRAPHY

- GEO 1113--WORLD GEOGRAPHY**
A regional survey of the basic geographic features and major new developments of the nations of the world. 3 semester hours credit.
- GEO 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.

GEOLOGY

- GLY 1114--PHYSICAL GEOLOGY**
A lab Geoscience course: Study of the earth, its materials and the forces acting upon them, and the land forms and their development. 3 hours lecture, 2 hours lab. 4 semester hours 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. 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**
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 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**
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. 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. 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 2221--LIFEGUARDING AND WATER SAFETY**
This is the American Red Cross Senior Life Saving Guarding Course with emphasis toward certifying life guards for swimming areas. This course is designed to teach life guard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. 1 semester credit hour.
- HPR 2231--WATER SAFETY INSTRUCTOR**
Emphasis on knowledge and skills beyond the scope of Senior Life Saving, certifying personnel to conduct water safety in school and communities. Techniques of aquatic instruction, including community water safety and progression swimming are covered. 1 semester credit hour.
- 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. 3 semester credit hours.

HISTORY

HIS 1113--WESTERN CIVILIZATION I

A general survey of European history from ancient times to the mid-seventeenth century. 3 semester credit hours.

HIS 1123--WESTERN CIVILIZATION II

A general survey of European history since the seventeenth century. 3 semester credit hours.

HIS 1163--WORLD CIVILIZATION I

A general survey of world history from ancient times to the 1500s. 3 semester credit hours

HIS 1173--WORLD CIVILIZATION II

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 from pre-history through Reconstruction. 3 semester credit hours.

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

This course is a survey of U.S. history from Reconstruction to the present. 3 semester credit hours.

JOURNALISM

JOU 1111--COLLEGE PUBLICATIONS I

The laboratory course is designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising, and photography will be emphasized according to student need. 1 semester hour credit.

JOU 1121--COLLEGE PUBLICATIONS II

A continuation of JOU 1111. 1 semester hour credit.

JOU 2111--COLLEGE PUBLICATIONS III

Open to journalism majors only who successfully completed JOU 1111, 1121, 1313, and 1323. 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. 1 semester hour credit.

JOU 2121--COLLEGE PUBLICATION IV

Open to journalism majors only who have successfully completed JOU 1111, 1121, 1313, 1323, 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. 1 semester hour credit.

LEADERSHIP

LEA 1813--LEADERSHIP AND ORGANIZATION SKILLS I

A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, communication, conducting effective meetings, and working with volunteers. 3 semester hours credit.

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. 1 semester hour credit.

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

A continuation of LEA 1911. 1 semester hour credit.

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

A continuation of LEA 1911. 1 semester hour credit.

LEARNING AND LIFESKILLS

LLS 0113--ESSENTIAL COLLEGE SKILLS I (REMEDIATION COURSE)

This course is designed to aid in the development of student potentials in four fundamental areas; improving self-image and awareness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. 3 semester hours credit.

LLS 1223--LIFE SKILLS

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

LLS 1311--ORIENTATION

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking and report writing, and gives the student guidance in collegiate life. 1 semester hour credit.

LLS 1323--CAREER EXPLORATION

A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career objectives. 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.

MATHEMATICS

MAT 0113--FUNDAMENTALS OF MATHEMATICS (REMEDIATION 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 hours do not transfer or count toward graduation.

- MAT 0123--BEGINNING ALGEBRA (REMEDIAL COURSE)**
A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Prerequisite: Pass Fundamentals of Mathematics (MAT 0113) with a "C" or better or ACT math subscore 12, 13, or 14. 3 semester hours. Credit hours do not transfer or count toward graduation.
- MAT 1111--BASIC GRAPHING CALCULATOR**
This course is designed for students who have little or no background in the use of a graphing calculator. Topics covered include keyboard layout, modes, menus, algebraic computations, graphing functions, statistics, regression analysis, and matrix operations. 1 semester hour credit.
- MAT 1233--INTERMEDIATE ALGEBRA (REMEDIAL COURSE)**
The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Prerequisite: ACT math subscore of 15 or 16 or pass MAT 0123 with a "C" or better grade. 3 semester hours. 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; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: ACT math subscore of 17 or pass MAT 1233 with a "C" or better grade. 3 semester hours credit.
- MAT 1323--TRIGONOMETRY**
This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; 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. Introduction to Calculus. 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/Co-requisite: 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 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. 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 2623. 3 semester hours credit.

**MILITARY SCIENCE
(AIR FORCE)**

AFR 1111--IN DEFENSE OF OUR NATION I

A survey course designed to be an introduction to the Air Force Reserve Officers Training Corps and the Air Force. 1 semester hour credit.

AFR 1121-- IN DEFENSE OF OUR NATION I LAB

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences. 1 semester hour credit.

AFR 1211--IN DEFENSE OF OUR NATION II

A survey course designed to be an introduction to the Air Force Reserve Officers Training Corps and the Air Force. 1 semester hour credit.

AFR 1221-- IN DEFENSE OF OUR NATION II LAB

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences. 1 semester hour credit.

AFR 2111--DEVELOPMENT OF AIR POWER I

This course is designed to examine general aspects of air and space power through a historical perspective. 1 semester hour credit.

AFR 2121-- DEVELOPMENT OF AIR POWER I LAB

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences. 1 semester hour credit.

AFR 2211--DEVELOPMENT OF AIR POWER II

This course is designed to examine general aspects of air and space power through a historical perspective. 1 semester hour credit.

AFR 2221-- DEVELOPMENT OF AIR POWER II LAB

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences. 1 semester hour credit.

(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. 3 semester hours credit.

MFL 1213--SPANISH I

MFL 1213, 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 1223--SPANISH II

MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions.

MFL 2113--FRENCH III

MFL 2113 continues MFL 1123 with additional materials of literary and cultural value. 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. 3 semester hours credit.

MFL 2213--SPANISH III

MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. 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. 3 semester hours credit.

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 BRASS FOR NON MAJORS (Elective Brass) I, II, III, & 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 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--GUITAR FOR NON MAJORS (Elective Guitar) I, II, III, & IV**
Guitar instruction for music education majors with guitar as a secondary area of emphasis. 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 instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature.
- MUA 1411, 1421, 2411, 2421 CLASS PERCUSSION I, II, III, & IV**
Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of percussion instruction and performance.
- MUA 1441, 1451, 2441, 2451 PERCUSSION FOR NON MAJORS 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 MAJORS I, II, III, & IV**
Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature.
- MUA 1572/1582 PIANO FOR MUSIC EDUCATION MAJORS I & II**
Private lessons include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability.
- MUA 1573, 1583, 2573, 2583 PIANO FOR MUSIC MAJORS I, II, III, & IV**
Piano instruction for piano majors with piano as a performance emphasis. Introduction to technique, literature, and performance of standard literature.
- 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 MAJORS I, II, III, & IV

Voice for non-major/music education 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 MUSIC EDUCATION MAJORS I, II, III, & IV

Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, 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. 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--WOODWINDS FOR NON MAJORS 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 ED. 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

Listening course designed to give the student, thorough aural perception, understanding and appreciation of music as a moving force in 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 and part writing, sight-singing, and ear training. 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

Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. 4 semester hours credit.

