East Mississippi Community College

Catalog and Student Handbook

2020-21

EAST MISSISSIPPI COMMUNITY COLLEGE
CATALOG 2020-2021
TABLE OF CONTENTS

AFFILIATION STATEMENT

East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

EMCC is also accredited by the Mississippi State Department of Education and by the Mississippi Commission on College Accreditation and is a member of the Mississippi Association of Colleges and Universities, the Mississippi Association of Community and Junior Colleges, the American Association of Community Colleges, and the Council for Higher Education Accreditation.

Additional Specialized Program Accreditations, Certifications and Licensures include:

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

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

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

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

Funeral Service Technology: ABFSE - American Board of Funeral Service Education, 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, Telephone Number (816) 233-3747, www.abfse.org

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

Practical Nursing: **Mississippi Board of Nursing, 713 Pear Orchard Road, Plaza II, Suite 300, Ridgeland, MS 39157**

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

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

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources
1512 Kemper Street
Scooba, Mississippi 39358
662.476.5274

Office of the Dean of Students Golden Triangle Campus
Disability Services Coordinator
8731 South Frontage Road
Mayhew, MS 39753
662.243.1979

Office of the Dean of Students Scooba Campus
Title IX Coordinator
1512 Kemper Street
Scooba, Mississippi 39358
662.476.5062

EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus SaVE Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with The Principles of Accreditation: Foundations for Quality Enhancement and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.

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.

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 the Columbus Lion Hills Center, Columbus Air Force Base, Macon, and West Point. In 2000, East Mississippi Community College began offering courses through the Mississippi Virtual Community College.

Location Abbreviations:
SC - Scooba Campus GT - Golden Triangle Campus
LH - Lion Hills Center WP - West Point Center
CAFB – Columbus Air Force Base BH – Baptist Memorial Hospital – GT
CV – Communiversity at the Center for Manufacturing Excellence 2.0

VISION

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

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

VALUES

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

EXPECTATIONS OF THE COLLEGE

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

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.

CONTROL AND SUPPORT

The College is under the direction of the President, who is the chief executive officer, and a Board of Trustees composed of twelve members who are chosen from the six counties which comprise the College's service area. 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 tuition and fees. In addition, there are six counties levying tax support for East Mississippi Community College.

Those counties and their Boards of Supervisors are listed below.

BOARDS OF SUPERVISORS

CLAY COUNTY

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

KEMPER COUNTY

Dist. 1 Pat Granger   Dist. 2 Johnny B. Whitsett
Dist. 3 Scott Johnson   Dist. 4 Mike Luke
Dist. 5 Christopher Cole

LAUDERDALE COUNTY

Dist. 1 Jonathan Wells   Dist. 2 Wayman Newell
Dist. 3 Josh Todd   Dist. 4 Joe Norwood
Dist. 5 Kyle Rutledge

LOWNDES COUNTY

Dist. 1 Harry Sanders   Dist. 2 Trip Hairston
Dist. 3 John Earl Holliman   Dist. 4 Jeffery Smith
Dist. 5 Leroy Brooks

NOXUBEE COUNTY

Dist. 1 Larry Tate   Dist. 2 Landis Mickens
Dist. 3 Doris Patterson   Dist. 4 Eddie Coleman
Dist. 5 Bruce Brooks

OKTIBBEHA COUNTY

Dist. 1 John Montgomery   Dist. 2 Orlando Trainer
Dist. 3 Marvell Howard   Dist. 4 Bricklee Miller
Dist. 5 Joe Williams

LOCATION

SCOOBA CAMPUS – The town of Scooba is located in Kemper County, adjacent to the Railroad, U.S. Highway 45, and State Highway 16, 35 miles north of Meridian and 50 miles south of Columbus. The College owns 287 acres of land, 25 of which make up the main campus.

GOLDEN TRIANGLE CAMPUS (Mayhew) – The Golden Triangle Campus is located in Mayhew, Mississippi, on 83 acres adjacent to U.S. Highway 182 (Frontage Road) and one mile east of the intersection of Alternate U.S. Highway 45 and U.S. Highway 82. The campus is 10 miles east of Starkville, 10 miles south of West Point, and 12 miles west of Columbus.

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

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

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

BH – Baptist Memorial Hospital – EMCC offers the Surgical Technology program at the Baptist Memorial Hospital – Golden Triangle campus. The campus is located at 515 Willowbrook Road, Columbus , Ms.

THE COMMUNIVERSITY – The Communiversity is located one-mile from the Golden Triangle Campus at 7003 South Frontage Road, Columbus, MS adjacent to U.S. Highway 182 (Frontage Road). The facility offers associate's degree programs, workforce training, and testing opportunities to the communities EMCC serves. The facility also serves local business and industry by providing meeting and training spaces.

COLUMBUS EAST CENTER- EMCC offers adult education and workforce training to the general public in Columbus located at 612 Military Road, Columbus.

MACON EXTENSION - EMCC offers instructional opportunities, including workforce training and adult education, to the general public in Macon located at the Noxubee Alliance Building, 198 N. Washington, Macon.

FINANCIAL INFORMATION

ALL FEES ARE DUE <u>IN ADVANCE</u> OR FEE PAYMENT ARRANGEMENTS MUST BE <u>MADE IN ADVANCE</u>.

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.

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.

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 for the fall and spring semesters: Federal Pell Grant begins during the 7th week and Federal Student Loans begins during the 8th week. Refunds for the summer semester: Pell Grant begins during the 3rd week and Loans during the 4th week. Any outstanding bill on a student's account (tuition, books, fees, etc.) will be paid from the first type of aid that becomes available. Once the bill is paid in full, refunds will be issued according to the above schedule.

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

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

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

REFUND OF TITLE IV FUNDS POLICY

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

2. The amount of federal aid that a student earns is determined on a pro-rata basis.
   - **Percent Earned** = calendar days completed divided by total calendar days in the enrollment period. (The total number of calendar days in the enrollment period shall exclude any scheduled breaks that are at least 5 days long. Weekends are included in the definition of calendar days.)
   - **Percent Unearned** = 100% minus percent earned.

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

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

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

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

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

POLICY ON ACADEMIC QUALIFICATIONS FOR RECIPIENTS OF FEDERAL FINANCIAL AID

To receive Student Financial Aid funds, a student must be qualified to study at the post-secondary level. For Student Financial Aid purposes, a student with a high school diploma or its recognized equivalent is considered qualified.

HIGH SCHOOL DIPLOMA OR EQUIVALENT

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

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

SATISFACTORY ACADEMIC POLICY FOR RECEIPT OF FINANCIAL AID

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

Federal Pell Grant (PELL)
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Subsidized Direct Loan
Federal Unsubsidized Direct Loan
Federal Parent PLUS Loan
Federal Work-Study

Standards for Maintaining Satisfactory Academic Progress (SAP)

- Students must progress qualitatively by earning a required grade point average (GPA).
- Students must progress quantitatively by completing a required percentage of what they take.
- Students must complete their program of study within 150% of the published length of the program.

Hours Attempted	% Hours Completed	Cumulative GPA
0 - 30	50%	1.50
31 - or higher	67%	2.00

INSTITUTIONAL SCHOLARSHIPS

East Mississippi Community College is pleased to offer scholarships to first time, full time students from Mississippi who meet eligibility requirements and enroll in the fall or spring semesters at any EMCC campus. A student must maintain a class load of 15 credit hours as a minimum for scholarships.

A listing of institutional scholarships, the eligibility requirements, and an EMCC Scholarship Application can be found at www.eastms.edu/admissions/financial-aid. The deadline for all scholarships is August 1, if entering the fall semester, and January 2, if entering the spring semester.

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 – This institution is approved to offer GI Bill® educational benefits by the Mississippi State Approving Agency. 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 the VA School Certifying Official at EMCC (662.243.7470). 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

The Mississippi State Approving Agency (SAA), is the approving authority of education and training programs for Mississippi. The SAA office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email at saa@msva.ms.gov.

Individuals entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill benefits, may attend or participate in a course of education at EMCC, if the individual provides a certificate of eligibility (COE). The covered student may begin their program of education on the date the student provides a COE until the earlier date VA provides payment to the college or 90 days after the college certifies tuition and fees. EMCC will not impose a penalty, including assessing late fees, denial of access to classes, libraries or college facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapters 31 or 33, unless the student is less than 100% covered.

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 via electronic responses 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 referring to the appropriate program in this catalog, by contacting the Counseling Center, or Program Advisors.

Incoming transfer students must be immediately eligible to return to the college/university they previously attended, in order to be eligible for transfer to EMCC. The official college /university transcript showing student is not on suspension is proof. If transcript shows student is on academic suspension, then a letter from the college/university president/provost stating student is immediately eligible for return to their institution, will be required for EMCC admission.

Students who are attending EMCC as an EMCC athlete must provide official transcripts from all schools previously attended (high school, GED, and college/universities).

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

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. 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 electronic application for admission through the EMCC website.
2. First time students must submit an official high school transcript reflecting an academic Mississippi High School 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.
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. 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 counseling.
6. Out of state students must meet the equivalent admission requirements outlined for Mississippi students.

CAREER/TECHNICAL PROGRAMS

Career/Technical students are students who are taking classes that lead to either: the two semester Career Certificate, the three semester Technical Certificate, or 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. Career/technical education students who enroll at East Mississippi Community College are required to meet the following admission requirements:

1. Submit an electronic application for admission through the EMCC website.
2. First time students must submit an official high school transcript reflecting an academic Mississippi High School 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.

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. 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. Students seeking admission to Career Education Programs must meet specific requirements as outlined in each program. For these requirements, see the appropriate program in this catalog or contact the Counseling Center Advisors, Program Advisors, or Navigators.

6. Students may be admitted to a Career/Technical program on a probationary basis at the discretion of the appropriate division Dean.

7. Some Career/Technical Program ACT score requirements may be waived at the discretion of the appropriate division Dean.

READMISSION OF FORMER STUDENTS

A student who for any reason has remained out of College for one calendar year or two consecutive semesters, excluding the summer semester, must reapply for readmission. An application together with official transcripts of all Colleges attended since last attending East Mississippi Community College must be provided to Admissions.

For Career/Technical students that have a break in enrollment of a period of three years or greater, a technical demonstration and/or a theory validation may be required prior to readmission. Students will be admitted under the most recent curriculum.

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

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-five (45) semester hours of academic courses and credit other than developmental or remedial can be accepted at full value as they correspond to the curriculum of East Mississippi Community College, provided they are earned at a regionally accredited post-secondary institution. For purposes of determining accreditation status, the U.S. Department of Education database will be consulted. Transfer of technical and career education credits is evaluated on an individual basis by the various Career and Technical program advisors.

Transcripts from other Colleges for transfer students will be distributed to the appropriate individual for evaluation upon arrival. Once evaluated, the student will have access to the transfer credit via their LEO account.

ATHLETES

Students who are attending EMCC as an EMCC athlete must provide official transcripts from all schools previously attended such as high school, GED and college/universities.

TRANSIENT STUDENT

Transient students must meet the same admission requirements as transfer students and must be eligible for immediate readmission to the College last attended. 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 STUDENTS

Students who have been previously enrolled at EMCC as a dual enrollment student must reapply for admission upon high school graduation. Additionally, the final high school transcript must be provided to the EMCC Admissions Office.

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:

Unconditional Admittance to the academic dual enrollment/dual credit program

Students may be admitted to the academic dual enrollment/dual credit program with the following criteria:

1. A minimum overall 3.0 GPA on a 4.0 scale on all high school courses and with successful completion of 14 core high school units as listed and defined in Appendix B of the Mississippi Public School Accountability Standards

OR

2. Students may also be admitted to the dual enrollment/dual credit program with a minimum of an overall 3.0 GPA on a 4.0 scale on all high school courses, and a minimum composite ACT score of 30 or the equivalent SAT score.

AND

3. Each student seeking admission to this program must submit an unconditional written recommendation from his/her high school principal or guidance counselor and obtain parent approval.

Conditional Admittance to the academic dual enrollment/dual credit program at EMCC

Students may be admitted to the academic dual enrollment/dual credit program with the following criteria:

1. A minimum overall 2.5 GPA on a 4.0 scale on all high school courses and with successful completion of 14 core high school units as listed and defined in Appendix B of the Mississippi Public School Accountability Standards

AND

2. Each student seeking admission to this program must submit an unconditional written recommendation from his/her high school principal or guidance counselor and obtain parent approval.

Unconditional Admittance into the career and technical education program

Students may be admitted to the Career and Technical Education dual credit program with the following criteria:

1. A minimum overall 2.0 GPA on a 4.0 scale on all high school courses and with a sophomore standing status
AND

2. Each student seeking admission to this program must submit an unconditional written recommendation from either his/her high school principal, guidance counselor, or CTE instructor and obtain parent approval.

Academic Eligibility for Dual Enrolled Students

- Students who are conditionally admitted into the academic dual enrollment program are limited to the following:
    a. Seven hours per semester without administrative approval; however, a student may take additional courses with approval from the academic associate dean of instruction on the Scooba or Golden Triangle campus.
    b. Must maintain a 2.5 – 3.0 high school GPA and a 2.0 EMCC grade point average.

- Students who are unconditionally admitted are limited to the following:
    a. Twelve hours per semester without administrative approval; however, a student may take additional courses with approval from the academic associate dean of instruction on the Scooba or Golden Triangle campus.
    b. Unconditionally admitted students must maintain at least a 3.0 high school GPA and must maintain a 2.0 EMCC grade point average. Career-Technical dual-enrolled students must maintain at least a 2.0 high school GPA and must maintain a 2.0 EMCC grade point average.

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 or have the required Grade Point Average and/or recommendations described above. These conditions are subject to the approval of the Vice President for Instruction or his/her designee.

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.

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.

Once the student graduates from high school, the student must have the official high school transcript forwarded

to EMCC admissions office showing proof of graduation. If this final/official high school transcript is not received at EMCC, a hold will be placed on the student's record and no records will be released.

A qualified student may enroll in an unlimited number of dual enrolled courses. However, if the course is to be counted for secondary credit, a B average must be maintained during the first two (2) courses and all thereafter. High school students who are interested in program participation should contact the Office of Dual Enrollment at 662.243.2654

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. See Academic Advisors for further information.

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 or recognizes 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, an Experiential Learning 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, present a portfolio of work from on-the-job experience which covers the objectives of the class or present the national or state credential(s) directly related to the course objectives.

Experiential Learning Policies that have been adopted by EMCC include the following:

- Students must earn a minimum of 25% of the certificate or degree plan from EMCC
- Students will be assigned a grade of "P" upon successful completion/approval of one of the aforementioned experiential learning documentation options

- Experiential Learning credit will not replace a failing grade in a class previously attempted
- Students seeking experiential learning credit must begin this process during the application and registration time period in their freshmen, first semester
- If a national or state credential has been identified to coincide with the course objectives by the Mississippi Community College Board, EMCC will accept that documentation as evidence of experiential learning
- Experiential learning credit is at the discretion of the instructor and is not guaranteed
- Experiential Learning credit may not transfer to another college; additionally, EMCC reserves the right to deny experiential learning transferred in from other colleges.
- In order to receive Experiential Credit, the Challenge Examination must be administered in the appropriate Dean's Office. If a lab component is required in the class, this portion of the test will be administered by the program advisor.
- Challenge examinations shall be comprehensive in scope covering content taught in the entire course.

The process to received credit for Experiential Learning is as follows:

1. The candidate for the Experience Learning option must be admitted to EMCC as a student.
2. The candidate must have discussed his/her interest in using the Experiential Learning option 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 an Experiential Learning Form.
4. The request must be approved by the instructor and Vice President for Instruction or his designee BEFORE the examination is given.
5. The total credit that may be earned by experiential credit for any individual program of study may not exceed 15 semester credit hours.
6. Students may take apply for Experiential Learning at a cost of $25 per course, which is nonrefundable.
7. Experiential Learning options are administered on pass-fail basis only.
8. A minimum passing score on any challenge examination will be 80% mastery.
9. Unsuccessful completion of a challenge exam will result in a student's receiving no grade of any kind.
10. Students may apply for experiential learning credit per class only one time.

Upon successful approval of the experiential learning by the appropriate dean, a grade of "P" will be assigned for the student.

E-LEARNING

E-LEARNING MISSION STATEMENT

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

E-LEARNING GOALS

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

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

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

In order to be awarded a degree from EMCC, a student must meet the graduation requirements as defined in the EMCC catalog for the student's chosen emphasis. Admission/registration requirements for eLearning courses are maintained at the same rate as the traditional classes.

EMCC does not offer or "pull-in" developmental courses in an online format. Students who need remediation should make plans to developmental courses online with EMCC faculty.

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

MINIMUM REQUIREMENTS OF ONLINE CLASSES

Students must have a computer with a reliable connection to the internet, reflective of current technology. Students must be computer competent and learn to interact using the Canvas medium and various common software packages. Before registering for an online class, a student must have a working email address. Students are discouraged from taking online courses if they do not have daily access to a computer.

E-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. Currently, there are no additional student charges associated with verification of student identity for students enrolled in distance education. Should future changes warrant the addition of additional student charges associated with verification of student identity, the procedure will require fees to be disclosed to the

student at the time of enrollment as part of the current catalog.

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

TEXTBOOK INFORMATION
EMCC Students taking courses originating at EMCC:

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

EMCC Students taking courses originating from another College:

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

Non-EMCC Students taking courses originating from EMCC:

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

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

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

SCOOBA CAMPUS	GOLDEN TRIANGLE CAMPUS
EMCC Bookstore	EMCC Bookstore
P.O. Box 158	8731 South Frontage Rd.
1512 Kemper Street	P.O. Box 100
Scooba, MS 39358	Mayhew, MS 39753
Email: mcody@eastms.edu	Email: asullivan@eastms.edu
Phone Number: 662-476-5117	Phone Number: 662-243-1996

LOGIN INFORMATION

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

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

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

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

ATTENDANCE POLICY FOR ONLINE CLASSES

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 noted in the syllabus. In all cases, attendance is taken at least weekly. eLearning students are subject to EMCC's excessive absence policy. If a student is considered absent for a given week by the instructor the student will have accrued one absence. Students in full-term classes will be dropped after accruing three unexcused absences. Students in intensive online classes will be dropped after accruing two unexcused absences.

ONLINE TESTING INFORMATION

Students taking an online course are required to take one or more proctored exams. The student is responsible for making an appointment with a designated proctor at an approved testing location for taking any proctored exam. Appointments must be made in advance.