MUS 1811--MUSIC THEATER WORKSHOP I

The workshop is designed to introduce the student to 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 the student to all facets of music theatre. One public performance will be given each semester. Open to all students. 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**
Continuation study of functional harmony through analysis and part writing, sight-singing, and ear training. 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**
Continued study of functional harmony through analysis and part-writing, sight-singing, and ear training. 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 2811--MUSIC THEATER WORKSHOP III**
The workshop is designed to introduce the student to all facets of music theatre. One public performance will be given each semester. 1 semester hour credit.
- MUS 2821--MUSIC THEATRE WORKSHOP IV**
The workshop is designed to introduce the student to all facets of music theatre. One public performance will be given each semester. Open to all students. 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 1141, 1151, 2141, 2151--SMALL BAND GROUPS 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 in small ensembles and auxiliary groups.
- MUO 1171, 1181, 2171, 2181--STAGE BAND I, II, III, & IV**
A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz.
- 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 SINGING GROUPS I, II, III, & IV**
(REFLECTIONS - open to students by audition and selected by director)
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 Hebrew Bible (Old Testament) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that in 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 2613--WORLD RELIGIONS I

Examination of 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 or higher. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2254--PHYSICAL SCIENCE II

A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1233 or higher. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2414--GENERAL PHYSICS I

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1323. 3 semester hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2424--GENERAL PHYSICS II

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Pass PHY 2414 with a "C" or better grade. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2514--GENERAL PHYSICS I-A

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/co-requisite: MAT 1613. 3 hours lecture, 2 hours laboratory. 4 semester hours credit.

PHY 2524--GENERAL PHYSICS II-A

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1623 and PHY 2514; Co-requisite: MAT 2613. 3 hours lecture, 2 hours laboratory. 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 of Mississippi. 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 2553--PSYCHOLOGY OF PERSONAL ADJUSTMENT

A course to aid in developing an understanding of the causes and symptoms of emotional maladjustment. Emphasis is placed upon preparing the students to anticipate and deal with their own problems and to improve their understanding of the behavior of others. Prerequisite: PSY 1513. 3 semester hours credit.

READING

REA 0113--READING COMPREHENSION I (REMEDIAL COURSE)

A laboratory course designed to offer special reading instruction to students deficient in reading skills. Co-requisite: ENG 0113. 3 semester hours credit. Credit hours do not transfer or count toward graduation.

REA 0123--READING COMPREHENSION II (REMEDIAL COURSE)

A continuation of REA 0113. Co-requisite: ENG 0123. 3 semester hours credit. Credit hours do not transfer or count toward graduation.

SOCIOLOGY

SOC 1513--ETHNIC RELATIONS

Economic, political, educational, and racial status of ethnic minorities in the U.S. are examined, including relations between minority and dominant groups. 3 semester hours credit.

SOC 2113--INTRODUCTION TO SOCIOLOGY I

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 2143--MARRIAGE AND FAMILY

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood, and of social-economic adjustments to society. 3 semester hours credit.

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.

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 16 in English or successful completion of ENG 0123 - Intermediate English. 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 two-person 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. 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 credit hours.

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 credit hours.

SPT 2333--INTRODUCTION TO DRAMATIC ARTS

An in-depth look at the culture of theatre, as an art form and artistic discipline. This course is designed to introduce theatre majors to the stage, engage them in the philosophy of acting, and help transition them into the predetermined structures of theatre production. 3 semester credit hours.

CAREER & TECHNICAL COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS AUTOMOTIVE SERVICES TECHNOLOGY

- ATT 1124--BASIC ELECTRICAL/ELECTRONIC SYSTEMS**
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 1134--ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS**
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 1214--BRAKES**
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Including instruction and practice in diagnosis of braking systems problems and the repair of brake systems. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 1314--MANUAL DRIVE TRAINS/TRANSAXLES**
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 1424--ENGINE PERFORMANCE I**
A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 1715--ENGINE REPAIR**
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. 5 sch: 2 hr. lecture, 6 hr. lab
- ATT 2325--AUTOMATIC TRANSMISSIONS/TRANSAXLES**
This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. 5 sch: 2 hr. lecture, 6 hr. lab
- ATT 2334--STEERING AND SUSPENSION SYSTEMS**
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 2434--ENGINE PERFORMANCE II**
This is a course designed to provide advanced skills and knowledge related to the ignition systems, fuel, air induction and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. 4 sch: 2 hr. lecture, 4 hr. lab
- ATT 2444--ENGINE PERFORMANCE III**
This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 2614--HEATING AND AIR CONDITIONING

This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems. 4 sch: 2 hr. lecture, 4 hr. lab

ATT 291(1-3)--SPECIAL PROBLEM IN AUTOMOTIVE TECHNOLOGY

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: permission of instructor. 1-3 sch: 2-6 hr. 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 1323--COMMERCIAL LENDING

This course is designed to give an overview of the bank's commercial lending function and perspective. The course offers the basic definitions, concepts, and principles of commercial lending, and illustrates the involvement of an interactive process that demands human relations skills. 3 sch: 3 hr. lecture.

BFT 1513--BANKING and FINANCE MATH

This course is designed to develop competency in math skills for financial services use. 3 sch: 3 hr. lecture.

BFT 2113--BUSINESS POLICY

This course uses the learn-by-doing approach with activities and cases drawn from the field of finance, business administration, and current economic situations to illustrate how daily tasks are evaluated and performed by business professionals. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 2444--PROFESSIONAL DEVELOPMENT IN FINANCIAL INSTITUTIONS

This course provides practical exercises in both the technical and social skills necessary for employment in the finance and banking industry. Involvement in a program for leadership and personal development in occupational competencies and high standards in personal and professional relationships are stressed. 4 sch: 3 hr. lecture, 2 hr. lab.

BFT 2533--FINANCIAL MANAGEMENT

This course introduces the student to business and personal financial management. The student will learn how to analyze business and personal financial needs. 3 sch: 2 hr. lecture, 2 hr. lab

BFT 2613--BANK TELLER OPERATIONS

This course focuses on the skills new tellers need to carry out their daily responsibilities in today's financial services industry. 3 sch: 2 hr. lecture, 2 hr. lab.

BFT 2914--SPECIAL PROJECT IN BANKING and FINANCE TECHNOLOGY

This course emphasizes development of concepts, terminology, and theory of Banking and Finance. The student will be assigned projects dealing with current situations in the financial services industry. 4 sch: 3 hr. lecture, 2 hr. lab

BUSINESS TECHNOLOGY

BOT 1013--INTRODUCTION TO KEYBOARDING

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. 3 sch: 2 hr. lecture, 2 hr. lab.

BOT 1113--DOCUMENT FORMATTING AND PRODUCTION

This course focuses on improving 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

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: 3 hr. lecture.

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: 3 hr. lecture

BOT 1413--RECORDS MANAGEMENT

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. 3 sch: 3 hr. lecture.

BOT 1433--BUSINESS ACCOUNTING

This course is designed to develop an understanding of 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: 3 hr. lecture

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. 3 sch. 3 hr. lecture. Pre-requisite: Medical Office Terminology I (BOT 1613)

BOT 1713--MECHANICS OF COMMUNICATION

This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. 3 sch: 3 hr. lecture.

BOT 1813--ELECTRONIC SPREADSHEET

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. 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 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.

BASIC ELECTRICAL LINEWORKER

DTV 1133--TRANSPORTATION and EQUIPMENT OPERATION for UTILITY SERVICES

This course supports the training needs of utility lineworker competencies. The successful student will earn the required Commercial Driver's License and endorsement. Additional competencies will include equipment inspection, equipment troubleshooting, towing, adjusting to road and weather conditions, traffic control, and etc. 3 sch: 6 hr. lab

ELT 1144--AC/DC CIRCUITS

This course emphasizes the principles and theories associated with AC and DC circuits used in the electrical trades. This course 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.

ELB 1111--LINEWORKER SAFETY

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills. 1 sch: 1 hr. lab.

ELB 1114--BASIC LINEWORKER I

This course provides the student with the fundamental skills needed to perform electric line work such as pole climbing skills, knowledge in material and tool nomenclature, framing specification, anchor insulation, pole insulation, and basic transformer theory, framing and working at fifteen feet pole height. 4 sch: 4 hr. lab.

ELB 1124--BASIC LINEWORKER II

This course provides further fundamental training in the field of electric line work dealing with over head and underground circuits such as: three phase specification, additional tool and material nomenclature, basic transformer banking, climbing and working from full height poles. 4sch: 4 hr. lab.

ELT 1192--FUNDAMENTALS OF ELECTRICITY

This course provides the fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. 2sch: 2 hr lecture, 1 hr. lab.

TMA 1023--APPLIED COLLEGE 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.

RESIDENTIAL CARPENTRY TECHNOLOGY

CAV 1116--FOUNDATIONS

This course include 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 form a set of plans. 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 sytels, 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 train. (3 sch: 1 hr lecture, 4 hr lab)

CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION

This course examines the fundamentals of multi-family and light commercial construction. 3 sch; 2 hr lecture, 2 hr lab.

CAV 2133--ADVANCED CABINET MAKING

This course includes principles of building and installation of cabinets, drawers, and shelves. Prerequisite: Interior Finishing and Cabinet Making (CAV 1316). 3 sch: 2 hr lecture, 2 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.

CAV 2933—NCCER CORE CURRICULUM

This course follows the “Contren Learning Series.” It includes the following: Basic Safety, Introduction to Construction Math, Introduction to Power Tools, Introduction to Blueprints, and Rigging. This curriculum is endorsed by the National Center for Construction Education and Research (NCCER).

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

IST 1124--IT FOUNDATIONS

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compability, 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--SECURITY PRINCIPLES AND POLICIES

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 (3 sch: 2-hr lecture, 2-hr lab). Pre-requisite: IST 1134.

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 (4 sch: 2-hr lecture, 4-hr lab). Pre-requisites: Network Operating Systems Elective; IST 1223 Network Components
- 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 (4 sch: 2-hr lecture, 4-hr lab). Pre-requisite: Network Planning and Design (IST 2224)
- 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. (4 sch: 2 hr. lecture, 4 hr. lab).Pre-requisite: Network Administration Using Microsoft Windows Server (IST 1244)
- 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. 4 sch: 2 hr. lecture, 4 hr. lab. Pre-requisite: Network Administration Using Linux (IST 1254)

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 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 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

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 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 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 1223--MOTOR MAINTENANCE AND TROUBLESHOOTING**
This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Prerequisites: Fundamentals of Electricity (ELT 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 FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL APPLICATIONS**
This course introduces students to various methods by which single pole, 3-way and 4-way switches are used in residential, commercial and industrial installation. Also includes installation and operation of low voltage, remote control switching. Prerequisite: Fundamentals of Electricity (ELT 1193). 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 1434--SOLID STATE DEVICES AND CIRCUITS FOR ELECTRICAL TECHNOLOGY**
This course is designed to provide students knowledge of active devices that include PN junction diodes, bipolar transactions, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Prerequisite: DC Circuits (EET 1114). 4 sch: 2 hrs lecture, 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.

CST 2113--COMPUTER SERVICING LAB I

This course provides training in the fundamentals of computer servicing. This course includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Pre/Co-requisite: Basic Computer Systems (CST 1123) or Microprocessors (EET 1324). 3 sch: 6 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: Microprocessors (EET 1324). 4 sch: 2 hr. lecture, 4 hr. lab.

EMERGENCY MEDICAL TECHNICIAN

EMT 1118--EMT BASIC

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: 2 hours lecture, 6 hours lab, 3 hr. clinical.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

EMT 1122--FUNDAMENTALS OF PRE-HOSPITAL CARE

This course introduces the student to the EMS systems, roles and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. 2 sch: 1 hr. lecture, 2 hr. lab.

EMT 1315--AIRWAY MANAGEMENT AND VENTILATION

This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. 5 sch: 2 hr. lecture, 6 hr. lab.

EMT 1415--PATIENT ASSESSMENT

This course will teach comprehensive history taking and physical exam techniques. 5 sch: 2 hr. lecture, 6 hr. lab.

EMT 1423--EMS SPECIAL CONSIDERATIONS

This course will provide a comprehensive overview of providing care for the patient with special needs. 3 sch: 1 hr. lecture, 4 hr. lab.

EMT 1513--EMS CLINICAL INTERNSHIP I

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. 3 sch: 9 hr. clinical.

EMT 1523--EMS CLINICAL INTERNSHIP II

This course will provide training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. 3 sch: 9 hr. clinical.

EMT 1613--PRE-HOSPITAL PHARMACOLOGY

This course will teach comprehensive pharmacodynamics and pharmacokinetics. 3 sch: 1 hr. lecture, 4 hr. lab.

EMT 1825--PRE-HOSPITAL CARDIOLOGY

This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. 5 sch: 2 hr. lecture, 6 hr. lab.

EMT 2412--PRE-HOSPITAL OB/GYN

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies. 2 sch: 1 hr. lecture, 2 hr. lab.

EMT 2423--PRE-HOSPITAL PEDIATRICS

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in pediatric emergencies. 3 sch: 1 hr. lecture, 4 hr. lab.

EMT 2552--EMS FIELD INTERNSHIP I

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. 2 sch: 6 hr. clinical.

EMT 2564--EMS FIELD INTERNSHIP II

This course will provide advanced clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. 4 sch: 12 hr. clinical.

EMT 2714--PRE-HOSPITAL TRAUMA

This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. 4 sch: 2 hr. lecture, 4 hr. lab.