WITHDRAWAL PROCEDURE

Students who wish to withdraw from a class or all classes will be required to obtain a Student Initiated Withdrawal form from the Office of the Registrar or Lion Central, during the withdrawal period (noted in the

EMCC catalog/calendar). Students will be required to complete the form and have their advisor/counselor sign/approve the withdrawal. The student is required to return the completed form to the office of the Registrar or Lion Central for processing, before the withdrawal period ends. A withdrawal fee of $10.00 per course will automatically be processed on the student's account at the time of processing. Students are not withdrawn from class(es) unless the completed from is returned to the Office of the Registrar or Lion Central for Processing.

MSVCC GRIEVANCE POLICIES

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

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

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the parties usually resolves most of the problems.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the eLearning Coordinator (eLC) at the student's host College to help in processing the complaint. (Host college is the institution where the student registers for class.)
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the specific nature of the complaint and the remedy sought in writing to the providing College's eLC with a copy sent to the host College's eLC (if different). The providing eLC will then refer it to the appropriate person for disposition. A response will be made to the complainant within 15 working days. (The **providing College** is the institution teaching the course.)
4. If the student is not satisfied with the resolution of the grievance, that student must follow the procedures prescribed by the student's providing College in writing. This appeal must be made within five working days.
5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.
6. No adverse action will be taken against a student for filing a complaint.

INTERNATIONAL STUDENTS

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

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

responsibility.

All entering international student must present Results of an Interferon Gamma Release Assay (IGRA) (a blood assay for *Mycobacterium tuberculosis*: i.e., QuantiFERON TB Gold® or T-Spot®) and a chest x-ray performed within two months prior to beginning class. The blood assay and x-ray must be performed in the United States. (Students with signs or symptoms of TB or an abnormal x-ray will not be allowed to attend class without clearance from the Health Department.) Students are responsible for all costs associated with the tuberculosis screenings.

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.

ADMISSIONS CONTACT INFORMATION

The Admissions Office
East Mississippi Community College
Scooba Campus
P.O. Box 158
Scooba, MS 39358
Telephone: (662) 476-5275

The Admissions Office
East Mississippi Community College
Golden Triangle Campus
P. O. Box 100
Mayhew, MS 39753
Telephone: (662) 243-1920

EMCC-Columbus Air Force Base Extension
81 Ward Street, Room 14
Columbus Air Force Base, MS 39710-5000
Telephone: (662) 434-2660

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, or Accuplacer 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.

ACCUPLACER

Accuplacer is a computerized test that evaluates your skills and places you into appropriate level courses. For students who have not taken the ACT, Accuplacer will determine the proper placement level into core college classes such as reading, English, and math. Additionally, Career/Technical students will take the Accuplacer test for placement purposes into various programs. Students receive Accuplacer test results upon completion of test-ing. The most current table of scores can be seen below. Note: The COMPASS test has been discontinued, but the scores will remain valid.

English		Next Generation
ENG 0114	Beginning English & Reading	400 - 473
ENG 0124	Intermediate English & Reading	474 - 501
ENG 1113	English Composition I	502 - 600
Mathematics		QAS Score
MAT 0124	Beginning Algebra	200 - 230
MAT 1233	Intermediate Algebra	231 - 253
MAT 1313	College Algebra	254 - 300

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. Students who wish to enroll in more than 19 hours or take courses through other institutions for transfer credit to EMCC must petition the appropriate instructional dean in advance. Credits taken at other institutions without prior written approval will not be accepted for EMCC credit.

Certain types of institutional financial aid require a minimum of 15 credit hours per semester to maintain eligibility.

It is highly recommended that students take a minimum of 15 semester hours of non-developmental course work each semester in order to stay on track to meet graduation requirements at the end of four semesters.

For summer sessions, the usual load is four classes for the entire summer. A student may take additional classes during the summer with approval from the appropriate instructional dean.

STUDENT CLASSIFICATION

College students with fewer than 30 semester credit hours are classified as freshmen. Those with 30 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 have registered for EMCC classes and determine they will not be able to attend school that semester, should contact the Office of the Registrar to have classes removed from the system before classes begin. Students who do this before classes begin, will not be charged for the classes; however, if the Registrar's Office is notified after classes begin, student will be responsible for the fees involved with the courses.

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 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. Additionally, some Manufacturing programs adhere to a uniform policy. For these attendance policies, please see the program or departmental handbooks or syllabi.

PROGRAMS WITH SPECIAL ATTENDANCE POLICIES

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.

EMERGENCY MEDICAL SERVICES ATTENDANCE POLICY

In the Emergency Medical Services program, EMT Basic, students are required to meet the clock hours as deemed by the curriculum in order to take the National Registry 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.

ASSOCIATE DEGREE NURSING ATTENDANCE POLICY

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

NO SHOW POLICY

A student who fails to attend a particular class within the term's LATE REGISTRATION period or DROP/ADD period shall be listed as a "no show." A student who is "no showed" will be permanently removed from the course and cannot be reinstated. The "No Show" policy is not subject to the rules related to class attendance.
Students are strongly encouraged to withdraw from any class in which they have no plans to attend. Students who have registered for classes at EMCC and decide that they will not be able to attend should contact the office of the Registrar to have classes remove from the system, **before classes begin (refer to the calendar).** Students who do this **before classes begin,** will not be charged for the classes they were registered for. Students that become "no showed" from classes will be billed $10.00 per class.

CHANGE IN CLASS SCHEDULE

Students may add or drop courses, as approved by an advisor/counselor, only during the official "drop-add" period. A fee of $10.00 is automatically assessed for each "add" and for each "drop" in a completed schedule after late registration and during the term's drop/add period.

WITHDRAWAL FROM A CLASS

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

1. Students should always check with their advisors first to see if it is in their best interest to withdraw from a

class and to discuss the ramifications of a withdrawal.

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

3. 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. The required fee for withdrawing from a course is $10.00 per course. The fee is automatically charged to the student's account when processed. Students must obtain a Student Initiated Withdrawal Form from the Office of the Registrar or Lion Central. The student completes the form and obtains the signature from his/her advisor/counselor for approval of change. The student then returns the completed form to the office of the Registrar or Lion Central for processing. Student must submit form before the last day of withdrawal (noted on the calendar for each term offered by EMCC). The student will be issued a grade of "W" for any/all courses withdrawn. It is the responsibility of the student to return completed withdrawal form to the Registrar's Office to officially withdraw from a course.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from College must complete a Student Initiated Withdrawal Form. The form can be obtained at the Office of the Registrar (Scooba Campus) or the Lion Central (Scooba Campus and Golden Triangle Campus). The required fee for withdrawing from a course or all courses is $10.00 per course. This fee is automatically charged to the student's account when processed. Administration reserves the right to withdraw a student from a course or all courses as deemed necessary by the College.

WITHDRAWAL FROM COLLEGE-ACTIVE MILITARY

Students who are currently enrolled and receive active duty orders must present to the Office of the Registrar the military orders with specific dates for the duty. The orders must be submitted during the semester of the duty or in the immediate following semester.

EMCC FORGIVENESS POLICY

A student may formally request forgiveness for all coursework grades earned during one semester. The student may not choose which course grades are to be forgiven. If a formal request for forgiveness is submitted for a given semester and approved, all course grades for said semester will be forgiven, changed to "W" grades, and the forgiven credit hours will not be calculated in any GPA calculations.

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

If a forgiveness request is approved, the student is still required to pay all charges incurred for said semester: ie

account charges are not forgiven.

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

GRADUATION REQUIREMENTS

Students who are nearing complete of their major/program, should seek counsel from their advisor to have an evaluation of their coursework completed. If it is determined the student is on track to graduate within the spring, fall or summer semester, the student is encouraged to apply for graduation during the semester of his expected graduation. The Advisor/Counselor would submit the approved, signed, dated evaluation to the Registrar's Office.

Students may apply for graduation through their LEO account to complete the online application. It is the student's responsibility to apply for graduation prior to the deadline of the expected semester of graduation. Students who do not apply before the deadline will be required to apply at the next opportunity. No late applications will be accepted.

Each student must meet the following requirements for graduation:

1. A student in an academic field must have successfully completed sixty (60) 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 to eight (6-8) semester hours of a laboratory science, six (6) semester hours of social/behavioral science, three (3) semester hours of fine arts, and six (6) semester hours of humanities. Students also must complete a graduation exit survey.
2. A student in a technical field must have successfully completed the prescribed program of study as set by the College which may include general education coursework. To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific skills assessment. Student 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 Accuplacer 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.

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 Technical Certificate of Proficiency is awarded to a career student upon successful completion of all requirements.

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

GRADUATION WITH HONORS

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

- 3.20 - 3.59 will graduate *cum laude* (with honor)
- 3.60 - 3.89 will graduate with *magna cum laude* (with great honor)
- 3.90 - 4.00 will graduate with *summa cum laude* (with highest honor)

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

TRANSCRIPT OF CREDITS

Official transcripts are issued by the Office of the Registrar. Once graduation is conferred, diplomas will be mailed to each graduate. However, if the student has not cleared all college obligations, the diplomas will not be ordered until the balance has been paid. Students are required to notify the Registrar upon settlement of outstanding balances.

Ordering Transcripts Online:

The National Student Clearinghouse (www.studentclearinghouse.org) has been authorized by East Mississippi Community College (EMCC) to provide our transcript ordering service via the internet. Current and former students can order transcripts online using a major credit card (VISA, MASTERCARD, or DISCOVER only) at any time of the day or week.   Your credit card will only be charged $10.00 after your order has been completed by EMCC's Office of Admissions/Registrar. Please note that EMCC only processes transcript orders Monday through Friday, from 8:00 AM - 4:30 PM CST on the days that the College is open.   Transcripts are not released for students who have not settled all College accounts (financial or otherwise). Online transcript requests submitted while EMCC is closed for the weekend or holidays will be processed in the order that they were received when offices reopen. Students who attended EMCC before 1989 cannot use online services to order a transcript because the records are archived at their campus of attendance. These students should use the two means of receiving transcripts outlined below.

Ordering Transcripts Directly from EMCC via the US Postal Service:

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

Walk in Requests:

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

Transcripts submitted to EMCC:

Transcripts submitted to EMCC in regards to student admissions will not be released by EMCC, but they may be viewed in the Registrar's Office or Lion Central. For official copies of those documents, the student will need to contact the original institution which issued the transcript.

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.

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 (p. 222 of this Catalog and Student Handbook) will be followed in all cases in which a formal complaint has been lodged.

TESTING AND CLASSROOM PROCEDURES

The academic year is divided into two semesters of sixteen weeks each. Mid-term exams are administered each term to track student progress. Students not performing satisfactorily should schedule a conference with the Counseling Center staff. This step aids students in improving their performance. Final examinations are administered at the end of each semester.

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

GRADING SYSTEM

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

A.. Represents superior or outstanding achievement in prescribed work
B.. Above-average achievement in prescribed work
C...Average level of achievement
D.. Below-average achievement (This is the lowest passing grade)
F..Failure to pass prescribed work
I.. Incomplete (Becomes F - Unless removed within one semester)
W...Withdrawal (No GPA penalty if within the withdrawal date)
AU ....Audit
P...Pass

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

Course Audit must be approved at the time that the student registers for the course. All costs/fees associated with audited courses, remain the same as traditional graded courses.

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

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

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

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

HONORS PROGRAM

The East Mississippi Community College Honors Program is a community of students, faculty, and staff dedicated to the pursuit of academic excellence. The mission of our program is to inspire students' achievement through intellectual challenge. We impart critical thinking skills through both innovative and traditional pedagogies. Furthermore, our community instills a commitment to public service and strives to create true global citizens.

Honors Program Eligibility:

Criteria for Entering Freshmen
- ACT composite score of 24 or higher

Criteria for students with previous college work
- ACT composite score of 24 or higher;
- 3.5 cumulative GPA with a minimum of 15 hours of transfer-level work; or
- Recommendations from two faculty members

Honors Program Requirements:

- Participants must maintain a minimum GPA of a 3.3 with no grade lower than a C
- Any student who drops below a 3.3 but above a 3.0 will be placed on probation for one semester to allow the student to regain the 3.3. Only one probationary semester is allowed.
- Participants must take at least two honors courses each semester (not including the forum courses)

Contract Courses:

Any regular course can serve as an Honors course if the instructor and student enter into an Honors contract that outlines enrichment activities. The contract must be approved by the Honors Program Directors for the Honors designation to be added to the transcript.

HONORS AND DISTINCTIONS

Full-time academic, career, and technical students having a quality point average of 3.2-3.5 for a semester Dean's List.
Full-time academic, career, and technical students having a quality point average of above 3.5 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

Students will be placed on Academic Probation when a regular semester GPA falls below the following criteria:

EMCC Hours Attempted:	Required GPA
0-30	1.50
31 or higher	2.00

Students will be placed on Academic Suspension when a regular semester GPA fails to meet the above criteria while on Academic Probation. A regular semester is defined as a fall or spring semester.

Students who are on an Academic Suspension status cannot attend classes for one semester following their suspension. Summer semesters can be counted for this purpose. There is no appeal for Academic Suspension, except as noted below.

Students who are on academic suspension may appeal to enter a one semester career program. Appeals must be made to the appropriate administrator and include a recommendation, in writing, from a faculty member in the new program. While on academic suspension and enrolled in a career program, the student is prohibited from taking any academic courses, and may require adjustments in financial aid eligibility.
If a student is placed on academic suspension at EMCC, they cannot take courses at another college/university during the suspension period, to transfer them back to EMCC. Students are required to sit out for one semester after being placed on academic suspension.

Academic Suspension (Transfer or Transient Students)
Students who are on academic suspension must have a letter from the Provost or Registrar's office stating the student may attend another institution.

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:

1. Plagiarizing from any source
2. Cheating in any manner on tests, papers, reports, etc.
3. Turning in work as their own when, in fact, it was not their work
4. Improperly using technology
5. Stealing, buying, or selling course materials
6. Either impersonating another student during a test or having another person assume one's identity during a test
7. Deliberately conveying false or misleading information

8. Reusing some or all of a paper written for previous or other courses (self-plagiarizing)

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.

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.

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
Total Semester Hours .... 33-35 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 Appreciation
MUS   Music Appreciation
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   Literature
HIS   History
PHI   Philosophy/Religion

If specific courses are not listed in a discipline, any courses in the discipline are considered appropriate.

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.

For best results in planning your transfer to a public Mississippi university or college, consult the

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

GENERAL EDUCATION

English Composition I...3 Semester Hours
English Composition II ....3 Semester Hours
Public Speaking I (SPT 1113) ....3 Semester Hours
Literature (1 Year Sequence)...6 Semester Hours
History (1 Year Sequence)...6 Semester Hours
Fine Arts (Music/Art/Theatre Appreciation or Music/Art History)......................................3 Semester Hours
Social/Behavioral Sciences..6 Semester Hours
Laboratory Sciences with Lab..12 Semester Hours
Foreign Language (2 Year Sequence)..12 Semester Hours
Mathematics (MAT 1313 or 1323 or MAT 1613)..3 Semester Hours
General Electives..3 Semester Hours
Total... 60 Semester Hours

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

SOCIAL SCIENCE AND BUSINESS DIVISION

ACCOUNTING

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; PSC 1113; History Sequence		
Literature Elective		3
Principles of Accounting I and II	ACC 2213; ACC 2223	6
Business Calculus I or Calculus I	MAT 1513 or MAT 1613	3
Macro- and Microeconomics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Business Statistics	BAD 2323	3
General Electives		1-3

ADVERTISING

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

Literature Elective		3
Introduction to Sociology I	SOC 2113	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
American History	HIS 2213 or HIS 2223	3
Philosophy or Religion Elective	PHI 2113 or PHI 2613	3

AFRICAN AMERICAN STUDIES

General Education Core		33-35 Semester Hours
Recommended - History Sequence		
Literature Sequence		6
Humanities Elective	PHI 2113 or PHI 2613	3
Science Elective		3-4
Foreign Language	(2 Year Sequence)	12
General Electives		0-2

ATHLETIC TRAINING

General Education Core			33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 or HIS 1163, 1173; SOC 2113			
Literature Elective			3~~6~~
Anatomy and Physiology I and II	BIO 2514; BIO 2524		8
Prevention and Care of Athletic Injuries	HPR 2723		3
Introduction to Athletic Training	HPR 2733	3	
General Biology I	BIO 1134		4
Nutrition	FCS 1253 or BIO 1613		3

BUSINESS ADMINISTRATION

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; History Sequence; PSC 1113		
Literature Elective		3
Principles of Accounting I, II	ACC 2213, 2223	6
Business Calculus I or Calculus I	MAT 1513 or MAT 1613	3
Macro- and Microeconomics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Business Statistics	BAD 2323	3

CRIMINAL JUSTICE

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

Police Administration and Organization	CRJ 1323	3
Introduction to Corrections	CRJ 1363	3
Law Enforcement and the Juvenile	CRJ 2513	3
General Electives		10-12

ECONOMICS

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

EDUCATIONAL PSYCHOLOGY

General Education Core		33-35 Semester Hours
Recommended - History Sequence; PSY 1513; BIO 1134; SOC 2113		
Literature Sequence		6
Trigonometry or Calculus I	MAT 1323 or MAT 1613	3
Human Growth and Development	EPY 2533	3
General Electives		13-15
Recommended – PSC 1113		

ELEMENTARY EDUCATION

For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a "C". In addition, some IHL universities also offer elementary education programs, K-6 with 2 add-on endorsements. In these programs, candidates earn an additional three (3) hours, or twenty-one (21) hours in each of the two endorsement areas, with no grade lower than a "C". These programs prepare the students for Mississippi K-6 licensure, with add-on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight (8) IHL universities. Interdisciplinary programs of study for all elementary education teacher candidates (K-3, K-6) must include at a minimum 15 hours of Reading/Literacy courses. It is strongly recommended that students complete the Praxis Core Academic Skills for Educators (formerly Praxis I) examination prior to transferring (if required).

General Education Core		33-35 Semester Hours
Recommended - ENG 2223, 2233 or 2323, 2333 or 2423, 2433; One 4-hour		
BIO course and one 4-hour PHY or CHE course		
American National Government or Sociology	PSC 1113 or SOC 2113	3
Real Number System	MAT 1723	3

Geometry, Measurement, and Prob.	MAT 1733	3
World Geography	GEO 1113	3
History Sequence		6
General Electives (Should be taken in planned Endorsement Area)		13-15

EXERCISE SCIENCE

General Education Core		33-35 Semester Hours

Recommended - HIS 1113, 1123 <u>or</u> HIS 1163, 1173 <u>or</u> HIS 2213, 2223; PSY 1513; SOC 2113

Anatomy & Physiology I, II	BIO 2514; BIO 2524	8
Chemistry	CHE 1214	4
Physics	PHY 2414	4
First Aid and CPR	HPR 2213	3
Personal & Community Health I	HPR 1213	3
Trigonometry (or Calculus I)	MAT 1323 <u>or</u> MAT 1613	3
Statistics	MAT 2323	3
General Electives		5-7

Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433

FAMILY STUDIES

General Education Core		33-35 Semester Hours

Recommended - History Sequence; BIO 1134; PHY 2244

Literature Elective		3
Marriage and Family	SOC 2143	3
Human Growth & Development	EPY 2533	3
Philosophy	PHI 2113	3
Computer Applications I	CSC 1123	3
General Electives		16-18

GEOGRAPHY

General Education Core		33-35 Semester Hours

Recommended - PSY 1513; History Sequence

Science Elective		4
Literature Elective		3
Introduction to Sociology I	SOC 2113	3
Geography	GEO 1113	3
Macroeconomics	ECO 2113	3
American National Government	PSC 1113	3
General Electives		9-11

Recommended - SOC 2143; ECO 2123

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

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

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; SOC 2113; One History Elective; One Literature Elective		
General Biology I	BIO 1134	4
Anatomy & Physiology I	BIO 2514	4
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Intro to Health, Physical Ed, & Recreation	HPR 1313	3
Marriage and Family	SOC 2143	3
General Electives (Should be taken in planned Endorsement Area)		13-15

HISTORY

General Education Core		33-35 Semester Hours
Recommended: HIS 1163, 1173		
One Literature Elective		3
American (U.S.) History I, II	HIS 2213, 2223	6
American National Government	PSC 1113	3
Macroeconomics	ECO 2113	3
Foreign Language	MFL Sequence	12
General Electives		4-6
Recommended: PHI 2113		

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; History Sequence		
Literature Elective		3
Principles of Accounting I	ACC 2213	3
Introduction to Sociology I	SOC 2113	3
Spanish I and II	MFL 1213; MFL 1223	6
General Electives		13-15

INTERNATIONAL BUSINESS

General Education Core		33-35 Semester Hours

Recommended - PSY 1513 or PSC 1113; History Sequence

Literature Elective		3
Principles of Accounting I, II	ACC 2213; ACC 2223	6
Introduction to Sociology I	SOC 2113	3
Macro- and Microeconomics	ECO 2113; ECO 2123	6
Business Calculus	MAT 1513	3
Legal Environment of Business	BAD 2413	3
Foreign Language	(1 Year Sequence)	6

LANDSCAPE CONTRACTING

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; BIO 1314; ECO 2113; ECO 2123		
Legal Environment of Business I	BAD 2413	3
Principles of Accounting I and II	ACC 2213; ACC 2223	6
Statistics	MAT 2323	3
General Electives		13-15

LIBRARY AND INFORMATION SCIENCE

General Education Core		33-35 Semester Hours
Recommended - HIS 1113, 1123 or 1163, 1173; PSY 1513		
Social Science Elective	SOC 2113 or GEO 1113	3
Computer Science Elective	CSC 1113 or CSC 1123	3
Human Growth & Development	EPY 2533	3
General Electives		19-21
Recommended - ENG 2423 or 2433		

MARKETING AND CORPORATE RELATIONS

General Education Core		33-35 Semester Hours
Recommended - History Sequence; One Literature Elective		
Business Calculus I, II or Calculus I, II	MAT 1513; MAT 1523 or MAT 1613; MAT 16236 Principles of	
Accounting I and II	ACC 2213; ACC 2223	6
Macro- and Microeconomics	ECO 2113; ECO 2123	6
Business Statistics	BAD 2323	3
Legal Environment of Business	BAD 2413	3
General Electives		1-3

POLITICAL SCIENCE

General Education Core		33-35 Semester Hours
Recommended - SOC 2113; One Literature Elective		
Macro- and Microeconomics	ECO 2113; ECO 2123	6

Introduction to Philosophy I	PHI 2113	3
American National Government	PSC 1113	3
Foreign Language	(2 Year Sequence)	12
Elective(s)		6-9

      Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223

PSYCHOLOGY

General Education Core		33-35 Semester Hours

      Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; BIO 1114 <u>or</u> 1134; PHY 2244

Introduction to Philosophy I	PHI 2113	3
Foreign Language	(1 Year Sequence)	6
General Psychology	PSY 1513	3
General Electives		18-21

      Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223

PUBLIC SAFETY ADMINISTRATION/PUBLIC POLICY LEADERSHIP

General Education Core		33-35 Semester Hours

      Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433

Statistics	MAT 2323	3
Principles of Accounting I	ACC 2213	3
Macro- and Microeconomics	ECO 2113;ECO 2123	6
American National Government	PSC 1113	3
Foreign Language	(1 Year Sequence)	6
General Electives		12-15

      Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173

RECREATION/THERAPEUTIC RECREATION

General Education Core		33-35 Semester Hours

      Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173; PSY 1513; SOC 2113

Anatomy & Physiology I, II	BIO 2514, 2524	8
Personal and Community Health I	HPR 1213	3
First Aid and CPR	HPR 2213	3
Computer Science Elective	CSC 1113 <u>or</u> higher	3
Elective(s)		8-10

      Recommended - ENG 2223 <u>or</u> 2233 <u>or</u> 2323 <u>or</u> 2333 <u>or</u> 2423 <u>or</u> 2433

RECREATION ADMINISTRATION

General Education Core		33-35 Semester Hours

      Recommended - PSY 1513; SOC 2113; One Literature Elective; BIO 1114, 1124 <u>or</u> BIO 1134, 1144

Accounting I	ACC 2213	3
Personal and Community Health I	HPR 1213	3

First Aid and CPR	HPR 2213	3
Human Growth and Development	EPY 2533	3
Statistics or Business Statistics	MAT 2323 <u>or</u> BAD 2323	3
Computer Applications I	CSC 1123	3
General Electives		7-9

     Recommended – One History Elective

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

IMPORTANT: Students desiring to major in Secondary Education should refer to the Articulation Agreement between the Mississippi Community College Board and the Mississippi Institutions of Higher Learning (Four-year universities) to find specific requirements for the university to which they plan to transfer and the teaching area in which they plan to study. Students who plan to attend a university out of state should consult the requirements for that university and that state's licensure requirements.

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

General Education Core		33-35 Semester Hours
Recommended – BIO 1134		
Humanities Elective		6
Academic Teaching Area	(see specific subject area courses)	15
General Electives		4-6

SOCIAL SCIENCES

General Education Core		33-35 Semester Hours
Recommended - HIS 2213; HIS 2223; PSC 1113; ECO 2113		
One Literature Elective		3
Western Civilization I & II	HIS 1113, 1123	6
Introduction to Philosophy I	PHI 2113	3
Foreign Language	(2 Year Sequence)	12
Geography	GEO 1113	3
General Electives		0-3

SOCIAL WORK

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223		
One Literature Elective		3
Introduction to Sociology	SOC 2113	3
Statistics	MAT 2323	3

Sociology: A Helping Profession	SWK 1113	3
Foreign Language	(1 Year Sequence)	6
General Electives		10-12

SOCIOLOGY

General Education Core   33-35 Semester Hours
        Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433; SOC 2113

History Sequence		6
Social Problems	SOC 2133	3
Marriage and Family	SOC 2143	3
Macro- <u>or</u> Microeconomics	ECO 2113 <u>or</u> ECO 2123	3
Psychology <u>or</u> Government	PSY 1513 <u>or</u> PSC 1113	3
Foreign Language	(1-year Sequence + 1-2nd year course)	9
Introduction to Philosophy I	PHI 2113	3

SPECIAL EDUCATION

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

General Education Core   33-35 Semester Hours
        Recommended - PHY 2244; BIO course with lab; PSY 1513; Literature Sequence

Real Number System	MAT 1723	3
Geometry, Measurement, & Prob.	MAT 1733	3
Human Growth and Development	EPY 2533	3
Personal and Community Health	HPR 1213	3
World Geography	GEO 1113	3
History Sequence		6
Electives		7-9

HUMANITIES AND FINE ARTS DIVISION

ART / ART EDUCATION / ART HISTORY / ARCHITECTURE

General Education Core   33-35 Semester Hours
        Recommended – One History elective; One Literature elective

Art History Survey	ART 2713, 2723	6
Studio - Drawing	ART 1313, 1323	6
Design	ART 1433, 1443, 1453	9
Painting	ART 2513, 2523	6

CLASSICS

General Education Core		33-35 Semester Hours
Recommended - History sequence		
Science Elective		3 or 4
Literature sequence		6
Philosophy	PHI 2113 or 2613	3
General Electives		12-15

COMMUNICATION(S)

General Education Core		33-35 Semester Hours
Recommended - SOC 2113; PSY 1513; History sequence		
Introduction to Philosophy I	PHI 2113	3
Geography	GEO 1113	3
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
General Electives		10-12
Recommended - ENG 2223 or 2233 or 2323 or 2333 or 2423 or 2433		

ENGLISH

General Education Core		33-35 Semester Hours
Recommended - HIS 1113, 1123 or 1163, 1173 or 2213, 2223; PSY 1513		
Literature Courses		12
Introduction to Philosophy I	PHI 2113	3
Spanish I, II, III	MFL 1213; MFL 1224; MFL 2213	9
General Electives		11-13

FOREIGN LANGUAGE

General Education Core		33-35 Semester Hours
Recommended - PSY 1513; HIS 1113, 1123 or 1163, 1173 or 2213, 2223		
Literature Sequence		6
Trigonometry	MAT 1323	3
Foreign Language	(2 Year Sequence)	12
Philosophy	PHI 2113	3
General Electives		11-13

JOURNALISM

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

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

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

Literature Elective		3
Music Theory I & II	MUS 1214; MUS 1224	8
Music Survey	MUS 1123	3
Piano (instrumental majors)	MUA 1511, 1521, 2511, 2521	4
Applied Major		8
Ensemble		4

SPANISH

General Education Core   33-35 Semester Hours
   Recommended - ENG 2223, 2233 <u>or</u> 2323, 2333 <u>or</u> 2423, 2433;

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		13-15

   Recommended - HIS 1113, 1123 <u>or</u> 1163, 1173 <u>or</u> 2213, 2223

MATHEMATICS AND SCIENCE DIVISION

AGRICULTURAL SCIENCE

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

General Biology I, II	BIO 1134; BIO 1144	8
Trigonometry <u>or</u> Statistics	MAT 1323 <u>or</u> MAT 2323	3
Macro- <u>or</u> Microeconomics	ECO 2113 or ECO 2123	3
General Electives		11-13

ANIMAL SCIENCES

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

Organic Chemistry I	CHE 2424	4
General Biology I, II	BIO 1134; BIO 1144	8

Microbiology	BIO 2924	4
Physics I	PHY 2414	4
Trigonometry	MAT 1323	3
Statistics	MAT 2323	3
General Electives		0-1

ARCHITECTURE

General Education Core		33-35 Semester Hours
Recommended - PHY 2414; PHY 2424		
Calculus I or Business Calculus I	MAT 1613 or MAT 1513	3
Drawing I	ART 1313	
General Electives		19-21

BIOCHEMISTRY

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		
Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Biology I, II	BIO 1134; BIO 1144	4
Microbiology	BIO 2924	4
Calculus I, II	MAT 1613; MAT 1623	6
General Electives		0-1

BIOLOGICAL ENGINEERING

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Organic Chemistry I	CHE 2424	4
General Biology I	BIO 1134	4
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Differential Equations	MAT 2913	3

BIOLOGY

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; BIO 1144		
Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Electives		9-11

CHEMISTRY

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

Calculus I and II	MAT 1613, MAT 1623	6
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics with Calculus I, II	PHY 2514; PHY 2524	8
General Electives		3-5

COMPUTER SCIENCE

General Education Core		33-35 Semester Hours
Recommended – One Literature elective; PHY 2514; PHY 2524		
Chemistry I with Lab	CHE 1214	4
Biology I with Lab	BIO 1134	4
Calculus I, II, III	MAT 1613, MAT 1623; MAT 2613	9
Computer Programming I, II	CSC 2134; CSC 2144	8
General Electives		0-2

DENTAL HYGIENE

General Education Core		33-35 Semester Hours
Recommended - EPY 2513 or EPY 2533; PSY 1513; CHE 1214; CHE 1224		
General Biology I	BIO 1134	4
Anatomy and Physiology I, II	BIO 2514; BIO 2524	8
Introduction to Sociology I	SOC 2113	3
Microbiology	BIO 2924	4
Nutrition	FCS 1253 or BIO 1613	3
General Electives		5-7

ENGINEERING

General Education Core		33-35 Semester Hours
Recommended - CHE 1214; CHE 1224		
Physics with Calculus I, II	PHY 2514; PHY 2524	8
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
General Electives		2-4

FORENSICS/FORENSIC CHEMISTRY

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

FORESTRY (FOREST MANAGEMENT)

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

Botany I	BIO 1314	4
Zoology I	BIO 2414	4
Statistics	MAT 2323	3
Applied Dendrology	FOT 1714	4
Physics I	PHY 2414	4
General Electives		6-9

GENERAL SCIENCE

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

One History elective		3
General Chemistry I, II	CHE 1214; CHE 1224	8
Trigonometry or Calculus I	MAT 1323 or MAT 1613	3
Physics I	PHY 2414	4
Foreign Language	(1-year sequence)	6
General Electives		4-6

GEOSCIENCES

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

Chemistry	CHE 1214	4
Physics	PHY 2514; PHY 2524	8
Calculus I, II	MAT 1613; MAT 1623	6
Statistics	MAT 2323	3
Foreign Language	(1-year sequence)	6
General Electives		9-11

HORTICULTURE

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

Organic Chemistry I	CHE 2424	4
Statistics	MAT 2323	3
Principles of Accounting I	ACC 2213	3
General Electives		15-17

MATHEMATICS

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

Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Physics with Calculus	PHY 2514	4
Science Electives	PHY 2524; CHE 1214, CHE 1224; BIO 1134, 11448	General
Electives		12-14

     Recommended - ENG 2213, 2223 or 2323, 2333 or 2423, 2433

MEDICAL LABORATORY SCIENCE

General Education Core		33-35 Semester Hours

     Recommended - CHE 1214; CHE 1224

General Biology I, II	BIO 1134; BIO1144	8
Microbiology	BIO 2924	4
Upper Level Biology	BIO 2414, 2424 or BIO 2514, 2524	8
General Electives		5-7

MEDICAL TECHNOLOGY

General Education Core		33-35 Semester Hours

     Recommended - ENG 2423 or ENG 2433; SOC 2113; PSY 1513; CHE 1214; CHE 1224

Organic Chemistry I, II	CHE 2424; CHE 2434	8
General Biology I	BIO 1134	4
Computer Concepts	CSC 1113	3
General Electives		10-12

     Recommended - HIS 1113, 1123 or 1163, 1173

METEOROLOGY

General Education Core		33-35 Semester Hours

     Recommended - CHE 1214; CHE 1224; HIS 1113, 1123 or 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 2134	4
General Electives		8-10

     Recommended - ENG 2213, 2223 or 2323, 2333 or 2423, 2433

MICROBIOLOGY

General Education Core		33-35 Semester Hours

     Recommended - CHE 1214; CHE 1224; PSY 1513; One HIS course; One Literature course

Organic Chemistry I and II or Physics	CHE 2424, 2434 or PHY 2414, 2424	8
General Biology I and II	BIO 1134; BIO 1144	8
Microbiology	BIO 2924	4
Calculus I	MAT 1613	3
Foreign Language	(1-year sequence)	6

PRE-NURSING

General Education Core   33-35 Semester Hours
    Recommended - PSY 1513; HIS 1113, 1123 or 1163, 1173 or 2213, 2223; CHE 1214; BIO 1134

Anatomy and Physiology	BIO 2514, BIO 2524	8
Microbiology	BIO 2924	4
Sociology	SOC 2113; SOC 2143	6
Human Growth and Development	EPY 2533	3
Nutrition	FCS 1253 or BIO 1613	3
Statistics	MAT 2323 or BAD 2323	3

PHARMACEUTICAL SCIENCES

General Education Core   33-35 Semester Hours
    Recommended - BIO 1134; BIO 1144; ECO 2123

General Chemistry I, II	CHE 1214; CHE 1224	8
Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics I and II	PHY 2414; PHY 2424	8
Calculus I	MAT 1613	3
Statistics	MAT 2323	3

PHYSICS

General Education Core   33-35 Semester Hours
    Recommended - PHY 2514; PHY 2524; ENG 2213, 2223 or 2323, 2333 or 2423, 2433

General Chemistry I, II	CHE 1214; CHE 1224	8
Calculus I, II, III, IV	MAT 1613; MAT 1623; MAT 2613; MAT 262312	Differential
Equations	MAT 2913	3
Computer Programming I	CSC 2134	4
General Electives		1-3

    Recommended - HIS 1113 or 1123 or 1163 or 1173 or 2213 or 2223

POLYMER SCIENCE

General Education Core   33-35 Semester Hours
    Recommended - CHE 1214; CHE 1224; HIS 1113, 1123 or 1163, 1173; SOC 2113; PSY 1513

Organic Chemistry I, II	CHE 2424; CHE 2434	8
Physics I- A, II-A	PHY 2514; PHY 2524	8
Calculus I, II, III	MAT 1613; MAT 1623; MAT 2613	9
General Electives		0-2

    Recommended - ENG 2423 or 2433

POULTRY SCIENCE

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

General Chemistry I, II	CHE 1214; CHE 1224	8
Principles of Accounting I, II	ACC 2213; ACC 2223	6
Trigonometry or Calculus I	MAT 1323 <u>or</u> MAT 1613	3
Legal Environment of Business	BAD 2413	3
Spanish I	MFL 1213	3
General Electives		2-4

SOFTWARE ENGINEERING

General Education Core		33-35 Semester Hours
Recommended - PHY 2514; PHY 2524		
General Chemistry I	CHE 1214	4
Calculus I, II, III, IV	MAT 1613; MAT 1623; MAT 2613; MAT 262312	Differential
Equations	MAT 2913	3
Computer Programming I, II	CSC 2134; CSC 2144	8
General Biology I	BIO 1134	4

SPEECH PATHOLOGY

General Education Core		33-35 Semester Hours
Recommended - BIO 1134; PHY 2244; SOC 2113; PSY 1513		
History Sequence		6
Literature Elective		3
General Electives		22-24

WILDLIFE, FISHERIES AND AQUACULTURE SCIENCES

General Education Core		33-35 Semester Hours
Recommended - ECO 2113; SOC 2113 <u>or</u> PSY 1513; CHE 1214; CHE 1224		
Botany IBIO 1314	4	
Zoology I, II	BIO 2414; BIO 2424	8
Calculus	MAT 1513 <u>or</u> MAT 1613	3
Statistics	MAT 2323	3
General Electives		7-9

CAREER AND TECHNICAL, NURSING & ALLIED HEALTH PROGRAMS GENERAL INFORMATION

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

Outstanding features of the Career-Technical Division are the laboratory and shop facilities and the excellent faculty. The facilities are complemented with up-to-date equipment and relevant technology that mirrors today's

business and industrial settings. The Career-Technical faculty represent many years of training and experience in the various occupational fields. In addition to continuous professional development and occupational training, many of the full-time Career-Technical faculty hold graduate degrees in areas of educational and teaching concentrations.