EMT 2855--PRE-HOSPITAL MEDICAL CARE

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. 5 sch: 2 hr. lecture, 6 hr. lab.

EMT 2913--EMS TEAM MANAGEMENT

This course teaches leadership skills necessary to manage complex situations including patient care, management of hazardous and crime scenes, supervision, mentoring, and leading other personnel. 3 sch: 1 hr. lecture, 4 hr. lab.

EMT 2923--PROFESSIONAL DEVELOPMENT SEMINAR

This course introduces the student to the essential basics of leadership in EMS. By learning the fundamental basics of leadership, the paramedic will be equipped to become a leader in the emergency medical services field.

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.

HEALTH CARE ASSISTANT**HCA 1115--BASIC HEALTH CARE ASSISTING**

This course includes orientation to program policies, developing employability and job seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. 5 sch., 2 hr. lecture, 4 hr. lab, 3 hr. clinical.

HCR 1125--SPECIAL CARE PROCEDURES

This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident and acute care patient, EKG application, basic unit clerk training, basic central supply training, monitor technician and CPR/first aid. Safety is emphasized throughout each procedure. 5 sch: 2 hr. lecture, 2 hr. lab, 6 hr. clinical.

HCA 1214--BODY STRUCTURE AND FUNCTION

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
(GOLDEN TRIANGLE CAMPUS)****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. (3 sch: 3 hr. lecture.) Prerequisite – None.

- 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. (4 sch: 2-hr lecture, 4-hr lab) Prerequisite: Culinary Principles I (HRT/CUT 1114)
- CUT 1134 – 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. (4 sch: 2-hr lecture, 4-hr lab) Prerequisite: Culinary Principles I (HRT/CUT 1114)
- HRT 1213--SANITATION AND SAFETY**
Basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. (3 sch: 2 hr. lecture, 2 hr. lab.) Prerequisites- None.
- HRT 1224--RESTAURANT AND CATERING OPERATIONS**
This course focuses on principles of organizing and managing food and beverage facilities and catering operations. (4 sch: 2 hr. lecture, 4 hr. lab.) Prerequisite: HRT 1213 Sanitation and Safety or Permission of instructor
- 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. (3 sch: 3 hr. lecture) Prerequisites - None
- HRT 1514--HOSPITALITY SEMINAR**
In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. (1 sch: 1 hr. lecture or 2-hr lab.) Prerequisites – None
- 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: 3-hr lecture) Prerequisite: None
- 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. 3 sch: 3 hr. lecture Prerequisite - None
- 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. (4 sch: 2-hr lecture, 4-hr lab) Prerequisites: Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1123-4), or by permission of instructor
- HRT 2613--HOSPITALITY SUPERVISION**
This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques and evaluation methods. (3 sch: 3 hr. lecture) Prerequisite - None
- HRT 2623--HOSPITALITY HUMAN RESOURCE MANAGEMENT**
This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3 hr lecture) Prerequisite – None (MMT 2233 – Human Resource Management may be substituted for HRT 2623)

HRT 2713--MARKETING HOSPITALITY SERVICES

This course covers the applications of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations.(3 sch: 3 hr. lecture) Prerequisite - None (MMT 1123 Marketing Management may be substituted for HRT 2713.)

HRT 291(3)--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. (1-6 sch: 3- to 18-hr externship) Prerequisite: Consent of instructor.

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 1314--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)

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 1523--PREVENTIVE MAINTENANCE AND SERVICE OF EQUIPMENT

Instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection, and inspection/evaluation/repair of equipment. 3 sch: 2 hr. lecture, 2 hr. lab.

IMM 1614--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. 4 sch: 2 hr. lecture, 4 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 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: 2 hr. lecture, 4-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.
- 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)
- 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.

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 2812--METALLURGY

Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing. 2 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. 3 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 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 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. (3sch: 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, LLS 1311 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 previously 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. 6 sch: 18 hr. clinical. Pre/Corequisites: Completion of 1st year Ophthalmic Technology courses.

PRACTICAL NURSING

PNV 1427--FUNDAMENTALS OF NURSING

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. Pre/Co-requisites: This Course requires concurrent registration in PNV 1436. It also requires a passing grade in PNV 1427 and PNV 1436 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admissions. 7 sch: 7 hr. lecture.

PNV 1436--FUNDAMENTALS OF NURSING LAB/CLINICAL

This course provides demonstrations of and supervised practice of the fundamental skills related to practical nursing. Pre/Co-requisites: This course requires concurrent registration in PNV 1427. A passing grade 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. 6 sch: 9 hr lab, 4.5 hr. clinical.

PNV 1524--IV THERAPY CONCEPTS

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Pre/Co-requisites: All first semester Practical Nursing courses. Concurrent registration in PNV 1615 and PNV 1622 is required. A passing grade in PNV 1615, PNV 1622, and PNV 1524 is required in order to progress in the practical nursing program. If a passing grade is not maintained, all courses must be repeated concurrently upon readmission. 4 sch: 3 hr. lecture, 2 hr lab.

PNV 1615--MEDICAL SURGICAL NURSING

This course 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 1635). 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 1615 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 re-admission. 5 sch: 5 hr. lecture.

PNV 1622--MEDICAL/SURGICAL NURSING CLINICAL

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process. Pre/Co-requisites: All first semester courses. Concurrent registration in PNV 1615 is required. It also requires a passing grade in PNV 1615 and PNV 1622 in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon admission. 2 sch: 6 hr. clinical.

PNV 1635--ALTERATIONS IN ADULT HEALTH

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 Medical/Surgical Nursing (PNV 1614). Pharmacological and nutritional therapy, as well as oncological consideration, for various disorders is included. Pre/co-requisites: All first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1635 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 re-admission. 5 sch: 5 hr. lecture.

PNV 1642--ALTERATIONS IN ADULT HEALTH CLINICAL

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skill, and the use of nursing process. Pre/co-requisites: All first semester courses. Concurrent enrollment in PNV 1635 is required. Passing grades in PNV 1635 and PNV 1642 are required in order to progress in the practical nursing program. If passing grades are not maintained, both courses must be repeated concurrently upon re-admission. 2 sch: 6 hr. clinical.

PNV 1715--MATERNAL-CHILD NURSING

This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, infancy, and childhood. Prerequisites: All first and second semester PNV courses. 5 sch: 4.7 hr. lecture, 1 hr. clinical.

PNV 1813--MENTAL HEALTH CONCEPTS

This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory. Prerequisites: All first and second semester PNV courses. 3 sch: 2.7 hr. lecture, 1 hr. clinical.

PNV 1914--NURSING TRANSITION

Nursing Transition promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the national Council Licensure Examination (NCLEX-PN®) are included. 4 sch: 2 hr lecture, 2 hr lab, 3 hr clinical.