In addition to the Career-Technical programs of study at EMCC, the College offers a variety of support services that help prepare students for the workforce. EMCC provides CTE Support Services and Developmental Education services. In addition, EMCC provides educational career counseling through Counseling and CTE Support Services personnel. Course articulation and academic and Career-Technical integration are provided through College and Career Planning. Opportunities for work-site experiences as part of the program of study and job placement are provided through the EMCC Job Fair and Work-based Learning experiences. 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; and natural science/mathematics.

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

For students scoring less than the desired proficient levels on Accuplacer or ACT, CTE Support Services personnel will work with students to develop an individualized program of study that will focus on English, reading, or mathematics. 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.

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 and The Communiversity 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) and The Communiversity (CMTE 2.0) were created by a partnership of local industry, education, and economic development organizations and are committed to the development and enhancement of advanced technological

skills in the area's workforce. The combination of these entities leverages state and federal funding, advanced technology, state of the art facilities, and 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 TECHNICAL AAS DEGREE EMPHASES

GENERAL INFORMATION

For each student seeking an Associate of Applied Science degree, each program has a general education component that has a minimum of 15 semester hours with at least one pure course from humanities/fine arts, social/behavioral sciences, and natural science/mathematics.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE OPTIONS

Requirement	Credit in semester hours
English Composition I or ENG-1033 Technical English for students who are not planning to transfer.	3 semester hours
SPT 1113 Public Speaking or Oral Communications elective approved by dean	3 semester hours
Math or Natural Science	3 semester hours
Social/Behavioral Science	3 semester hours
Humanities/Fine Arts	3 semester hours
Total Semester Hours	**15 semester hours**

Math/Natural Science
MAT   Mathematics
BIO   Biology
CHE   Chemistry
GLY   Geology
PHY   Physics

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

Humanities/Fine Arts
ART   Art Appreciation
MUS   Music Appreciation
SPT   Theatre Appreciation
ENG   Literature
HIS   History
PHI   Philosophy/Religion

If specific courses are not listed in a discipline, any courses in the discipline are considered appropriate.

AUTOMOTIVE TECHNOLOGY PROGRAM
GOLDEN TRIANGLE CAMPUS

The Automotive Technology department offers two programs: (1) a nine-month curriculum that leads to a vocational certificate in Automotive Technology, (2) a two-year curriculum that leads to an Associate of Applied Science degree in Automotive Technology. A technical certificate in Automotive Mechanics Technology may be offered – see Navigator for requirements.

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

Students are taught in modern, well-equipped labs utilizing late model vehicles for repair procedures as well as electronic diagnostics. Practical experience is given in the following automotive service and repair areas as recognized by ASE and NATEF: Engine repair, Automotive Transmissions, Manual Drive Trains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning Systems, and Engine Performance Systems. Classes are held 6½ hours a day, five days a week for 9 months in a modern Career Technical complex with facilities designed especially for this program.

Students in this program are required to furnish their own set of tools for this program and should have them no later than the third week of their first semester. A complete list of tools will be provided by the program instructor. This program requires a Silver or higher Certificate on the ACT Work-keys exam. Please see the program advisor or Navigator for additional information regarding testing times and locations for the ACT Work-keys.

AUTOMOTIVE TECHNOLOGY
ONE-YEAR VOCATIONAL CERTIFICATE OPTION

FIRST SEMESTER

ATT	1124	Basic Electrical/Electronic Systems	4 Semester Hours
ATT	1214	Brakes	4 Semester Hours
ATT	2334	Steering and Suspension Systems	4 Semester Hours
ATT	1424	Basic Engine Performance I	4 Semester Hours
ATT	1811	Introduction, Safety, and Employability Skills	<u>1 Semester Hours</u>
			17 Semester Hours

SECOND SEMESTER

ATT	1134	Advanced Electrical/Electronic Systems	4 Semester Hours
ATT	2434	Engine Performance II	4 Semester Hours
ATT	1715	Engine Repair	5 Semester Hours
ATT	1314	Manual Drive Trains/Transaxle	<u>4 Semester Hours</u>
			17 Semester Hours

FRESHMAN YEAR – FIRST SEMESTER

ATT	1124	Basic Electrical/Electronic Systems	4 Semester Hours
ATT	1214	Brakes	4 Semester Hours
ATT	2334	Steering and Suspension Systems	4 Semester Hours
ATT	1424	Basic Engine Performance I	4 Semester Hours
ATT	1811	Introduction, Safety, and Employability Skills	1 Semester Hours
			17 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

ATT	1134	Advanced Electrical/Electronic Systems	4 Semester Hours
ATT	2434	Engine Performance II	4 Semester Hours
ATT	1715	Engine Repair	5 Semester Hours
ATT	1314	Manual Drive Trains/Transaxle	4 Semester Hours
			17 Semester Hours

(CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

ATT	2325	Automatic Transmissions/Transaxles	5 Semester Hours
ATT	2614	Heating and Air Conditioning	4 Semester Hours
		English Elective	3 Semester Hours
		Math/Science Elective	3/4 Semester Hours
			15/16 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

ATT	2444	Engine Performance III	4 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Technical Elective	4 Semester Hours
			17 Semester Hours

Technical Electives:	ATT	2915	Special Problems in Automotive Technology
	IMM	1934	Manufacturing Skills Basic
			Computer Science Elective

BARBER/STYLIST PROGRAM
GOLDEN TRIANGLE CAMPUS

BARBER/STYLIST TECHNICAL CERTIFICATE

The Barber/Stylist postsecondary instructional program is a three-semester program that prepares individuals to cut, color, perm, shampoo, and style hair. Students are also instructed on the proper techniques for facial massaging and shaving. Special attention is given to hygiene, safety, skin, scalp diseases, and equipment sterilization. Included is the study of sales, business management, laws governing the profession of barbering, and customer relationships. Instruction qualifies students for the MS State Board of Barber Examiners certification examination.

PROGRAM REQUIREMENTS:

Mississippi laws governing the profession of barbering require completion of not less than 1500 hours of study at a barbering school approved by the MS State Board of Barber Examiners to become qualified to receive a certificate of registration to practice barbering. The academic requirements may be satisfied by successfully completing three semesters of study and with documentation of a high school diploma or GED.

The curriculum for Barber/Stylist is based upon data collected from curricula guides, state board documents, input from the business community, and a revision team. The listing of tasks from these sources served as baseline data for the development of this curriculum. The task list used in this curriculum is based upon the following assumptions:

1. In all areas, appropriate theory, safety, and support instruction will be provided for each task. It is essential that all instruction include use of the appropriate equipment needed to accomplish certain tasks. It is also assumed that each student will receive instruction to locate and use current reference materials from publications which present manufacturers' recommended or required specifications and procedures for doing the various tasks.
2. The individual program should have detailed, written evaluation standards for each task covered in the curriculum. Learning progress of students should be monitored and evaluated against these stated standards. A system should be in place which informs all students of their progress throughout the program.
3. It is recognized that individual courses will differ across the technical programs. The development of appropriate learning activities and tests will be the responsibility of the individual program.
4. These standards require that tasks contained in the list be included in the program to validate that the program is meeting the needs of the business community.

73-5-12: Any cosmetologist who can read, write and speak English and has successfully completed not less than fifteen hundred (1500) hours in an accredited school of cosmetology, and holds a valid, current license, shall be eligible to take the barber examination to secure a certificate of registration as a barber upon successfully completing six hundred (600) hours in a barber school approved by the Board of Barber Examiners.

BAV	1118	Basic Practices in Barbering	8 Semester Hours
BAV	1218	Fundamental Practices in Barbering I	8 Semester Hours
BAV	1318	Fundamental Practices in Barbering II	8 Semester Hours
BAV	1418	Intermediate Practices in Barbering I	8 Semester Hours
BAV	1518	Intermediate Practices in Barbering II	8 Semester Hours
BAV	1618	Advanced Practices in Barbering	<u>8 Semester Hours</u>

48 Total Hours

A Technical Certificate will be awarded upon completion of all the following technical courses in the Barber/Stylist program.

BARBER INSTRUCTOR TRAINING OPTION

This instructional program prepares individuals to teach others to cut, perm, color, relax, and style hair. Student instructors will also learn to teach proper administration of facials, straight razor shaves, as well as the significance of hygiene, sanitation, safety, skin and scalp diseases, and equipment sterilization. Finally, this program will prepare individuals to teach others in the area of sales, business management, state law and customer relationships. Satisfactory completion of the courses qualifies students for the MS State Board of Barber Examiners instructor licensing examination.

The curriculum is designed for students who currently hold a valid Mississippi barber license. Student instructors who do not have two years active experience must complete a minimum of 1000 hours of the instructor training program, while those who have two or more active years of experience must complete a minimum of 600 hours of the program. The curriculum complies with the standards of the MS State Board of Barber Examiners, and successful completion of the program qualifies students for the state licensing examination for barber instructors.

Please follow the MS State Board of Barber Examiners rules and regulations
The curriculum for the Barber Instructor Training Option is based upon data collected from curricula guides, state board documents, input from businesses, and a revision team. The listing of tasks, which falls within the laws, rules, and regulations of the MS State Board of Barber Examiners, serves as the baseline data for the development of this curriculum and is based upon the following assumptions:

1. In all areas, appropriate theory, safety, and support instruction will be provided for each task. It is essential that all instruction includes use of the appropriate equipment needed to accomplish certain tasks. It is also assumed that each student will receive instruction to locate and use current reference materials from publications that present manufacturers' recommended or required specifications and procedures for doing the various tasks.
2. The individual program should have written and detailed evaluation standards for each task covered in the curriculum. Learning progress of students should be monitored and evaluated against these stated standards. A system should be in place that informs all students of their progress throughout the program.
3. It is recognized that individual courses will differ across technical programs. The development of appropriate

learning activities and tests will be the responsibility of the individual program.

4. These standards require that tasks contained in the list be included in the program to validate that the program is meeting the needs of business.

BAV 2217 Barber Training I .... 7 Semester Hours
BAV 2227 Barber Training II .... 7 Semester Hours
BAV 2237 Barber Training III...7 Semester Hours
BAV 2247 Barber Training IV.. <u>7 Semester Hours</u>

<div align="right">21 Total Hours</div>

An Instructor Training Certificate will be awarded upon completion of all required Technical Certificate courses AND the following required instructor courses in the Barber/Stylist program.

BARBER/STYLIST ASSOCIATE OF APPLIED SCIENCE OPTION

To receive the Associate of Applied Science (AAS) degree in barber/stylist, a student must complete all of the required technical-certificate courses AND a minimum of 15 semester hours of general education core courses. The courses in the general education core may be spaced out over the entire length of the program so that students complete some academic and career technical courses each semester.

GENERAL EDUCATION CORE

ENG 1113 English Comp I or ENG-1033 Technical English*.. 3 Semester Hours
SPT 1113 Public Speaking I.. 3 Semester Hours
Social/Behavioral Science Elective .... 3 Semester Hours
Humanities/Fine Arts Elective..3 Semester Hours
Math/Natural Science Elective.. <u>3 Semester Hours</u>

<div align="right">15 Total Hours</div>

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

Technical Certificate...48 Semester Hours
Instructor Training Certificate (optional)... ....28 Semester Hours
General Education Core Courses ....<u>15 Semester Hours</u>
Total Semester Credit Hours for the Associate of Applied Science Degree.............................. 63 Hours Minimum

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY PROGRAM

Business and Marketing Management Technology prepares the graduate for careers in marketing research, sales, advertising, management, public relations, merchandising, and buying. The primary objective of any firm, agency, or business, is to market its product or services profitably. Marketing research helps to determine the demand for products and services. This is vital to the success of the company. A manager must oversee all of these activities and support services in order to maintain efficiency and profitability of the business.

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

This program requires a particular score on the ACT, or appropriate alternative test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations, and minimum scores. Admission will be granted to a student that completes a certificate option in Business and Marketing Management Technology with an overall GPA of 2.00 or higher.

A Career Certificate will be awarded upon completion of the required courses for the Career Certificate option in Marketing Management. Admission to the Associate of Applied Science degree option will be granted to any student that completes the Career and Technical certificate programs with an overall GPA minimum of 2.00.

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY
ONE-YEAR CAREER CERTIFICATE OPTION
GOLDEN TRIANGLE AND SCOOBA CAMPUSES

FIRST SEMESTER

*MMT	1113	Principles of Marketing	3 Semester Hours
*MMT	1313	Selling	3 Semester Hours
MMT	2213	Principles of Management	3 Semester Hours
		Computer Elective	3 Semester Hours
MMT Elective			<u>3 Semester Hours</u>
			15 Semester Hours

SECOND SEMESTER

*MMT	1123	Marketing Management	3 Semester Hours
MMT	1413	Merchandising Math	3 Semester Hours
MMT	2423	Retail Management	3 Semester Hours
ECO	2113	Economics I <u>OR</u>	
WBL	1913	Work-based Learning	3 Semester Hours
MMT Elective			<u>3 Semester Hours</u>

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

45-HOUR TECHNICAL CERTIFICATE OPTION
GOLDEN TRIANGLE AND SCOOBA CAMPUSES

THIRD SEMESTER

*MMT	2313	E-Commerce Marketing	3 Semester Hours
*MMT	1323	Advertising	3 Semester Hours
MMT	2233	Human Resources Management	3 Semester Hours
BAD	2413	Legal Environment of Business	3 Semester Hours
ECO	2123	Economics II **or**	
WBL	1923	Work-based Learning	3 Semester Hours
			15 Semester Hours

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

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION
GOLDEN TRIANGLE AND SCOOBA CAMPUSES

FIRST SEMESTER

*MMT	1113	Principles of Marketing	3 Semester Hours
*MMT	1123	Marketing Management	3 Semester Hours
*MMT	1313	Selling	3 Semester Hours
MMT	2213	Principles of Management	3 Semester Hours
MMT	2353	Digital Media Applications or a computer elective	3 Semester Hours
MMT		Elective	3 Semester Hours
			15 Semester Hours

SECOND SEMESTER

*MMT	1123	Marketing Management	3 Semester Hours
MMT	1413	Merchandising Math	3 Semester Hours
MMT	2423	Retail Management	3 Semester Hours
ECO	2113	Economics I or	
WBL	1913	Work-based Learning	3 Semester Hours
MMT		Elective	3 Semester Hours
			15 Semester Hours

*MMT	2313	E-Commerce Marketing	3 Semester Hours
*MMT	1323	Advertising	3 Semester Hours
MMT	2233	Human Resources Management	3 Semester Hours
BAD	2413	Legal Environment of Business....	3 Semester Hours
ECO	2123	Economics II or	
WBL	1923	Work-based Learning....	<u>3 Semester Hours</u>
			15 Semester Hours

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

General Education Core

SPT	1113	Public Speaking I	3 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English*	3 Semester Hours
MAT	1313	College Algebra <u>OR</u>	
MAT	1033	Technical Math <u>OR</u>	
		Natural Science Elective	3 or 4 Semester Hours
		Social/Behavioral Elective	3 Semester Hours
		Humanities/Fine Arts Elective	<u>3 Semester Hours</u>
			15 or 16 Semester Hours

ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

Technical Electives:
    MMT 1223 Consumer Behavior
    MMT 2113 Internet Concepts
    MMT 2133 Software Essentials for E-Business
    MMT 2243 Marketing Case Studies
    MMT 2323 Internet Marketing
    MMT 2343 Marketing Web Page Design
    MMT 2513 Entrepreneurship
    MMT 2523 Event Management
    MMT 2613 International Marketing

**WBL 1913 Work-based Learning must be taken before WBL 1923 Work-based Learning. A series of two Work-based Learning courses or two Economics courses is required. ECO 2113 Principles of Macroeconomics or ECO 2123 Principles of Microeconomics may be counted as the Social/Behavioral Elective <u>only</u> if both WBL 1913 and WBL 1923 sections of Work-based Learning have been successfully completed.

E-COMMERCE TECHNOLOGY PROGRAM OPTIONS
GOLDEN TRIANGLE CAMPUS

FIRST SEMESTER

MMT	1113	Principles of Marketing	3 Semester Hours

MMT	1313	Selling	3 Semester Hours
MMT	2313	E-Commerce or MMT 2323 Internet Marketing	3 Semester Hours
MMT	2113	Internet Concepts	3 Semester Hours
MMT		Elective	3 Semester Hours
			15 Semester Hours

SECOND SEMESTER

MMT	1123	Marketing Management	3 Semester Hours
MMT	2343	Marketing Web Page Design	3 Semester Hours
BOT	1493	Social Media Management	3 Semester Hours
MMT	2133	Software Essentials for E-Business	3 Semester Hours
MMT		Elective	3 Semester Hours
			15 Semester Hours

(E-COMMERCE TECHNOLOGY CAREER CERTIFICATE EXIT POINT)

THIRD SEMESTER

MMT	2213	Principles of Management	3 Semester Hours
MMT	2513	Entrepreneurship	3 Semester Hours
MMT	2613	International Marketing	3 Semester Hours
		ACC/BOT Accounting Elective	3 Semester Hours
		MMT Elective	3 Semester Hours
		MMT Elective	3 Semester Hours
			15 Semester Hours

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

(E-COMMERCE TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

General Education Core

SPT	1113	Public Speaking I	3 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English	3 Semester Hours
MAT	1313	College Algebra OR	
MAT	1033	Technical Math OR	
		Natural Science Elective	3 or 4 Semester Hours
		Social/Behavioral Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			15 or 16 Semester Hours

*ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

Technical Electives: MMT 1223 Consumer Behavior
MMT 2113 Internet Concepts
MMT 2133 Software Essentials for E-Business
MMT 2243 Marketing Case Studies
MMT 2323 Internet Marketing

MMT 2343 Marketing Web Page Design
MMT 2513 Entrepreneurship
MMT 2523 Event Management
MMT 2613 International Marketing

(ASSOCIATE OF APPLIED SCIENCE DEGREE)

BUSINESS AND OFFICE TECHNOLOGY PROGRAM
GOLDEN TRIANGLE CAMPUS

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selections of a concentration of 60 semester credit hours in the following areas:

- Administrative Office Technology
- Medical Billing and Coding Technology
- Accounting Technology
- Business Management Technology
- Computer Technology

Business and Office Technology requires courses in the career-technical core, designated areas of concentration, and the academic core. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree.