SUPERVISION AND MANAGEMENT

TIED 2113--BEHAVIORAL SCIENCE

This course relates to the development of the science of humanities. Emphasis is given to the following topics: machines and the human element, the personal needs that stimulate behavior, leadership and supervision, factors influencing attitudes, the foundation of business, employer-employee relations, and techniques for handling people. Several case studies are reviewed and discussed at length. 3 sch: 3 hr. lecture.

TIED 2523--COUNSELING THE TROUBLED EMPLOYEE

This course will teach supervisors how to recognize and deal with personal employee problems such as alcoholism, drug abuse, family problems, financial problems, child abuse, and absenteeism. Student will learn to recognize personality disorders and types of personality traits. 3 sch: 3 hr. lecture.

TMGT 1213--PRINCIPLES OF MANAGEMENT I

This course is an introduction to management thinking. It will contribute to better performance by helping participants see their problems more clearly in terms of accepted management practices. The purpose of this course is to develop in supervisors, managers, and potential supervisors the relationship among owners, managers, workers, and the public and their respective functions the understanding and development of employee relations and the knowledge of suitable and efficient internal organizations and operations. 3 sch: 3 hr. lecture.

TMGT 1223--PRINCIPLES OF SUPERVISION

This course presents basic and general principles of effective supervisory techniques. The course is divided into seven parts which include fundamentals of supervision, relationships of the job, communications, how to train employees, performance and job evaluation, job management, and work improvement. 3 sch: 3 hr. lecture.

TMGT 1233--PRODUCTION AND INVENTORY CONTROL

Purpose, methods, tools, and procedures of production control; systems used in large and small firms, analyzing material requirements, forecasting inventory needs, economics of order quantities, production scheduling, and manpower planning. 3 sch: 3 hr. lecture.

TMGT 1243--WORK METHODS AND MOTION-TIME STUDY

Emphasis in this course is on importance of finding more efficient ways of completing daily tasks. Each participant is given an opportunity to study and submit a proposed method improvement project. There will be problem-solving projects in material and manpower waste. 3 sch: 3 hr. lecture.

TMGT 1253--PERSONNEL MANAGEMENT

Objectives, functions, and organization of personnel programs. Emphasizes job evaluation, selection, and placement; education and training; safety and health; employee services; employee relationships; industrial relations; and personnel research. 3 sch: 3 hr. lecture.

TMGT 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.

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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Ph.D, Mississippi State University

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B.S., M.A.T., University of West Alabama
Ph.D., Mississippi State University

Raj Shaunak..... Vice President of Workforce & Community Services
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B.S., Mississippi State University
M.S., Texas A & M University
Ph.D., Mississippi State University

Jackie Stennis Vice President, SC Campus, Student Affairs, Federal Grants & Compliance
A.A., East Mississippi Community College
B.S., M.Ed., Mississippi State University
Ph.D., University of Mississippi

Mickey Stokes Vice President for Athletics/SC Operations
 B.S., Mississippi College
 M.Ed., Mississippi State University

Stephen Vacik Vice President for Instruction
 B.A., M.A., Ed.D. The University of Alabama

FULL-TIME FACULTY

Ericka Akins Human Growth and Development
 B.S., M.S., Ed.S., Ph.D. Mississippi State University

Alison Alexander Mathematics
 B.S., M.S., Mississippi State University

Mark Alexander Economics
 B.B.A., M.B.A., Mississippi State University

Joanna Alford Electricity/Electronics
 A.A.S., (Automated Mfg), A.A.S. (Electronics), Pearl River Community College

Alex Scott Baine Art
 B.F.A., Harding University, M.S. Architecture, Mississippi State University

Kevin Baird Drafting and Design
 A.A.S., East Mississippi Community College

Donna Ballard Librarian, District
 A.A., Southwest Mississippi Community College
 B.A., M.L.S., University of Southern Mississippi

Carole Beasley Humanities
 B.S., Auburn University
 M.A.T., University of Alabama-Huntsville

Holly Beneke Science
 B.S., M.S., Mississippi State University

Janet M. Briggs Humanities/Humanities and Fine Arts Division Chair
 B.S., M.Ed., University of West Alabama

Kelly Cantrell History
 B.A., M.A., University of Southern Mississippi

Susan Carpenter Math
 B.S., M.S., Mississippi State University

Terry Cherry Art
 A.A., East Mississippi Community College
 B.A., Mississippi State University
 M.A., Mississippi College

Pat Clowers Director of Nursing and Allied Health
 B.S.N., Mississippi University for Women
 M.S.N., University of Southern Mississippi

Deborah Coker Cosmetology
 Vocational Certificate, College of Cosmetology

Sandra Coleman.....Computer Networking Technology
 B.B.A., Delta State University
 M.Ed., Mississippi State University

Ricky Collier.....Welding
 High School Diploma

Derrick ConnorEnglish
 B.S., M.A.T., University of West Alabama

Pamela Cox..... Mathematics
 B.S., Mississippi University for Women
 M.S., Loyola University of New Orleans

Jerry Davis..... Social Sciences
 M.Div., Emory University;
 M.Ed., A.B.D., Mississippi State University

Rebecca DavisAccounting
 B.S., Mississippi University for Women
 M.P.A., Mississippi State University

Trina DendyBusiness Technology
 B.S., M.S., Mississippi State University

Octavia E. DickersonFuneral Services Technology
 A.A.S., East Mississippi Community College
 B.S., M.S., Mississippi State University

Annalisa Ebanks.....Instructor, Math/Math & Science Division Chair
 B.S., Wayne State University
 M.S., University of Kentucky
 M.A., Wayne State University

Mike Edwards..... Industrial Maintenance Technology
 A.A.S., East Mississippi Community College

Tonsha Emerson.....Associate Degree Nursing
 B.S.N, Mississippi University for Women
 M.S.N., University of South Alabama

Linda Farrar..... Hotel & Restaurant Management Technology
 A.A., East Mississippi Junior College
 B.S., Mississippi State University
 M.S., Mississippi University for Women
 Ph.D., Mississippi State University

Del FaulknerInstrumentation
 A.A.S., (Electronics) East Mississippi Community College
 A.A.S., (Electrical Technology) East Mississippi Community College

Johnny Fisher..... Criminal Justice
 B.A., University of Maryland – College Park
 M.Ed., Coppin State University