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program.

The Administrative Office Technology Program is an instructional program designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists and to fill other positions requiring computer skills such as database management, Web design and desktop publishing.

The Medical Billing and Coding Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications. The curriculum complies with the American Association for Medical Transcription Exam Specifications for Certified Medical Transcriptionist, and the American Health Information Management Association Certified Coding Associate Competency Statements.

The Accounting Technology program is designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

The Business Management Technology program provides students with a relevant professional management

education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

The Computer Technology program is an instructional program that prepares individuals for entry-level positions in managing computer operations in an office environment. Software configuration, troubleshooting, network administration and system operations are included in the program.

Students enrolling in any Business and Office Technology degree program must present proof of a minimum ACT score of 14 in English, 14 in Math, and 14 in Reading or equivalent Accuplacer scores for program entrance or be admitted to the MiBest program. Please see the program advisor or counselor for additional information regarding testing times and locations. As part of these degree programs, students will be required to take Office Proficiency Assessment and Certification (OPAC) national certification exams.

ADMINISTRATIVE OFFICE TECHNOLOGY OPTIONS

FRESHMAN – FIRST SEMESTER

BOT	1233	Microsoft Word I	3 Semester Hours
BOT	1273	Introduction to Microsoft Office	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1433	Business Accounting **OR** ACC 2213 Principles of Accounting I	3 Semester Hours
BOT	1763	Communication Essentials	3 Semester Hours

or BOT 1713 Mechanics of Communication **AND** BOT 2813 Business Communication

15 Semester Hours

FRESHMAN – SECOND SEMESTER

BOT	1413	Records Management	3 Semester Hours
BOT	1493	Social Media Management	3 Semester Hours
BOT	1823	Microsoft Excel I	3 Semester Hours
BOT	2183	Career Readiness or BOT 1213 Professional Development	3 Semester Hours
BOT	2433	QuickBooks	3 Semester Hours

15 Semester Hours

(OFFICE ASSISTANT CAREER CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

BOT	1243	Microsoft Word II	3 Semester Hours
BOT	1853	Microsoft Excel II	3 Semester Hours
BOT	2133	Desktop Publishing	3 Semester Hours
BOT	2233	Human Resource Management	3 Semester Hours
BOT	2333	Microsoft Access	3 Semester Hours

15 Semester Hours

(ADMINISTRATIVE OFFICE TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – SECOND SEMESTER

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

ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

(ADMINISTRATIVE OFFICE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE)

MEDICAL BILLING AND CODING TECHNOLOGY OPTIONS

FRESHMAN YEAR – FIRST SEMESTER

BOT	1273	Introduction to Microsoft Office	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1433	Business Accounting *OR*	
ACC	2213	Principles of Accounting I	3 Semester Hours
BOT	1613	Medical Terminology I	3 Semester Hours
BOT	1763	Communication Essentials	3 Semester Hours

OR BOT 1713 Mechanics of Communication **AND** BOT 2813 Business Communication

15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

BOT	1233	Microsoft Word I	3 Semester Hours
BOT	1623	Medical Terminology II	3 Semester Hours
BOT	1823	Microsoft Excel I	3 Semester Hours
BOT	2743	Medical Office Concepts	3 Semester Hours
BOT	2763	Electronic Health Records	3 Semester Hours

15 Semester Hours

(MEDICAL OFFICE ASSISTANT CAREER CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

BOT	2523	Medical Transcription I	3 Semester Hours
BOT	2643	CPT Coding	3 Semester Hours
BOT	2653	ICD Coding	3 Semester Hours
BOT	2673	Medical Insurance Billing	3 Semester Hours
BOT	2663	Advanced Coding *OR*	
BOT	2753	Medical Information Management	3 Semester Hours

15 Semester Hours

(MEDICAL BILLING AND CODING TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – SECOND SEMESTER

ENG	1113	English Composition I	3 Semester Hours
SPT	1113	Public Speaking	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Math/Science Elective	3 Semester Hours

15 Semester Hours

*ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

(MEDICAL BILLING AND CODING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE EXIT POINT)

ACCOUNTING TECHNOLOGY OPTIONS

FRESHMAN YEAR – FIRST SEMESTER

BOT	1233	Microsoft Word I	3 Semester Hours
BOT	1273	Introduction to Microsoft Office	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1433	Business Accounting *OR*	
ACC	2213	Principles of Accounting I	3 Semester Hours
BOT	1763	Communication Essentials	<u>3 Semester Hours</u>

OR BOT 1713 Mechanics of Communication *AND* BOT 2813 Business Communication

15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

BOT	1823	Microsoft Excel I	3 Semester Hours
BOT	2183	Career Readiness or BOT 1213 Professional Development	3 Semester Hours
BOT	2433	QuickBooks	3 Semester Hours
BOT	2623	Principles of Business Finance	3 Semester Hours
BOT		Accounting Elective	<u>3 Semester Hours</u>

Choose one: BOT 2423 Income Tax Accounting or BOT 2473 Cost Accounting

15 Semester Hours

(ACCOUNTING TECHNOLOGY CAREER CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

BOT	1243	Microsoft Word II	3 Semester Hours
BOT	1853	Microsoft Excel II	3 Semester Hours
BOT	2333	Microsoft Access	3 Semester Hours
BOT	1443	Advanced Business Accounting *OR*	
ACC	2223	Principles of Accounting II	3 Semester Hours
BOT	2463	Payroll Accounting	<u>3 Semester Hours</u>

15 Semester Hours

(ACCOUNTING TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – SECOND SEMESTER

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

15 Semester Hours

*ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

BUSINESS MANAGEMENT OFFICE TECHNOLOGY OPTIONS

FRESHMAN YEAR – FIRST SEMESTER

BOT	1233	Microsoft Word I	3 Semester Hours
BOT	1273	Introduction to Microsoft Office	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1433	Business Accounting *OR*	
ACC	2213	Principles of Accounting I	3 Semester Hours
BOT	1763	Communication Essentials	3 Semester Hours

OR BOT 1713 Mechanics of Communication *AND* BOT 2813 Business Communication

15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

BOT	1453	Introduction to Business Management	3 Semester Hours
BOT	1823	Microsoft Excel I	3 Semester Hours
BOT	2183	Career Readiness or BOT 1213 Professional Development	3 Semester Hours
BOT	2433	QuickBooks	3 Semester Hours
BOT	2623	Principles of Business Finance *OR*	
BOT	1413	Records Management	3 Semester Hours

15 Semester Hours

(BUSINESS MANAGEMENT OFFICE TECHNOLOGY CAREER CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

BOT	1243	Microsoft Word II	3 Semester Hours
BOT	1493	Social Media Management	3 Semester Hours
BOT	1853	Microsoft Excel II	3 Semester Hours
BOT	2233	Human Resource Management	3 Semester Hours
BOT	2613	Entrepreneurial Problem Solving	3 Semester Hours

15 Semester Hours

(BUSINESS MANAGEMENT OFFICE TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – SECOND SEMESTER

ENG	1113	English Composition I	3 Semester Hours
SPT	1113	Public Speaking	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Math/Science Elective	3 Semester Hours

15 Semester Hours

ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

(BUSINESS MANAGEMENT OFFICE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE)

COMPUTER TECHNOLOGY

FRESHMAN YEAR – FIRST SEMESTER

BOT	1233	Microsoft Word I	3 Semester Hours
BOT	1273	Introduction to Microsoft Office	3 Semester Hours
BOT	1313	Applied Business Math	3 Semester Hours
BOT	1433	Business Accounting *OR*	
ACC	2213	Principles of Accounting I	3 Semester Hours
BOT	1763	Communication Essentials *OR*	3 Semester Hours
BOT	1713	Mechanics of Communication *AND* BOT 2813 Business Communication	

15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

BOT	1243	Microsoft Word II	3 Semester Hours
BOT	1823	Microsoft Excel I	3 Semester Hours
BOT	2183	Career Readiness or BOT 1213 Professional Development	3 Semester Hours
BOT	2333	Microsoft Access	3 Semester Hours
BOT	2433	QuickBooks	3 Semester Hours

15 Semester Hours

(COMPUTER TECHNOLOGY CAREER CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

BOT	1493	Social Media Management	3 Semester Hours
BOT	1853	Microsoft Excel II	3 Semester Hours
		IST Elective	3 Semester Hours
		IST Elective	3 Semester Hours
		IST Elective	3 Semester Hours

15 Semester Hours

(COMPUTER TECHNOLOGY TECHNICAL CERTIFICATE EXIT POINT)

SOPHOMORE YEAR – SECOND SEMESTER

ENG	1113	English Composition I	3 Semester Hours
SPT	1113	Public Speaking	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Math/Science Elective	3 Semester Hours

15 Semester Hours

ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

(COMPUTER TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE)

COSMETOLOGY PROGRAM
THREE SEMESTER CERTIFICATE
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 ACT test for program entrance and a Cosmetology pre-test. 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 ranked scores and 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., in the first semester, five days a week. In addition, spring and summer semester classes are held 7:30 a.m. – 5:00 p.m., Monday – Thursday, and 7:30 a.m. to 12:00 noon on Friday in a facility especially designed for the program.

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

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

THIRD SEMESTER - SUMMER
COV	1263	Cosmetology Science III	3 Semester Hours
COV	1443	Hair Care III	3 Semester Hours

COV	1642	Skin Care III	2 Semester Hours
COV	1542	Nail Care III	2 Semester Hours
COV	1732	Salon Business II	<u>2 Semester Hours</u>
			12 Semester Hours

COSMETOLOGY INSTRUCTOR TRAINING OPTION

This instructional program prepares individuals to teach others the theory and skills to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology instructor licensing examination.

It is recommended that students complete 12 semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology. The curriculum is designed for students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license. Student instructors who do not have two years active experience must have 2000 hours plus the 12 semester hours. The curriculum complies with the standards of the Mississippi State Board of Cosmetology and the requirement for 750 contact hours for students. Students are required to receive 12 hours of theory; 68 hours of skill preparation and clinic work; 164 hours concerning the professional teacher's skills and preparation techniques; 99 hours concerning student motivation and learning skills; 332 hours of methods, management, and material procedures and techniques; 65 hours of testing and evaluation skills; and 10 hours of cosmetology laws, rules, and regulations. Successful completion of the program entitles students to a Cosmetology Teacher Training certificate and, upon meeting the requirements of the Mississippi State Board of Cosmetology, qualifies them for licensing examinations as cosmetology instructors.

**Please follow the Mississippi State Board of Cosmetology rules and regulations. **

The curriculum for Cosmetology Teacher Training Option is based upon data as collected from curricula guides, state board documents, input from business, and a revision team. The listing of tasks within the laws, rules, and regulations of the Mississippi State Board of Cosmetology serves as the baseline data for the development of this curriculum. The task list used in this curriculum is based upon the following assumptions:

1. In all areas, appropriate theory, safety, and support instruction will be provided for each task. It is essential that all instruction has included use of the appropriate equipment needed to accomplish certain tasks. It is also assumed that each student has received instruction to locate and use current reference materials from publications that present manufacturers' recommended or required specifications and procedures for doing the various tasks.

2. The individual program should have written and detailed evaluation standards for each task covered in the curriculum. Learning progress of students should be monitored and evaluated against

these stated standards. A system should be in place that informs all students of their progress throughout the program.

3. It is recognized that individual courses will differ across technical programs. The development of appropriate learning activities and tests will be the responsibility of the individual program.

4. These standards require that tasks contained in the list be included in the program to validate that the program is meeting the needs of business.

COSMETOLOGY INSTRUCTOR TRAINING OPTION COURSES

COV 2816 Cosmetology Teacher Training I …………………………..6 Semester Hours

COV 2826 Cosmetology Teacher Training II…………………………..6 Semester Hours

COV 2836 Cosmetology Teacher Training III..………..………………6 Semester Hours

COV 2846 Cosmetology Teacher Training IV…………………………6 Semester Hours

24 Semester Hours

This program of study is designed for students who have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license. The 2000 hour option is designed for students who hold a valid Mississippi cosmetology license.
750 hours for those applicants with two or more years active experience.
The 2000 hour option is designed for students who hold a valid Mississippi cosmetology license.

Twelve (12) hours must be acquired in one of the following subjects:
(1) Communication
(2) Business Law
(3) English
(4) Psychology
(5) Sociology
(6) Mathematics
(7) Computer
(8) Safety and First Aid
(9) Any other Methodology course, with Board Approval

It is recommended that students complete 12 semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology.
NOTE: The ratio of Clinical hours to lecture hours for the Cosmetology Teacher Training Option is 3 to 1.

Diesel Mechanics
ONE-YEAR VOCATIONAL CERTIFICATE
GOLDEN TRIANGLE CAMPUS

The Diesel Mechanics Certificate program offers a nine-month curriculum that leads to a vocational certificate in Diesel Mechanics. The program provides the graduate with the basic skills and technical knowledge to properly diagnose and repair diesel vehicles, along with problem solving techniques and computer diagnosis.

Students are taught in modern, well-equipped labs using heavy duty diesel vehicles for repair procedures as well as electronic diagnostics. Practical experience is given in the following service and repair areas as recognized by ASE and NATEF: Diesel Engines, Drive Train, Brakes, Suspension and Steering, Electrical/Electronic Systems, Heating, Ventilation and A/C. Classes are held 6 1/2 hours a day, 4 days a week for 9 months in a modern Career-Technical complex with facilities designed especially for this program.

Students are required to furnish their own set of tools for the program and should have them no later than the third week of their first semester. A complete tool list will be provided by the program instructor.

This program requires a Silver or higher Certificate on the ACT Work-keys exam. Please see the program advisor or Navigator for additional information regarding testing times and locations for Work-keys.

FIRST SEMSESTER

DET	1114	Fundamentals of Equipment Mechanics	4 Semester Hours
DET	1223	Electrical/Electronic Systems I	3 Semester Hours
DET	1615	Preventive Maintenance and Service	5 Semester Hours
DET	1713	Transportation Power Train	3 Semester Hours
DET	1813	Air Conditioning and Heating Systems	<u>3 Semester Hours</u>
			18 Semester Hours

SECOND SEMESTER

DET	1364	Diesel Systems I	4 Semester Hours
DET	1513	Hydraulics I	3 Semester Hours
DET	2624	Advanced Brake Systems	4 Semester Hours
DET	1264	Electrical/Electronic Systems II	<u>4 Semester Hours</u>
			15 Semester Hours

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

EARLY CHILDHOOD EDUCATION TECHNOLOGY PROGRAM
Golden Triangle Campus

The Early Childhood Education Technology program provides preparation for a professional career in Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children in various early childhood professions.

The Early Childhood Education Technology curriculum is a 2-year discipline that requires a minimum of 60 semester hours of course work. Successful completion of the Early Childhood Education Technology curriculum results in the students receiving a Career Certificate, Technical Certificate and/or an Associate in Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Standards and Guidelines for infants through four-year-old children. *The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology course work.

Jobs are available for students who complete this discipline in public, private, corporate or parochial early childhood education programs, including those in public and private child care centers that serve children of all levels and abilities.

The Early Childhood Education Technology program offers a Child Development Assistant Infant and Toddler Certificate of Proficiency, a Child Development Assistant Pre-school Certificate of Proficiency, a Career certificate, a Technical certificate and/or an Associate of Applied Science Degree.

This program requires a particular score on the ACT, or appropriate alternative test for program entrance. Please see the program advisor or a counselor for additional information regarding testing times, locations, and minimum scores.

EARLY CHILDHOOD EDUCATION TECHNOLOGY PROGRAM OPTIONS

CHILD DEVELOPMENT ASSISTANT INFANT AND TODDLER CERTIFICATE OF PROFICIENCY or CHILD DEVELOPMENT ASSISTANT PRE-SCHOOL CERTIFICATE OF PROFICIENCY

CDT 1113	Early Childhood Profession	3 Semester Hours
CDT 1214	Infant and Toddler Development	4 Semester Hours
CDT 1343-4	Child Health, Safety, and Nutrition	3-4 Semester Hours
	Technical Electives	5 Semester Hours
		15-16 Semester Hours

Technical Electives:
CDT 1111 Early Childhood Education Seminar I ....1 Semester Hour
CDT 1121 Early Childhood Education Seminar II ....1 Semester Hour
CDT 1131 Early Childhood Education Seminar III ....1 Semester Hour
CDT 1141 Early Childhood Education Seminar IV ....1 Semester Hour
WBL 1913 Work-based Learning I .... 3 Semester Hours
WBL 1923 Work-based Learning II .... 3 Semester Hours

CAREER CERTIFICATE

First Semester

CDT 1113	Early Childhood Profession	3 Semester Hours
CDT 1214	Infant and Toddler Development	4 Semester Hours
CDT 1224	Preschool and Primary Development	4 Semester Hours
CDT 1344	Child Health, Safety, and Nutrition	4 Semester Hours
		15 Semester Hours

Second Semester

CDT 1313	Creative Arts for Young Children	3 Semester Hours
CDT 2233	Guiding Social and Emotional Behavior	3 Semester Hours
CDT 1713	Language and Literacy Development for Young Children	3 Semester Hours
CDT 2714	Social Studies, Math, and Science for Young Children	4 Semester Hours
CDT 2914 or 2924	Initial Practicum or Infant and Toddler Practicum	4 Semester Hours
		17 Semester Hours

TECHNICAL CERTIFICATE

First Semester

CDT 1113	Early Childhood Profession	3 Semester Hours
CDT 1214	Infant and Toddler Development	4 Semester Hours
CDT 1224	Preschool and Primary Development	4 Semester Hours
CDT 1344	Child Health, Safety, and Nutrition	4 Semester Hours
		15 Semester Hours

Second Semester

CDT 1313	Creative Arts for Young Children	3 Semester Hours
CDT 2233	Guiding Social and Emotional Behavior	3 Semester Hours
CDT 1713	Language and Literacy Development for Young Children	3 Semester Hours
CDT 2714	Social Studies, Math, and Science for Young Children	4 Semester Hours
CDT 2914 or 2924	Initial Practicum or Infant and Toddler Practicum	4 Semester Hours
		17 Semester Hours

Third Semester

CDT 2413	Development of the Exceptional Child	3 Semester Hours
CDT 2613	Methods, Materials, and Measurement	3 Semester Hours
CDT 2813	Administration of Programs for Young Children	3 Semester Hours
CDT 2513	Family Dynamics and Community Involvement	3 Semester Hours
CDT 2944 or 2934	Advanced Practicum or Preschool Practicum	4 Semester Hours
	16 Semester Hours	

ASSOCIATE OF APPLIED SCIENCE DEGREE
First Semester

CDT 1113	Early Childhood Profession	3 Semester Hours
CDT 1214	Infant and Toddler Development	4 Semester Hours
CDT 1224	Preschool and Primary Development	4 Semester Hours
CDT 1344	Child Health, Safety, and Nutrition	4 Semester Hours
		15 Semester Hours

Second Semester

CDT 1313	Creative Arts for Young Children	3 Semester Hours
CDT 2233	Guiding Social and Emotional Behavior	3 Semester Hours
CDT 1713	Language and Literacy Development for Young Children	3 Semester Hours
CDT 2714	Social Studies, Math, and Science for Young Children	4 Semester Hours
CDT 2914 or 2924	Initial Practicum or Infant and Toddler Practicum	4 Semester Hours
		17 Semester Hours

Third Semester

CDT 2413	Development of the Exceptional Child	3 Semester Hours
CDT 2613	Methods, Materials, and Measurement	3 Semester Hours
CDT 2813	Administration of Programs for Young Children	3 Semester Hours
CDT 2513	Family Dynamics and Community Involvement	3 Semester Hours
CDT 2944 or 2934	Advanced Practicum or Preschool Practicum	4 Semester Hours
		16 Semester Hours

GENERAL EDUCATION CORE

ENG 1113 English Comp I or ENG 1033 Technical English*	3 Semester Hours
SPT 1113 Public Speaking I	3 Semester Hours
Social/Behavioral Science Elective	3 Semester Hours
Humanities/Fine Arts Elective	3 Semester Hours
Math/Natural Science Elective	3 Semester Hours
	62-63 Semester Hours

*ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.

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

ELECTRICAL TECHNOLOGY PROGRAM
Communiversity

The Electrical Technology department offers a one-year vocational certificate option, a technical, and a two-year Associate of Applied Science degree option. The one-year program is two semesters in length and prepares graduates to become employed in residential, commercial, and industrial electricity settings. Graduates of the program will possess the knowledge and skills necessary to plan, install, maintain, and troubleshoot various electrical systems. Students will study such topics as blueprint reading, residential/commercial industrial wiring, job cost estimation, electrical power, and programmable logic controllers. The Electrical program embeds opportunities to acquire multiple credentials through the National Center for Construction Education and Research (NCCER).

This program requires a Silver Certificate on the ACT Work-keys exam. Please see the program advisor or Navigator for additional information regarding testing times and locations for Work-keys.

INDUSTRIAL ELECTRICITY
ONE-YEAR VOCATIONAL CERTIFICATE OPTION

FIRST SEMESTER

ELT	1144	AC and DC Circuits for Electrical Technology	4 Semester Hours
ELT	1113	Residential Wiring	3 Semester Hours
ELT	1253	Branch Circuits and Service Entrance Calculations	3 Semester Hours
ELT	1263	Electrical Drawings and Schematics	3 Semester Hours
IMM	1934	Manufacturing Skills Basic	4 Semester Hours
			17 Semester Hours

SECOND SEMESTER

ELT	1192	Fundamentals of Electricity	2 Semester Hours
ELT	1243	Fundamentals of Instrumentation	3 Semester Hours
ELT	1213	Electrical Power	3 Semester Hours
ELT	1123	Commercial Wiring	3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
			14 Semester Hours

ELECTRICAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION

FRESHMAN YEAR – FIRST SEMESTER

ELT	1144	AC and DC Circuits for Electrical Technology	4 Semester Hours
ELT	1192	Fundamentals of Electricity	2 Semester Hours
ELT	1113	Residential Wiring	3 Semester Hours

ELT	1263	Electrical Drawings and Schematics	3 Semester Hours
IMM	1934	Manufacturing Skills Basic	4 Semester Hours
			16 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

ELT	1243	Fundamentals of Instrumentation	3 Semester Hours
ELT	1213	Electrical Power	3 Semester Hours
ELT	1123	Commercial Wiring	3 Semester Hours
ELT	1413	Motor Control Systems	3 Semester Hours
ELT	1253	Branch Circuits and Service Entrance Calculations	3 Semester Hours
			15 Semester Hours

(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

ELT	1133	Applications for the National Electrical Code	3 Semester Hours
ELT	2613	Programmable Logic Controllers	3 Semester Hours
		Math (College Algebra or Technical Mathematics	3 Semester Hours
		English (Comp I or Occupational Writing)	3 Semester Hours
		Humanities/Fine Arts Elective	3 semester Hours
			15 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

ELT	2113	Equipment Maintenance, Troubleshooting and Repair	3 Semester Hours
ELT	2623	Advanced Programmable Logic Controllers	3 Semester Hours
ELT	2424	Solid State Motor Control	4 Semester Hours
SPT	1113	Public Speaking or Oral Communications elective approved by dean	3 Semester Hours
		Social Behavioral Science Elective	3 Semester Hours
			16 Semester Hours

ENGINEERING TECHNOLOGY, DRAFTING AND DESIGN PROGRAM
ASSOCIATE OF APPLIED SCIENCE
Communiversity CAMPUS

The Engineering Technology, Drafting and Design curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and is closely related to actual industrial standards. The areas taught include architectural design, machine design, surveying, civil design, and computer-aided design. In order to meet industrial demands, computer aided drafting is the basis of all courses. Completion of the two-year program leads to an Associate's of Applied Science degree. As part of this degree program, students will take the Autodesk Certified User Exam and the Inventor Certified User Exam.

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

FRESHMAN YEAR – FIRST SEMESTER

DDT	1163	Engineering Graphics	3 Semester Hours
DDT	1313	Computer Aided Design I	3 Semester Hours
DDT	1213	Construction Standards and Materials	3 Semester Hours
ENG	1113	English Composition I*	3 Semester Hours
MAT	1313	College Algebra*	3 Semester Hours
			15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

DDT	1173	Mechanical Design I	3 Semester Hours
DDT	1413	Elementary Surveying	3 Semester Hours
DDT	1323	Computer Aided Design II	3 Semester Hours
DDT	1613	Architectural Design I	3 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

DDT	2243	Cost Estimating	3 Semester Hours
DDT	2373	3D Modeling Advanced Design	3 Semester Hours
DDT	2623	Architectural Design II	3 Semester Hours
DDT	2253	Statics and Strength of Materials	3 Semester Hours
DDT	2813	Inventor 3D Model and Animation	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

DDT	2213	Structural Detailing I	3 Semester Hours
DDT	2823	Revit Architecture	3 Semester Hours
DDT	2153	Civil Planning and Design	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			15 Semester Hours

Technical Elective: IMM-1935 Manufacturing Skills Basic

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

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

FORESTRY TECHNOLOGY PROGRAM
ASSOCIATE OF APPLIED SCIENCE
SCOOBA CAMPUS

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

Forestry Technology is a two-year technical program. An Associate of Applied Science degree is awarded upon successful completion of the curriculum.

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

FRESHMAN YEAR – FIRST SEMESTER

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

FRESHMAN YEAR – SECOND SEMESTER

CSC	1113	Introduction to Computer Concepts	3 Semester Hours
FOT	1114	Forest Measurement I with Lab	4 Semester Hours
FOT	2424	Timber Harvesting with Lab	4 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Math/Natural Science Elective	3-4 Semester Hours
			17-18 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
FOT	2213	Applications of GIS/GPS	3 Semester Hours
		Technical Elective	3-4 Semester Hours
			18-19 Semester Hours

SOPHOMORE YEAR – 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	2213	Principles of Accounting I	BAD	2413	Legal Environment of Business
ECO	2113	Economics I	ECO	2123	Economics II
FOT	1124	Forest Measurement II with Lab	FOT	1314	Forest Protection with Lab
FOT	1414	Forest Products Utilization/Lab	FOT	291(1-3)	Special Problem in Forestry
FOT	2624	Silviculture II with Lab	MAT	2323	Business Statistics
FOT	292(1-6)	Supervised Work Experience in Forestry Technology	BIO	2434	General Zoology

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

FUNERAL SERVICE TECHNOLOGY PROGRAM
ASSOCIATE OF APPLIED SCIENCE
SCOOBA CAMPUS

The Funeral Service Technology degree program at East Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747, website: www.abfse.org. The curriculum is a two-year program of study leading to an Associate of Applied Science degree in Funeral Service Technology. The graduate, with successful achievement on the National Board Examination and/or State Board examination and completion of one-year apprenticeship, is qualified to practice as a licensed Funeral Director/Embalmer in the State of Mississippi. The graduate, with successful achievement on the National Board Examination, may become eligible for licensure in other states contingent upon completion of the particular requirements of each.

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

Admission to the Funeral Service Technology Program at East Mississippi Community College requires all applicants to have acquired either a GED or high school diploma. The program further requires all applicants to have achieved either a score of 17 or higher on the ACT or alternate placement 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."

A student who has taken one or more Funeral Service Technology courses, but who withdraws from the program and does not return for a three (3) years or six (6) semesters excluding summer semesters, must re-enroll under the current Funeral Service Technology curriculum at the time of re-enrollment and must re-take all required Funeral Service Technology courses.

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

STATEMENT OF PROGRAM AIMS AND OBJECTIVES – The program in Funeral Service Technology has as its central aim recognition of the importance of Funeral Service personnel as (1) members of a human services

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 in the geographic area where they practice as well as (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains. The Funeral Service Technology Program has the objectives of (1) to enlarge the background and knowledge of students about the funeral service profession; (2) to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined in the Preamble of the accreditation standards of the ABFSE; (3) to educate students concerning the responsibilities of the funeral service profession to the community at large; (4) to emphasize high standards of ethical conduct; (5) to provide a curriculum at the post- secondary level of instruction; and (6) to encourage student and faculty research in the field of funeral service.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at http://www.abfse.org. To request a printed copy of this program's rates, go to Funeral Service Technology Office, Room 27A, Hawkins Building, Scooba Campus or by email at odickerson@eastms.edu or by telephone (662) 476-5101.

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	1313	Funeral Directing	3 Semester Hours
FST	1513	Restorative Art I	3 Semester Hours
FST	2423	Funeral Service Business Law	3 Semester Hours
			16 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

MAT	1313	College Algebra or Natural Science Elective	3-4 Semester Hours
FST	1123	Mortuary Anatomy II	3 Semester Hours
FST	1241	Clinical Embalming II	1 Semester Hours
FST	1413	Funeral Service Ethics & Law	3 Semester Hours
FST	1533	Restorative Art II	3 Semester Hours
FST	2323	Funeral Merchandising and Management	3 Semester Hours
			16-17 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

ACC	2213	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	2613	Microbiology/Pathology	3 Semester Hours

FST	2811	Current Issues in Funeral Service Technology .... 1 Semester Hour
		Social/Behavioral Science .... <u>3 Semester Hours</u>
		17 Semester Hours

SOPHOMORE YEAR – SECOND 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

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

PROGRAM INFORMATION - East Mississippi

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation rate	Did not finish**	Overall % Employed	Employed In FS
2018	23	21	5	5/5	38%	11	80%	80%
2017	23	18	4	4/4	17%	16	100%	100%
2016	18	13	9	9/9	38%	7	89%	56%

*Timely graduation = complete program in 1½ times designated program length.
**Left before completing the program; did not finish.

NATIONAL BOARD STATISTICS - East Mississippi

3 year Aver-age	% Pass Arts	% Pass Sciences
2016 - 2018	84%	94%
2015 - 2017	72%	75%
2014 - 2016	60%	77%
Most recent	# Takers	# Passed
2018 Arts	6	5
2018 Sci-ences	5	5

GOLF/RECREATIONAL TURF MANAGEMENT AND LANDSCAPE MANAGEMENT PROGRAMS

GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

First Semester

HLT	1113	Plant Materials I	3 Semester Hours
DDT	1413	Elementary Surveying	3 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English	3 Semester Hours
Social/Behavioral Elective			3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
			15 Semester Hours

Second Semester

HLT	1123	Plant Materials II	3 Semester Hours
AGR	2314	Basic Soils	4 Semester Hours
HLT	2914	Special Problems	4 Semester Hours
Math/Science Elective (Biology/Botany Preferred)			4 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR

First Semester

HLT	1513	Landscape Design I	3 Semester Hours
GTT	1614	Golf Couse Equipment Operation & Maint	4 Semester Hours
HLT	2713	Landscape Construction	3 Semester Hours
GTT	2813	Turfgrass Management for Golf Courses	3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
			16 Semester Hours

Second Semester

HLT	2813	Ornamental and Turf Pest Management	3 Semester Hours
HLT	2124	Landscape Management and Weed Control	4 Semester Hours
GTT	2313	Golf Course Business Management	3 Semester Hours
GTT	2824	Irrigation Systems: Design & Maintenance	4 Semester Hours
HPR	1531	Golf	1 Semester Hours
			15 Semester Hours

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

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

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

LANDSCAPE MANAGEMENT TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

The Landscape Management Technology program is designed to provide students with skills that could lead to employment in the landscape maintenance and landscape construction industries. Specific instruction is offered in the areas of landscape design; selection and care of plants; hard construction including concrete, wood, electrical, irrigation, and lighting; equipment use and maintenance; and business management.

First Semester

HLT	1113	Plant Materials I	3 Semester Hours
HLT	1614	Landscape Equipment Operation & Maint OR	4 Semester Hours
GTT	1614	Golf Couse Equipment Operation & Maint	
DDT	1413	Elementary Surveying	3 Semester Hours
HLT	2912	Special Problems	2 Semester Hours
Math/Science Elective			3 Semester Hours
			15 Semester Hours

Second Semester

HLT   1123   Plant Materials II .... 3 Semester Hours
HLT   1513   Landscape Design I... 3 Semester Hours
ENG   1113   English Composition I or ENG 1033 Technical English .... 3 Semester Hours
Humanities/Fine Arts Elective .... 3 Semester Hours
Social/Behavioral Elective…………………………………………………………………… 3 Semester Hours
                      ....15 Semester Hours

SOPHOMORE YEAR

First Semester

HLT   2713   Landscape Construction..3 Semester Hours
HLT   2813   Ornamental and Turf Pest Management...3 Semester Hours
HLT   2113   Turfgrass Management **OR**
GTT   2813   Turfgrass Management for Golf Courses..................................... ...3 Semester Hours
SPT   1113   Public Speaking I ....3 Semester Hours
HLT   2923   Supervised Work Experience ....3 Semester Hours
                      ....15 Semester Hours

Second Semester

HLT   2124   Landscape Management and Weed Control....................................4 Semester Hours
HLT   2313   Landscape Business Management ....3 Semester Hours
HLT   2824   Irrigation and Lighting Systems..4 Semester Hours
AGR   2314   Basic Soils..4 Semester Hours
                      15 Semester Hours

BAKING AND PASTRY ARTS
ONE YEAR CERTIFICATE

The Baking and Pastries Technology concentration provides a solid foundation in the methods and science of baking. The program provides a solid foundation in everything from breads and cakes to confections and frozen desserts. Special emphasis is placed on baking and pastry tools, equipment, techniques, and specialty ingredients. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate. In addition, after successful completion of the Sanitation and Safety course, students will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

One-year Baking and Pastry Arts Certificate

First Semester

CUT	1153	Introduction to Culinary Arts	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1114	Culinary Principles I	4 Semester Hours
CUT	1224	Principles of Baking	4 Semester Hours
BPT	1911	Supervised Work Experience in Baking and Pastry Arts	1 Semester Hours
			15 Semester Hours

Second Semester

BPT	1224	Cookies, Mignardise, and Frozen Desserts	4 Semester Hours
BPT	2214	Artisan Breads and Viennoiserie	4 Semester Hours
BPT	1234	Classic Pastry, Pies and Tarts	4 Semester Hours
CUT	2223	Menu Planning	3 Semester Hours
BPT	1921	Supervised Work Experience in in Baking and Pastry Arts	1 Semester Hour
			16 Semester Hours

CULINARY ARTS TECHNOLOGY

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

ONE YEAR CERTIFICATE:
First Semester

CUT	1153	Introduction to Culinary Arts	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1114	Culinary Principles I	4 Semester Hours
CUT	1134	Principles of Baking	4 Semester Hours
CUT	1911	Supervised Work Experience in Culinary Arts Technology……	1 Semester Hours
			15 Semester Hours

Second Semester

CUT	1124	Culinary Principles II	4 Semester Hours
CUT	2223	Menu Planning	3 Semester Hours
HRT	1224	Restaurant & Catering Operations	4 Semester Hours
HRT	2613	Hospitality Supervision	3 Semester Hours
CUT	1921	Supervised Work Experience in Culinary Arts Technology	1 Semester Hour
			15 Semester Hours

ASSOCIATE OF APPLIED SCIENCE DEGREE

CUT	1153	Introduction to Culinary Arts	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1114	Culinary Principles I	4 Semester Hours
CUT	1134	Principles of Baking	4 Semester Hours
CUT	1911	Supervised Work Experience in Culinary Arts Technology……	1 Semester Hours
			15 Semester Hours

Second Semester

CUT	1124	Culinary Principles II	4 Semester Hours
CUT	2223	Menu Planning	3 Semester Hours
HRT	1224	Restaurant & Catering Operations	4 Semester Hours
HRT	2613	Hospitality Supervision	3 Semester Hours
CUT	1921	Supervised Work Experience in Culinary Arts Technology	1 Semester Hour
			15 Semester Hours

First Semester

CUT	2314	American Regional Cuisine	4 Semester Hours
CUT	2424	International Cuisine	4 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English	3 Semester Hours
CUT	2243	Dining Room Management	...3 Semester Hours
CUT	1931	Supervised Work Experience in Culinary Arts Technology	1 Semester Hour
			15 Semester Hours