Eric Ford..... Science
 B.A., M.A., University of West Alabama

Marilyn Ford.....	English
B.S., Mississippi University for Women	
M.A., Mississippi State University	
Zelma W. Fulgham	Business Technology
B.S., M.Ed., Mississippi State University	
Gary Gammill.....	Welding
A.A.S., Wood Community College	
B.B.A., Mississippi State University	
William Gavin.....	Drafting and Design
A.A.S., East Mississippi Community College	
B.S., M.S., Mississippi State University	
Larry R. Gibson	Mathematics
B.S., M.S., University of Kentucky	
Marie Gordon.....	Speech/Drama
B.S., M.S.T., Mississippi State University	
Grady Graham.....	Automotive Technology
A.A.S., East Mississippi Community College	
Karen Gray	Practical Nursing
B.S.N., University of Mississippi Medical Center	
Sandra Grych	Speech/Drama
B.A., Oral Roberts University	
M.A., University of Mississippi	
Janet Gullett	Banking & Finance
B.B.A., M.Ed., Mississippi State University	
Barbara Hanna	English
B. A., M.A., Mississippi State University	
Linda Hebert.....	Practical Nursing
A.A.S., Itawamba Community College	
Shelley Hebert.....	Mathematics
B.S., M.S., Mississippi State University	
Dale Henry.....	Automotive Technology
A.A.S., East Central Community College	
Ruth C. Huerkamp.....	Foreign Language
B.S., Universidad Tecnica De Ambato	
M.A., Mississippi State University	
Virginia Huff	Music
B.M., Baldwin-Wallace College	
M.M., Peabody Conservatory of Music at Johns Hopkins	
Lucy Hull.....	Social Sciences
A.A., Southwest Mississippi Junior College	
B.S., M.Ed., Mississippi University for Women	

Tara Hurt.....Chemistry
 B.A., Mississippi University for Women
 M.S., University of Southern Mississippi

Jennifer Jackson.....Health Care Asst.
 A.A., Meridian Community College
 B.S., Mississippi State University

Jairus JohnsonInstructor, Biology/Math & Science Division Chair
 B.S., M.A.T., University of West Alabama

Robert Johnson Physics
 B.S., M.S., Ph.D., University of Iowa

Kevin Karnatz Computer Science
 B.B.A., University of Iowa
 M.B.A., DePaul University
 M.S., Mississippi State University

Patricia H. LockeEnglish
 B.S., University of Southern Mississippi
 M.Ed., Mississippi State University

Robert J. Lovelace..... Electronics
 A.A.S., Vernon Regional Junior College
 B.S., Wayland Baptist College
 M.Ed., National Louis University

Steve Malone..... Machine Shop Tech.
 High School Diploma
 Vocational Study, NEMCC

Tammy MalachowskiBiology
 B.S., Mississippi University for Women
 M.S., Mississippi State University

John McBryde..... Instructor/EMT Director/Medical Response Coord.
 A.A., Wood Junior College
 B.A., Delta State University

Mike McCulloughIndustrial Maintenance
 A.A.S., Itawamba Junior College
 B.S., M.S., Memphis State University

Jill McTaggart..... Psychology
 B.S., Mankato State University
 M.S., Emporia State University

Susan Morgan Computer Science
 B.S., M.S., Mississippi State University

Tammy Parkes..... Psychology
 B.A., Delta State University
 M.Ed., Delta State University
 Ed.S., Mississippi State University

Catherine PenickEnglish
 B.S., Mississippi University for Women
 M.S., Mississippi State University

Doyle Perkins	Lineworker Program
High School Diploma	
Jodi Pierce	Business Technology
B.S., M.S., Mississippi State University	
Connie Rye	Biology
B.S., University of North Alabama	
M.Ed., University of Southern Mississippi	
Eddie Sciple	Ophthalmic Dispensing
A.A.S., East Mississippi Community College	
Andrew Brandon Sesser	Computer Networking Technology
A.A.S., East Mississippi Community College	
Hari Sharma	Mathematics
B.S., MA., Meerut University	
MA., University of Georgia;	
M.A., Ph.D. Ch., Charan Singh University	
Tina Seals	Mathematics
B.S., Mississippi State University	
M.Ed., University of North Alabama	
Robert Shinn	Biology
B.S., Mississippi University for Women	
Ph.D., University of Southern Mississippi	
Dudley Shurlds	Geography/History
B.A., M.A.T., Mississippi State University	
James Skipper	Science
B.S., M.Ed., Ed.S., Mississippi State University	
Lori Smith	Marketing
B.B.A., M.B.A., Mississippi State University	
Wendy Smith	Music
A.A., East Central Community College	
B.M., M.M., Mississippi College	
Lisa South	Associate Degree Nursing
B.S., Mississippi State University	
B.S.N., University of Mississippi	
M.S.N., D.S.N., University of Alabama - Birmingham	
Lisa Spinks	Art
B.F.A., Mississippi University for Women	
M.A., M.F.A., Mississippi College	
Susan Stokes	English
B.S., M.Ed., Mississippi State University	
Elizabeth Stringer	English
B.S., Mississippi University for Women	
M.A., Mississippi State University	

Mike Stringer Electricity Technology
A.A.S., Electrical Technology, East Mississippi Community College

Steve Stringer..... Band Director/Music Instructor
B.M., William Carey University
M.Ed., University of Southern Mississippi

Marianne Stuart..... Instructor, Social Sciences/Social Science Div. Chair
B.S., M.S., Mississippi University for Women

Janie Tarlton Reading
A.A., East Mississippi Community College
B.S., M.S., Ed.S. Mississippi State University

George Taylor Mathematics
B.S., Rust College
M.Ed., Mississippi State University

Karen Taylor Practical Nursing
B.S., B.S.N., Mississippi University for Women

Michelle Taylor..... Business Office Technology
A.A., Northeast Mississippi Community College
B.B.A., University of Mississippi
M.S., Ed.S. Mississippi State University

Gina Thompson Instructor, English/Humanities and Fine Arts Division Chair
B.S., Mississippi State University
M.A., University of North Texas

Suzy Tillett Practical Nursing
B.S., B.S.N., Mississippi University for Women
M.S.N., University of Alabama - Birmingham

Tiffany Tindall..... Science
B.A., University of Mississippi
M.S., Ph.D., Mississippi State University

Deborah Treloar..... Associate Degree Nursing
A.S., Northwest Mississippi Community College
B.S.N., University of South Alabama
M.S.N., University of Mississippi

Don Vaughan..... Speech/Drama
B.A., University of Alabama
M.A., University of Mississippi
Ph.D., University of Southern Mississippi

Robert Bob Walker Forestry
B.S., McNeese State University

Don Webb..... Funeral Services Technology
A.A., Jefferson State Community College
B.S. Troy State University
M.S., University of West Alabama

Robert Weining..... Commercial Truck Driving
B.S., Mississippi State University

Rosie WilbonAssociate Degree Nursing
 B.S.N., Mississippi University for Women
 M.S.N., University of Southern Mississippi

Nathan WinkleMath
 B.S., Mississippi University for Women
 Ph.D., University of Southern Mississippi

William Yount..... Social Sciences
 B.A., Asbury College
 M.A., M.DIV., Trinity Evangelical Divinity School
 Th.M., Princeton Theological Seminary
 M.L.S., University of Southern Mississippi
 M.S.S., Mississippi College

PROFESSIONAL STAFF

Yolandra Beck CTE Support Services Coordinator
 B.B.A., B.S., M.S., Ed.S., Mississippi State University

Deborah Borganelli..... CTE Support Services Coordinator
 B.A., M.A., Mississippi State University

Loretta BoswellCoordinator of Instructional Services
 A.A., East Mississippi Community College
 B.S., Mississippi University for Women
 M.S., Mississippi State University