Second Semester

CUT	1941	Supervised Work Experience in Culinary Arts Technology	1 Semester Hour..
		Math/Science Elective	3 Semester Hours
		Social/Behavioral Elective	3 Semester Hours
HRT	2713	Marketing Hospitality Services	3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			16 Semester Hours

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. A one-year certificate in Hotel and Restaurant Management may be awarded after successful completion of the courses listed in the certificate sequence. Completion of the two-year program leads to an Associate of Applied Science degree. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

ONE YEAR CERTIFICATE
First Semester

HRT	1123	Introduction to the Hospitality and Tourism Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1114	Culinary Principles I	4 Semester Hours
HRT	1413	Rooms Division Management	3 Semester Hours
HRT	2623	Hospitality Human Resource Management	3 Semester Hours
			16 Semester Hours

Second Semester

HRT	2853	Convention and Meeting Planning	3 Semester Hours

HRT	2713	Marketing Hospitality Services	3 Semester Hours
HRT	1224	Restaurant & Catering Operations	4 Semester Hours
CUT	2223	Menu Planning	3 Semester Hours
HRT	2613	Hospitality Supervision	<u>3 Semester Hours</u>
			16 Semester Hours

ASSOCIATE OF APPLIED SCIENCE DEGREE
First Semester

HRT	1123	Introduction to the Hospitality and Tourism Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1114	Culinary Principles I	4 Semester Hours
HRT	1413	Rooms Division Management	3 Semester Hours
HRT	2623	Hospitality Human Resource Management	<u>3 Semester Hours</u>
			16 Semester Hours

Second Semester

HRT	2853	Convention and Meeting Planning	3 Semester Hours
HRT	2713	Marketing Hospitality Services	3 Semester Hours
HRT	1224	Restaurant & Catering Operations	4 Semester Hours
CUT	2223	Menu Planning	3 Semester Hours
HRT	2613	Hospitality Supervision	<u>3 Semester Hours</u>
			16 Semester Hours

SOPHOMORE YEAR

First Semester

HRT	2233	Hospitality Cost Control	3 Semester Hours
HRT	2423	Hospitality Security Management and Law	3 Semester Hours
CUT	2243	Dining Room Management	3 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English	3 Semester Hours
WBL	1913	Work Based Learning	3 Semester Hours
HRT	1931	Supervised Work Experience in Hotel & Restaurant Management	<u>1 Semester Hour</u>
			16 Semester Hours

Second Semester

SPT	1113	Public Speaking	3 Semester Hours
HRT	1941	Supervised Work Experience in Hotel & Restaurant Management	1 Semester Hour
WBL	1923	Work Based Learning	3 Semester Hours
Social/Behavioral Elective			3 Semester Hours
Humanities/Fine Arts Elective			3 Semester Hours
Math/Science Elective			<u>3 Semester Hours</u>
			16 Semester Hours

Travel and Tourism concentration provides specialized career/technical instruction and practice to prepare students for careers in tourism and travel occupations. Students will also learn how to perform reservation functions by utilizing the internet. This concentration leads to an Associate of Applied Science degree with benchmarks as outlined at the 15-hour, 30-hour, 45-hour, and 60-hour marks. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate, along with additional certifications. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate, along with additional certifications. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree. In addition, students completing this program will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association

ONE YEAR CERTIFICATE

First Semester

HRT	1123	Introduction to the Hospitality and Tourism Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1813	Tourism Specialist...	3 Semester Hours
HRT	1413	Rooms Division Management	3 Semester Hours
HRT	2623	Hospitality Human Resource Management	3 Semester Hours
			15 Semester Hours

Second Semester

HRT	2853	Convention and Meeting Planning	3 Semester Hours
HRT	1833	Travel and Tourism Geography	3 Semester Hours
HRT	2843	Fundamentals of Travel and Tourism	3 Semester Hours
HRT	1823	The Travel Agency	3 Semester Hours
HRT	2613	Hospitality Supervision	3 Semester Hours
			15 Semester Hours

ASSOCIATES DEGREE

HRT	1123	Introduction to the Hospitality and Tourism Industry	3 Semester Hours
HRT	1213	Sanitation and Safety	3 Semester Hours
HRT	1813	Tourism Specialist...	3 Semester Hours
HRT	1413	Rooms Division Management	3 Semester Hours
HRT	2623	Hospitality Human Resource Management	3 Semester Hours
			15 Semester Hours

Second Semester

HRT	2853	Convention and Meeting Planning	3 Semester Hours
HRT	1833	Travel and Tourism Geography	3 Semester Hours
HRT	2843	Fundamentals of Travel and Tourism………………………………………..	3 Semester Hours
HRT	1823	The Travel Agency	3 Semester Hours
HRT	2613	Hospitality Supervision	3 Semester Hours
		....	15 Semester Hours

SOPHOMORE YEAR

First Semester

HRT	2233	Hospitality Cost Control..	3 Semester Hours
CUT	2243	Dining Room Management..	3 Semester Hours
HRT	2423	Hospitality Security Management and Law	3 Semester Hours
		Social/Behavioral Elective	3 Semester Hours
ENG	1113	English Composition I or ENG 1033 Technical English	3 Semester Hours
		....	15 Semester Hours

Second Semester

SPT	1113	Public Speaking..	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
HRT	2713	Marketing Hospitality Services	3 Semester Hours
HRT	2863	Tourism Planning and Development……………………………………..3 Semester Hours
		Math/Science Elective	3 Semester Hours
		....	16 Semester Hours

INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM
Communiversity

The Industrial Maintenance Technology program 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.

This program offers a one-year vocational certificate option, a technical certificate (see Advisor or Navigator for requirements), and a two-year Associate of Applied Science degree option. Students receive instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, machining operations, mechanical systems and industrial electricity.

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

This program requires a Silver or higher Certificate on the ACT Work-keys exam. A passing score of 55% on the Bennett Mechanical Comprehension Test (BMCT) is also required. Please see the program advisor or Navigator for additional information regarding testing times and locations for Work-keys and the BMCT.

ONE-YEAR VOCATIONAL CERTIFICATE OPTION

FRESHMAN YEAR – FIRST SEMESTER

IMM	1934	Manufacturing Skills Basic	4 Semester Hours
IMM	1113	Industrial Maintenance Core and Safety	3 Semester Hours
IMM	1214	Introduction to Industrial Maintenance	4 Semester Hours
IMM	1814	Industrial Maintenance Electrical I	4 Semester Hours
			15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IMM	1824	Industrial Maintenance Electrical II	4 Semester Hours
IMM	1242	Mechanical Industrial Maintenance I	2 Semester Hours
IMM	1252	Mechanical Industrial Maintenance II	2 Semester Hours
IMM	1324	Motor Control Systems	4 Semester Hours
IMM	1474	Fluid Powers	4 Semester Hours
			16 Semester Hours

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

FRESHMAN YEAR – FIRST SEMESTER

IMM	1934	Manufacturing Skills Basic	4 Semester Hours
IMM	1113	Industrial Maintenance Core and Safety	3 Semester Hours
IMM	1214	Introduction to Industrial Maintenance	4 Semester Hours
IMM	1814	Industrial Maintenance Electrical I	4 Semester Hours
			15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IMM	1824	Industrial Maintenance Electrical II	4 Semester Hours
IMM	1242	Mechanical Industrial Maintenance I	2 Semester Hours
IMM	1252	Mechanical Industrial Maintenance II	2 Semester Hours
IMM	1324	Motor Control Systems	4 Semester Hours
IMM	1474	Fluid Power	4 Semester Hours
			16 Semester Hours

(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

IMM	2214	Advanced Electrical Industrial Maintenance	4 Semester Hours
IMM	2224	Advanced Mechanical Industrial Maintenance	4 Semester Hours
IMM	2613	Programmable Logic Controllers	3 Semester Hours
		English Elective (Comp I or Occupational Writing)	3 Semester Hours
		Math Elective (College Algebra or Technical Mathematics)	3 Semester Hours
			17 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

IMM	2114	Equipment Maintenance, Troubleshooting and Repair	4 Semester Hours
IMM	2913	Maintenance Reliability	3 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
			16 Semester Hours

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

INFORMATION SYSTEMS TECHNOLOGY PROGRAM
GOLDEN TRIANGLE CAMPUS

COMPUTER NETWORKING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION
Golden Triangle and Scooba Campus

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

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

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

FRESHMAN YEAR – FIRST SEMESTER

IST	1143	Principles of Information Security	3 Semester Hours
IST	1134	Fundamentals of Data Communication	4 Semester Hours
IST	1124	IT Foundations	4 Semester Hours
IST	1433	Web Dev using HTML5 & CSS	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			17 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IST	1224	Network Components	4 Semester Hours
IST	1254	Network Administration using Linux	4 Semester Hours
IST	1613	Computer Forensics	3 Semester Hours
IST	1244	Network Administration using MS Window Server	4 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

IST	2224	Network Planning and Design	4 Semester Hours
IST	1163	Database and SQL Concepts	3 Semester Hours
IST	1723	Programming in Python	3 Semester Hours
ENG	1113	English Composition I or ENG-1033 Technical English	3 Semester Hours
MAT	1313	College or MAT-1033 Technical Mathematics	3 Semester Hours
			.. 16 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

IST	2234	Network Implementation	4 Semester Hours
IST	1273	Career Development	3 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
IST	2483	Web Server	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
			16 Semester Hours

Academic electives must be approved by program advisor.

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

COMPUTER PROGRAMMING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION

The Computer Programming Technology program offers training in the design, coding, and testing of software applications using a variety of programming languages, database manipulation, hardware maintenance, and operating system functions.. Students have the opportunity to learn in a hands-on environment with a wide variety of classes that will benefit them after completing their degree. The program is also privileged to be a Cisco® Networking Academy Program and a CompTIA® Academy. The program's website can be found at ciscoserver.eastms.edu.

Students can begin this program at the beginning of the fall or spring semesters. Completion of the two-year program leads to an Associates of Applied Science degree. As part of this degree program, students will also be required to take the A+ and Microsoft Technology Associate (MTA) Software development certifications.

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

FRESHMAN YEAR – FIRST SEMESTER

IST	1143	Principles of Information Security	3 Semester Hours
IST	1134	Fundamentals of Data Communication	4 Semester Hours
IST	1124	IT Foundations	4 Semester Hours
IST	1433	Web Development using HTML & CSS	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			17 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IST	1163	Database and SQL Concepts	3 Semester Hours
IST	1414	Client-Side Programming	4 Semester Hours
IST	1273	Career Development	3 Semester Hours
ENG	1113	English Composition I or ENG-1033 Technical English	3 Semester Hours
		*Social/Behavioral Science Elective	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

IST	1714	Java Programming	4 Semester Hours
IST	1723	Programming in Python	4 Semester Hours
IST	2584	C# Programming Language	3 Semester Hours
IST	1254	Network Administration using Linux	4 Semester Hours

MAT   1313   College or MAT-1033 Technical Mathematics ....<u>3 Semester Hours</u>

           18 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

SPT   1113   Public Speaking I or Oral Communications elective approved by dean................. 3 Semester Hours

IST   2314   Systems Analysis and Design... 3 Semester Hours

IST   2594   Advanced C# Programming Language.. 3 Semester Hours

IST   2434   Server-Side Programming .... 4 Semester Hours

IST   2921   IST Seminar ....<u>1 Semester Hours</u>

           16 Semester Hours

*Academic electives must be approved by program advisor.

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

Network Security Technology
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION

The Network Security Technology program involves securing networks and computers. This process involves evaluating protocols, operating systems, hardware components, networking devices, and software tools to make a secure infrastructure. Students have the opportunity to learn in a hands-on environment with a wide variety of classes that will benefit them after completing their degree. The program is also privileged to be a Cisco® Networking Academy Program and a CompTIA® Academy. The program's website can be found at ciscoserver.eastms.edu.

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

Network Security is an ever-evolving field of study. Information technology changes rapidly and requires students to be life-long learners with the ability to incorporate ever-changing technologies into their skill set. Network Security is one field of study which has not suffered any economic downturns. The need for well-trained Security personnel is present in every industry from healthcare to manufacturing.

FRESHMAN YEAR – FIRST SEMESTER

IST   1143   Principles of Information Security .... 3 Semester Hours

IST   1134   Fundamentals of Data Communication .... 4 Semester Hours

IST   1124   IT Foundations.. 4 Semester Hours

IST   1433   Web Dev using HTML5 & CSS... 3 Semester Hours

Humanities/Fine Arts Elective.. 3 Semester Hours

17 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IST	1224	Network Components	4 Semester Hours
IST	1254	Network Administration using Linux	4 Semester Hours
IST	1624	Network Security Fundamentals	4 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours

15 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

IST	1163	Database and SQL Concepts	3 Semester Hours
IST	1633	Wireless Security & Privacy	3 Semester Hours
IST	1613	Computer Forensics	3 Semester Hours
IST	2623	Linux/UNIX Security	4 Semester Hours
MAT	1313	College Algebra or MAT-1033 Technical Mathematics	3 Semester Hours

16 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

IST	1273	Career Development	3 Semester Hours
SPT	1113	Public Speaking or Oral Communications elective approved by dean	3 Semester Hours
IST	1643	Network Defense and Countermeasures	3 Semester Hours
IST	2623	Security Testing & Implementation	3 Semester Hours
ENG	1113	English Composition I or ENG-1033 Technical English	3 Semester Hours

15 Semester Hours

*Academic Electives must be approved by an instructor

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

DATABASE ADMINISTRATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION

The Database Administration Technology program is designed to prepare students for entry-level employment in the database administration field. This program of study offers training in the design and manipulation of databases using a variety of programming languages, database software, hardware maintenance, and operating system functions. Students will set up, administer, and maintain small- and large-scale relational database systems. Students have the opportunity to learn in a hands-on environment with a wide variety of classes that will benefit them after completing their degree. The program is also privileged to be a Cisco® Networking Academy Program and a CompTIA® Academy. The program's website can be found at ciscoserver.eastms.edu.

Students can begin this program at the beginning of the fall or spring semesters. Completion of the two-year program leads to an Associates of Applied Science degree. As part of this degree program, students will also be required to take the A+ and CIW Database Design Specialist certifications.

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

FRESHMAN YEAR – FIRST SEMESTER

IST	1143	Principles of Information Security	3 Semester Hours
IST	1134	Fundamentals of Data Communication	4 Semester Hours
IST	1124	IT Foundations	4 Semester Hours
IST	1163	Database and SQL Concepts	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			17 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

IST	1254	Network Administration using Linux	4 Semester Hours
IST	1254	Network Administration using Windows	4 Semester Hours
IST	1533	Database Architecture and Administration	3 Semester Hours
IST	1433	Web Dev using HTML5 & CSS	3 Semester Hours
		*Social/Behavioral Science Elective	3 Semester Hours
			17 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

IST	1723	Programming in Python	3 Semester Hours
IST	1513	SQL Programming	3 Semester Hours
IST	1414	Client-Side Programming	4 Semester Hours
IST	1613	Computer Forensics	3 Semester Hours
ENG	1113	English Composition I or ENG-1033 Technical English	3 Semester Hours
			16 Semester Hours

115

SOPHOMORE YEAR – SECOND SEMESTER

IST   2464   Power-Shell Programming .... 4 Semester Hours
IST   1273   Career Development .... 3 Semester Hours
SPT   1113   Public Speaking Public or Oral Communications elective approved by dean .... 3 Semester Hours
IST   2434   Server-Side Programming .... 4 Semester Hours
MAT   1313   College Algebra or MAT-1033 Technical Mathematics.. <u>3 Semester Hours</u>

<div align="right">15 Semester Hours</div>

*Academic Electives must be approved by an instructor

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

MECHATRONICS ENGINEERING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
Communiversity

The Mechatronics Engineering Technology Associates of Applied Science degree prepares graduates to enter the job market in many different areas or continue their education to a 4-year institution. Mechatronics technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment as well as troubleshooting, repair, and programming of automated systems. Students receive Mechatronics programming, robotics, process control, CNC/CAM, and Mechatronics troubleshooting.

FRESHMAN YEAR – FIRST SEMESTER

MNT	1114	Manufacturing Skills Basic	4 Semester Hours
MNT	1123	Industrial Electricity	3 Semester Hours
MNT	1134	Industrial Control Systems	4 Semester Hours
MNT	1142	Mechanical Power Transmission I	2 Semester Hours
		Math Elective	3 Semester Hours
			16 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

MNT	1213	Programmable Logic Controllers	3 Semester Hours
MNT	1224	Fluid Power	4 Semester Hours
MNT	1233	Electronic Motion Control	3 Semester Hours
MNT	1242	Mechanical Power Transmission II	2 Semester Hours
		English Elective	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

MNT	2114	Mechatronics Programming I	4 Semester Hours
MNT	2123	Fundamentals of Instrumentation	3 Semester Hours
MNT	2133	Mechatronics Troubleshooting and Repair	3 Semester Hours
SPT	1113	Public Speaking or Oral Communications elective approved by dean	3 Semester Hours
		Humanities/Fine Arts Elective	3 semester Hours
			16 Semester Hours

SOPHOMORE – SECOND SEMESTER

MNT	1153	Basic Industrial Robotics	3 Semester Hours
MNT	2354	Preventative Maintenance	4 Semester Hours
MNT	2344	CNC/Computer Assisted Manufacturing	4 Semester Hours
MNT	2373	Servo Control Systems	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
			15 Semester Hours

ADVANCED TECHNICAL CERTIFICATE

MNT	2214	Mechatronics Process Control	3 Semester Hours
MNT	2224	Mechatronics Programming II	4 Semester Hours
MNT	2234	Mechatronics Special Project	4 Semester Hours

MNT   2384   Mechatronics Robotics... 3 Semester Hours

15 Semester Hours

NURSING AND ALLIED HEALTH PROGRAMS

EMERGENCY MEDICAL TECHNICIAN
ONE SEMESTER CERTIFICATE
Golden Triangle Campus

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

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

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

EMS   1117   EMT ....7 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
Please see the program advisor or a counselor for an application packet.

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.

PLEASE NOTE: All students are accepted provisionally pending all required paperwork and a clear criminal background check.

EMCC Admission Procedure:

1. Go to http://www.eastms.edu/ and select the "Apply Now!" link to submit an online application for admission to East Mississippi Community College.
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 EMT class
3. An official transcript from the applicant's high school showing date of graduation or official GED transcript showing high school equivalency
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student"
5. A minimum ACT composite of 16.