Tanzie M. Brown Counselor
 B.S., M.S., Ed.S., Mississippi State University

Deadra BryanAdministrative Assistant to the President

Wynelia CherryDirector Student Support Services/Faculty
 B.S., M.Ed., Ed.S. Mississippi State University

Patricia Corrigan..... Counselor
 B.S., M.S., Mississippi State University

Laura Damm.....QEP Assessment Coordinator/Trainer
 B.A., Quincy University
 M.A., Illinois State University

Sharon Frey.....QEP Assessment Coordinator/Trainer
 B.S., University of Alabama at Birmingham
 M.S., Mississippi State University

Linda Gates. District Director Job Placement/ Work-based Learning/Military Liaison
 B.S., M.Ed., Ed.S., Mississippi College

April Gilbert.....Director, Upward Bound Grant

Teresa HoustonAssociate Dean of Instruction, SC
 B.A., M.S., Ph.D. Mississippi State University

Cindy Johnson..... Director, Tech Prep
 B.S., M.Ed., Mississippi State University

Garry Jones.....Director, Financial Aid
B.S., Florida Bible College
B.S., Delta State University

Napoleon Jones.....Associate Dean Instruction/Compliance and Reporting
B.S., Athens State University
M.S.C.E., University of West Alabama

William JonesAssociate Head Coach, Football
B.S., Louisiana Tech University
M.A., University of Louisville

Marilyn MaddoxCounselor
A.A., Northwest Mississippi Community College
B.S., M.Ed., Mississippi State University

James McMullan.....Director, NASM
B.A.S., Troy State University
M.S.C.E., University of West Alabama

Suzanne Monk.....Director of Public Information
B.F.A., Mississippi University for Women
M.F.A., Ohio University

Melissa MosleyBusiness Manager, District
B.S., University of Southern Mississippi

Sara Kate NeelyHead Coach, Softball/Dir. of Housing
A.A., Meridian Community College
B.S., M.S., Mississippi State University

Chrystal NewmanSpecial Projects and Workforce Coordinator
B.S., Mississippi University for Women

Jacqueline B. Newton.....Director, Columbus Air Force Base
B.S., University of Southern Mississippi

Dale PeayCoach, Golf/Faculty
B.S., M.S., Mississippi State University

Diana Pruett.....District Dir. of Information Systems Implementation
B.M.Ed., Mississippi University for Women

Karen QuarrelsDirector, Adult Basic Education
B.S., University of Illinois at Urbana-Champaign

Stan RiceWorkforce Coordinator
B.S., M.S., Mississippi State University

Chris Rose.....Head Coach, Baseball
B.S., University of Mobile

David Rosinski.....SID/Athletic Coordinator (SC)
B.A., University of South Carolina

James Rush.....Counselor, SC
A.A. East Mississippi Community College
A.A.S. East Mississippi Community College
B.B.A. The University of West Alabama
M.S.C.E. The University of West Alabama

Marion Sam CTE Support Services Coordinator
B.S., University of Southern Mississippi
M.A.T/Counselor Ed., Mississippi State University

Melanie Sanders.....Associate Dean of Instruction, GT
B.S., M.S., Ed.S., Ph.D., Mississippi State University

Coranette Square Dist. Blackboard & Distance Learning Coordinator/Instructor
B.S., Mississippi University for Women
M.S., Bellevue University

Wofford “Buddy” Stephens Head Coach, Football
B.S., Delta State University
M.Ed., University of Louisiana - Monroe

Otis Taylor.....Asst. Dir. of Workforce Services/Industrials Services Coord./Workforce Dev. Coord.
B.S., Mississippi State University

Sharon Thompson Head Coach, Women’s Basketball/Dorm
B.S., Mississippi State University

Vicki Turner..... District Bookstore Manager

Mike Tvarkunas District Director of Information Technologies
A.A., Meridian Community College

Debi ValentineCounselor (GT)
B.S., M.A., The University of Alabama

Thomas WareAssociate Dean of Instruction, GT
B.A., M.A., M.Ed., Ed.D., The University of Alabama

Mark WhiteHead Coach, Men’s Basketball
B.S., M.A., Austin Peay State University

Brittany Wagner-White Athletic Advisor
B.S., M.S., Mississippi State University

Brenda Wilson CTE Support Services Coordinator
B.S., M.S., Mississippi University for Women

Delfina Wilson..... Dean of Students, GT
A.A., Albuquerque Technical Vocational Institute
B.S.I.S., M.A.T., Ph. D., Mississippi State University

Virginia Young.....Associate Dean of Instruction, Evening Classes (GT)
B.S., Bob Jones University
M.S., Ed.S., Delta State University
M.S., Ed.D., Mississippi State University

SUPPORT PERSONNEL

Margie Agnew	Library Assistant
Margaret Aldridge	Business Office Clerk
Elizabeth Anderson.....	Admissions Clerk
Geneva Atkins	ABE Instructor
Ginny Bailey	ABE Aide
Susan Baird	Counselor
Billy Begley	Asst. Men's Basketball Coach/Residence Hall Supervisor
Jim Bearden	ABE Instructor
Shiera Bilbo	Student Services Clerk
Timmy Billups	District Inventory Control Manager/Shipping and Receiving
Michael Black	Recruiter
Jennifer Box.....	Yearbook/Student Publications Sponsor
Felissa Boyd	Bookstore Manager, Scooba
Karen Briggs.....	Director of Admissions
Lisa Briggs.....	Payroll/Accounts Payable/AR Assistant
Aaron Brooks.....	Manager, Data Processing
Steve Brown	Skilled Maintenance
Joanne Buchanan.....	Wellness Center Supervisor
Glen Bryant.....	Telecommunications Technician
Gary Campbell.....	Maintenance
Lauren Clay	Institutional Effectiveness/QEP Coordinator
Edwon Eddings.....	Coach, Asst. Women's Basketball/Residence Hall Sup./Dir. Of Computer Lab
Joyce Coleman.....	VCC Program Support
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James Huerkamp	Workforce Dev. Coordinator/Technical Trainer
Tonya Hunt	Accountant/Collections Manager
William Irons	Grounds Maintenance, SC
Eddie James.....	Skilled Maintenance
Otis Jennings.....	Maintenance
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Lamar Jones.....	Skilled Maintenance, SC
Lillia Kelly.....	Receiving Clerk
Mary Ann Latham	ABE Intake/File Manager
Janet Leonard.....	Accounts Payable/Purchasing Clerk
John Corey Lock.....	Athletic Trainer

Cynthia Logan	Office Manager, Academic Admin
Starlo "Brook" Louviere.....	Financial Aid Advisor
Chuck Luke.....	Skilled Maintenance
Cynthia Matthews	ABE Instructor
Linda McCool.....	SB Operator/Receptionist/Nat'l Criminal Info. Ctr
Donald McKee.....	Telecommunications Technician
Craig Mitchell.....	Skilled Maintenance
Savannah Monroe	Maintenance
Fay Moore	Student Services Clerk
Keith Moore	Maintenance
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Lapari Morant	Upward Bound Counselor
Dana Mordecai	Manager, Administrative Office/Purchasing Assistant
Faye Morgan	Registrar/Director of Admissions
Atlas Mumphard	Maintenance
Christine Mumphard	Library Clerk
Jimmy Perryman.....	Janitor
Della Phillips	Student Services Assistant
Pamela Phillips	Financial Aid Advisor
James Pippin	Maintenance
Josh Pruitt.....	Asst. Coach/Operations, Football/Coord. Intramural Sports/ Residence Hall Supervisor
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Andy Siegal	Asst. Coach/Offensive Coordinator, Football
Danny Smith	Skilled Maintenance
Janis Spears.....	Business Office Manager/Accounts Payable Manager/Purchasing
Josh Snider.....	Coach, Asst. Baseball/Athletic Grounds
Cathy Stennis	Financial Aid Counselor
CaTina Stokes	VCC Program Support
Audrey Sullivan.....	Bookstore Clerk
Mitzi Thompson	Workforce Specialist, NEG Grant
Brenda Thornton.....	Financial Aid Advisor
Richard Upton.....	Skilled Maintenance
Mary Beth Vickers	Clerical Support, Workforce Services
Marcus Vowell	Mgmt. Info. System Resources Coordinator
Michael Wallace	Asst. Baseball Coach/Residence Hall Supervisor
Carla White.....	Workforce Specialist, STEP Grant
Darlene White.....	Workforce Specialist, NEG Grant
Demetrice Williams.....	CT/WBL Office Manager (GT)
Lametrius Williams	Maintenance
Larry Williams	Defensive Line Coach/Asst. Head Coach, Football
Roxanne Williams.....	Accounts Receivable Clerk
Leslie Williamson.....	Business Office Clerk
Melissa Wilson.....	ABE Instructor
Marcus Wood	Coach, asst. Football/Weekend Supv./Instructor
Dorothy Woodards.....	Maintenance
Rodney Woodards.....	Shipping/Receiving/Inventory Clerk
Shay Wynn	Clerical Support Counseling
Sandra Yarbrough	Athletic Secretary
Carolyn Young-Stringfellow	Admin. Asst. to Dist. F/A Director

EAST MISSISSIPPI COMMUNITY COLLEGE
STUDENT HANDBOOK 2011-2012

**IT IS THE RESPONSIBILITY OF THE STUDENT
TO KNOW AND ABIDE BY THE CONTENTS WITHIN THIS HANDBOOK.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords all students over 18 years of age and parents of students under the age of 18 certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's education records.

Parents or eligible 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 eligible student or the parent of 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 parent or eligible student believes is inaccurate or misleading.

Parents or eligible 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 parent or eligible student, EMCC will notify the parent or eligible 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 parent of eligible 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 East Mississippi Community College 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 East Mississippi Community College 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 to officials of another school or college in which a student seeks or intends to enroll, EMCC discloses 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 parent or eligible student has the right to refuse to let EMCC designate any or all types of information about the student as directory information.

The parent or eligible student must notify the Vice President for the Scooba Campus/Student Affairs in writing within 14 days of 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
- Intramural Sports

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

Counseling/Career Services: (SC-Hawkins CT 662-476-5088) (GT-Douglas Building, 662-243-2657)

- Class Advising/Registration
- Add/Drop of a Class
- Career Information
- Transfer Assistance
- Personal Problems (referrals)
- Disability Support Services

Registrar: (SC-Stennis Hall, 662-476-5040) (GT-Student Services Building, 662-243-1923)

- Transcripts
- Academic Standing
- Withdrawal from Class
- Change of Major
- Change of Address

Distance Learning:
662-476-5347

Housing Accommodations:
662-476-5043

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.

DELTA EPSILON CHI 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

<u>Scooba Campus:</u>			<u>Golden Triangle Campus:</u>		
476-5048	476-5090	476-5088	243-2657	243-2631	243-1925

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 James Rush 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: Tanzie Brown (662) 476-5088 or (662) 476-5000

Golden Triangle Campus: Delfi Wilson (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
Security	(662) 476-5016, 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
Security	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 SECURITY

The Security Department is the unit or department responsible for law enforcement, security and emergency response at EMCC. The office is located in the Student Center on the Scooba Campus and at the main campus entrance on the GT Campus. To report a crime or emergency, call the Security Department at (662) 476-5116 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 Security Department receive their police authority via the provisions of 37-29-275 of the State Statute of Mississippi Code. Security officers have full law enforcement authority on all property owned or controlled by the College.

The primary duty of the Security Staff of East Mississippi Community College is to protect the students, staff, visitors and their property. At the same time, security officers must monitor the student body and ensure compliance with the rules and regulations set forth by East Mississippi Community College. Under legislation passed by the Mississippi Legislature in 1994, Campus Security Officers have arrest powers and may be authorized to carry weapons in order to perform their duties in maintaining a secure campus.

The Security 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 Security Department provides twenty-four (24) hours a day patrol to the Scooba Campus and GT Campus and security in the residence halls. Security 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) 476-5116. 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 Affairs (662-476-5065) or the Dean of Students (662-243-1979).

BOOKSTORE

SCOوبا CAMPUS - The bookstore is located in the rear of the Student Center. 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 Food Court 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 Food Court 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. - 3:00 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. - 3:00 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/academics/library.php>.

AGREEMENTS WITH OTHER AREA LIBRARIES - The EMCC Libraries are members of the Mississippi State University-led Golden Triangle Regional Library Consortium. 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 be issued a mailbox space at the time of registration. Mailboxes are located in the Lion's Den. Any mail to a student who is not a resident student will be returned to the Town of Scooba Post Office. Mailbox combinations and questions regarding mail will be handled through the Office of Student Services.

STUDENT CENTERS

Lion's Den 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 Security or the Student Services Department. All accident report forms must be completed by Security or other institution officials. 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 Security 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).
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 used without permission in classrooms is strictly prohibited.
19. All students must exit the building during a fire alarm.

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**

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. Males 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. 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.

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 should submit a \$50.00 room deposit with the Application for Student Housing to the Student Services Office at the College. The deposit will remain on file until the student discontinues participation in campus housing. The student will be refunded the 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 on-ground courses to live in the residence hall. Any student who is enrolled at EMCC must maintain a cumulative 1.50 GPA or better to be eligible for campus housing. 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.**

1. Residents of the College residence halls must be enrolled in at least 12 hours of on-ground courses, and must maintain at least 12 traditional 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 in the room occupant being evicted from the residence hall.
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 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 the lounge areas in any of the male residence halls due to the absence of proper supervision in these lounge areas.
21. Students may call for fellow students between the hours of 10:00 a.m. and 10:00 p.m. WAITING STUDENTS SHOULD NOT REMAIN IN THE LOBBY AREA FOR MORE THAN 15 MINUTES.
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 in advance by the residence hall supervisor, Director of Student Housing, or the Vice President for the Scooba Campus. 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 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 \$35.00 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.