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. Accreditation for this Practical Nursing program is maintained through the **Mississippi Board of Nursing, 713 Pear Orchard Road, Plaza II, Suite 300, Ridgeland, MS 39157**

ADMISSION PROCEDURE:

To be considered for the Practical Nursing program, applicants must 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 Apply Now to submit an online application for admission to East Mississippi Community College. You must indicate nursing under your major. Do not designate RN or Practical Nursing under your major, just "Nursing." Acceptance to East Mississippi Community College does not guarantee acceptance to the Practical Nursing program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.
2. Submit a completed application for admission to the School of nursing to the Nursing Administrative Assistant.
3. Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature; or submit an official GED transcript with satisfactory scores.
4. Submit official transcripts from all colleges previously attended. Transcripts cannot be stamped "issued to student."
5. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing indicates that the student is eligible for immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful more than once in any nursing school will not be eligible for admission into the Practical Nursing program at EMCC for a period of five years from last attendance in a nursing program.

6. Applicants must have:
   a. A minimum composite score of 16 with a 16 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.

PROGRAM OF STUDY:

The Practical nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences, and of nursing procedures that do not require the skills, judgement, and knowledge of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

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	4 Semester Hours
			8 Semester Hours

FALL SEMESTER

*PNV	1213	Body Structure and Function	3 Semester Hours
PNV	1426	Fundamentals of Nursing	6 Semester Hours
PNV	1437	Fundamentals of Nursing Lab/Clinical	7 Semester Hours
			16 Semester Hours

SPRING SEMESTER

PNV	1615	Medical/Surgical Nursing	5 Semester Hours
PNV	1622	Medical/Surgical Nursing Clinical	2 Semester Hours
PNV	1635	Alterations in Adult Health	5 Semester Hours
PNV	1642	Alterations in Adult Health Clinical	2 Semester Hours
PNV	1524	IV Therapy & Pharmacology	4 Semester Hours
			18 Semester Hours

SUMMER SEMESTER

PNV	1714	Maternal-Child Nursing	4 Semester Hours
PNV	1814	Mental Health Nursing	4 Semester Hours

PNV   1914   Nursing Transitions .... <u>4 Semester Hours</u>

12 Semester Hours

* BIO 2514—ANATOMY AND PHYSIOLOGY I and BIO 2524—ANATOMY AND PHYSIOLOGY II will be substituted for PNV 1213 Body Structure and Function

THE LPN TO RN TRANSITION TRACK
GOLDEN TRIANGLE CAMPUS

The LPN to RN Transition track is designed for LPNs desiring to continue their education and become a Registered Nurse. It builds upon knowledge, education, and experience as an LPN.

ADMISSION PROCEDURE:

To be considered for the LPN to RN Transition Track program, applicants must complete all testing, meet the minimum requirements, and submit all required paperwork by July 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 July 1st deadline. The applicant is responsible for ensuring all required documents are received, correct, and complete. Students who do not meet the admission criteria will not be considered for admission.

Please note: Meeting all admission requirements does not guarantee acceptance into the LPN to RN Transition Track 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 Apply Now to submit an online application for admission to East Mississippi Community College. Acceptance to East Mississippi Community College does not guarantee acceptance to the LPN to RN Transition Track 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 transcript from an accredited Practical Nursing program showing date of graduation and receipt of certificate.
4. Submit a copy of a current unencumbered LPN license to practice in the state of Mississippi.
5. Submit written verification from employer of at least 9 months of full-time experience in current practice setting within the last three years.
6. Submit proof of current IV certification in the form of a stand-alone certification or within the practical nursing curriculum.
7. Submit transcripts from **all colleges** previously attended. The transcript must go to the registrar's office. Transcripts cannot be stamped "issued to student".   Transfer credit is not given for ADN classes taken at other institutions.
8. Any applicant who has ever attended another LPN-RN Transition 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. A letter of good standing indicates that the student is eligible for immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful more than once in any LPN-RN Transition program will not be eligible for admission into the Associate Degree Nursing program at EMCC for a period of five years from last attendance in a nursing program.

9. Applicants must have:
   a. A minimum composite score of 18 on the ACT.
   b. A grade of "C" or higher in College Algebra, Anatomy and Physiology I & II, English Comp I, and General Psychology. Cumulative GPA of 2.5 or higher on a 4.0 scale for all previous college work attempted.

PRE-REQUISITES

Successful completion of an approved LPN program as evidenced by licensed as a practical nurse in the state of Mississippi, and:

BIO	2514	Anatomy and Physiology I	4 Semester Hours
BIO	2524	Anatomy and Physiology II	4 Semester Hours
MAT	1313	College Algebra	3 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
			17 Semester Hours

FIRST SEMESTER

NUR	1214	Role Transitions for the LPN to RN	4 Semester Hours

SECOND SEMESTER

NUR	2219	Nursing III	9 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
SOC	2113	Intro to Sociology	3 Semester Hours
			15 Semester Hours

THIRD SEMESTER

NUR	2229	Nursing IV	9 Semester Hours
		Fine Arts Elective	3 Semester Hours
			12 Semester Hours

Upon successful completion of the first semester, 14 hours credit given for LPN completion.

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.

This nursing education unit is accredited by the Accreditation Commission for Education in Nursing (ACEN). Information about the Accreditation of EMCC's Associate Degree Nursing program with ACEN can be obtained from their website http://www.acenursing.org/, by emailing Dr. Marsal P. Stoll, Chief Executive Officer of ACEN at mstoll@acenursing.org or by writing to Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse (NCLEX-RN®). Please
Note: Successful completion of the nursing program does not guarantee eligibility to sit for NCLEX-RN®. 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 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 Apply Now 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. A letter of good standing indicates that the student is eligible for immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful more than once in any nursing school will not be eligible for admission into the Nursing program at EMCC for a period of five years from last attendance in a nursing program .
6. Applicants must have:
    a. A minimum composite score of 18 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.

PROGRAM OF STUDY:

The Associate of Applied Science Degree is a 62-hour program. The program consists of 26 hours of general academic classes and 36 hours of nursing classes. The program is designed to be completed within 2 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
			11 Semester Hours

FRESHMAN YEAR – FIRST SEMESTER

NUR	1119	Nursing I	9 Semester Hours
ENG	1113	English Composition I	3 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
			15 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

| NUR | 1219 | Nursing II | 9 Semester Hours |

SOPHOMORE YEAR – FIRST SEMESTER

NUR	2219	Nursing III	9 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
SOC	2113	Intro to Sociology	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

NUR	2229	Nursing IV	9 Semester Hours
		Fine Arts Elective	3 Semester Hours
			12 Semester Hours

SURGICAL TECHNOLOGY PROGRAM
ASSOCIATE OF APPLIED SCIENCE
BAPTIST MEMORIAL HOSPITAL TRAINING FACILITY

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and

other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant and circulator.

An Associate of Applied Science Degree in Surgical Technology will be awarded to the successful graduate of the 17-month program. Qualified graduates will be required to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Practice Exam. Upon receiving program accreditation, graduates will be eligible for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Exam.

ADMISSION PROCEDURE:

To be considered for the Surgical Technology (SUT) program, applicants must meet the minimum requirements, and submit all admission paperwork by published deadline each year for fall admission. Incomplete admission packets will not be considered for admission. The applicant is responsible for ensuring that all required documents are received, correct, and complete. ALL APPLICANTS MUST BE ATLEAST 18 YEARS OF AGE.

Please note: Due to the nature of the program, admission is competitive and enrollment is limited. Students are chosen without regard to sex, age (must be at least 18 years of age), race, creed, ethnic origin, or marital status.

1. Go to Apply Now to submit an online application for admission to East Mississippi Community College. Acceptance to East Mississippi Community College does not guarantee acceptance to the SUT program. Letters of pending acceptance to the SUT program will come from the program director.
2. Submit a completed SUT application to the SUT program. (see back page for address)
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 or high school equivalency (HISET, TASC & Competency-based High School Equivalency Option), with satisfactory scores.
4. Submit transcripts from all colleges previously attended. The transcript must go to the registrar's office. Transcripts cannot be stamped "issued to student". Transfer credit will be evaluated on a case by case basis.
5. Applicant must have:
    a. A minimum composite score of 16 with sub score of 16 in reading on the ACT.
    b. For any previous college work attempted a cumulative GPA of 2.0 or higher on a 4.0 scale.

For admission inquires and assistance, please call 662-243-1467 or 662-244-1767.

*All SUT courses must be taken in sequential order as listed below. General Education Core Requirements may be spaced out over the entire length of the program so that students complete some academic and SUT courses each semester or primarily within the last semester.

FRESHMAN YEAR – FIRST SEMESTER

SUT	1113	Fundamentals of Surgical Technology	3 Semester Hours
SUT	1217	Principles of Surgical Technique	7 Semester Hours
SUT	1413	Surgical Microbiology	3 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER SUMMER SESSION (8 WEEKS)

SUT 1614 Basic and Related Surgical Procedures .... 4 Semester Hours
SUT 1714 Clinical I .... 4 Semester Hours
SUT 1223 Medical Terminology for Surgical Technologists.. <u>3 Semester Hours</u>
<div align="right">11 Semester Hours</div>

SOPHOMORE YEAR – FIRST SEMESTER

SUT 1624 Specialized Surgical Procedures .... 4 Semester Hours
SUT 1724 Clinical II .... <u>4 Semester Hours</u>
<div align="right">8 Semester Hours</div>

SOPHOMORE YEAR – SECOND SEMESTER

SUT 1634 Advanced Surgical Procedures .... 4 Semester Hours
SUT 1735 Clinical III .... 5 Semester Hours
SUT 1704 Certification and Role Transition... <u>4 Semester Hours</u>
<div align="right">13 Semester Hours</div>

*Please Note there is not an option for a certificate at this point. Students must complete the 20 hours of the academics courses listed below to receive the Associate of Applied Science degree. *General Education Core Requirements may be spaced out over the entire length of the program so that students complete some academic and SUT courses each semester or primarily within the last semester.

BIO 2514 Anatomy & Physiology I .... 4 Semester Hours
BIO 2524 Anatomy & Physiology II .... 4 Semester Hours
Humanities/Fine Arts elective .... 3 Semester Hours
PSY 1513 Psychology or SOC 2113 Intro to Sociology .... 3 Semester Hours
MAT 1313 College Algebra .... 3 Semester Hours
ENG 1113 English Composition I .... <u>3 Semester Hours</u>
<div align="right">20 Total Hours Of General Education Courses</div>

The Associate of Applied Science degree for Surgical Technology is a 65 hour program. The program consists of a minimum of 20 hours of general academic classes and 45 hours of ST classes. Students must take all SUT classes in sequential order.

OPHTHALMIC TECHNOLOGY PROGRAM
ASSOCIATE OF APPLIED SCIENCE
SCOOBA CAMPUS

Ophthalmic Technology is a two-year technical program. Upon successful completion of the program, the student is awarded the Associate of Applied Science Degree. The curriculum requires a minimum of 69 semester hours of courses. The minimum requirements are 47 semester hours of Career-Technical courses in ophthalmic technology and 20 hours of academic courses.

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

Potential positions may be found in doctor's offices, retail optical stores, wholesale optical laboratories, and optical manufacturing companies.

FRESHMAN YEAR – FIRST SEMESTER

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

FRESHMAN YEAR – SECOND SEMESTER

OPT	1123	Ophthalmic Optics II	3 Semester Hours
OPT	1224	Optics Laboratory Techniques II	4 Semester Hours
OPT	1333	Introduction to Ophthalmic Assistance	3 Semester Hours
OPT	1413	Ophthalmic Dispensing I	3 Semester Hours
		Math/Science Elective	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR – FIRST SEMESTER

ACC	2213	Principles of Accounting I	3 Semester Hours
OPT	2423	Ophthalmic Dispensing II	3 Semester Hours
OPT	2513	Optical Theory and Instrumentation	3 Semester Hours
OPT	2613	Dispensing Clinic I	3 Semester Hours
		Humanities/Fine Arts elective (instructor approved)	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – 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	3 Semester Hours
			15 Semester Hours

SOPHOMORE YEAR – SUMMER SEMESTER

OPT	2916	Externship	4 Semester Hours

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

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Communiversity

The Precision Manufacturing and Machining Technology program offers a one-year vocational certificate option and a two-year Associate of Applied Science degree option. 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, theory and operation of basic Computer Numerical Control (CNC) equipment, metallurgy and shop math. In the second year of study the student learns advanced operation of Computer Numerical Control (CNC) equipment, CAD/CAM, and production methods along with the development of more advanced hands-on skills. Throughout the program, students will have the opportunity to acquire National Institute for Metalworking Skills (NIMS) credentials.

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

FRESHMAN YEAR – FALL SEMESTER

MST	1116	Power Machinery I	6 Semester Hours
MST	1313	Machine Tool Mathematics	3 Semester Hours
MST	1413	Blueprint Reading	3 Semester Hours
MST	1613	Precision Layout	<u>3 Semester Hours</u>
			15 Semester Hours

FRESHMAN YEAR – SPRING SEMESTER

MST	1125	Power Machinery II	5 Semester Hours
MST	2715	Computer Numerical Control Operations I	5 Semester Hours
MST	2813	Metallurgy	3 Semester Hours
MST	1422	Advanced Blueprint Reading	<u>2 Semester Hours</u>
			15 Semester Hours

(CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR – FALL SEMESTER

MST	2135	Power Machinery III	5 Semester Hours
MST	2725	Computer Numerical Control Operations II	5 Semester Hours
MST	2733	Fundamentals of CAD/CAM	3 Semester Hours
		Mathematics Elective	<u>3 Semester Hours</u>
			16 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

MST	2145	Power Machinery IV	5 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
		English Elective	3 Semester Hours

Humanities/Fine Arts Elective.. 3 Semester Hours

Social/Behavioral Science Elective .... 3 Semester Hours

17 Semester Hours

Technical electives: IMM 1934 Manufacturing Skills Basic

                               MST 2513 Advanced Lathe Operations

                               MST 2523 Advanced Milling Operations

                               MST 2913 Special Problem In Machine Tool Operation/Machine Shop

SMALL ENGINE & EQUIPMENT REPAIR TECHNOLOGY

LION HILLS CENTER

Small Engine and Equipment Repair Technology is designed to provide students with entry-level skills needed to compete in today's small engine and equipment repair industry. Training is provided in the areas of Engine Repair, Diagnostic skills, Cutting Systems, Chassis Repair, Electrical Systems, and Shop Management Skills. Students may earn a technical certificate in Small Engine and Equipment Repair by completing a minimum of 35 hours of required SET courses. Students desiring to earn an Associate of Applied Science degree in Small Engine and Equipment Repair must earn an additional 32 hours including required academic courses and approved electives. Courses in the program have been correlated to standards for small engine and equipment repair programs as published by the Equipment and engine Training Council, a nationally recognized association for the outdoor power equipment industry.

ONE YEAR CERTIFICATE

FIRST SEMESTER

SET	1114	Small Engine Mechanics	4 Semester Hours
SET	2613	Small Engine Electrical Systems	3 Semester Hours
SET	1212	Measurements…	2 Semester Hours
SET	1313	Four-Cycle Engines	3 Semester Hours
SET	2523	Maintenance and Repair of Cutting Mechanisms	3 Semester Hours
		Elective(s)	2 Semester Hours
			17 Semester Hours

SECOND SEMESTER

SET	1413	Small Engine Shop Management	3 Semester Hours
SET	1124	Small Engine Mechanics	4 Semester Hours
SET	1322	Two-Cycle Engines	2 Semester Hours
SET	1512	Frame Inspection and Maintenance	2 Semester Hours
SET	2543	Transmissions and Transaxles	3 Semester Hours
SET	2353	Engine Troubleshooting	3 Semester Hours
			17 Semester Hours

SUMMER SEMESTER

SET	2911-6	Supervised Work Experience in Small Engine and Engine Technology *OR*	1 - 6 Semester Hours
SET	2155	Small Engine and Equipment Analysis and Repairs	5 Semester Hours

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

FRESHMAN YEAR - FIRST SEMESTER

SET	1114	Small Engine Mechanics	4 Semester Hours
SET	1212	Measurements...	2 Semester Hours
SET	1313	Four-Cycle Engines	3 Semester Hours
ENG	1113	English Comp I or ENG 1033 Technical Writing	3 Semester Hours
		Elective(s)	3 Semester Hours
			15 Semester Hours

FRESHMAN YEAR - SECOND SEMESTER

SET	1413	Small Engine Shop Management	3 Semester Hours
SET	1124	Small engine Mechanics II	4 Semester Hours
SET	1322	Two Cycle Engines	2 Semester Hours
SET	1512	Frame Inspection and Maintenance	2 Semester Hours
		Math/Science Elective	3 Semester Hours
		Computer Elective	3 Semester Hours
			17 Semester Hours

FRESHMAN YEAR - SUMMER SEMESTER

SET	2911-6	Supervised Work Experience in Small Engine and Engine Technology _OR_	1 - 6 Semester Hours
SET	2155	Small Engine and Equipment Analysis and Repairs	5 Semester Hours

SOPHOMORE YEAR - FIRST SEMESTER

SET	2613	Small Engine Electrical Systems	3 Semester Hours
SET	2523	Maintenance and Repair of Cutting Mechanisms	3 Semester Hours
SET	2533	Hydraulics	3 Semester Hours
SET	2134	Small Engine Mechanics III	4 Semester Hours
		Social/Behavioral Elective	3 Semester Hours
			16 Semester Hours

SOPHOMORE YEAR - SECOND SEMESTER

SET	2353	Engine Troubleshooting	3 Semester Hours
SET	2144	Small Engine Mechanics IV	4 Semester Hours
SET	2543	Transmissions and Transaxles	3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
		Spanish Elective	3 Semester Hours
			16 Semester Hours

***APPROVED ELECTIVES:

SET 281(1-3) Special Problem in Small Engine and Equipment Repair Technology

SET 2165 Small Engine and Equipment Analysis and Repairs II

SET 2313 Small Engine and Equipment Projects I

SET 2323 Small Engine and Equipment Projects II

SET 2333 Small Engine and Equipment Projects III

SET 2343 Small Engine and Equipment Projects IV

SET 291(1-6) Supervised Work Experience in Small Engine and Equipment Repair

BOT 1433 Business Accounting or ACC 1213 Principles of Accounting

BOT 1313 Applied Business Math or BAD 1313 Business Mathematics

BAD 2413 Legal Environment of Business

HLT 1222 Green Industry Seminar

HLT 1411 Leadership Management I

HLT 1421 Leadership Management II

HLT 1431 Leadership Management III

HLT 1441 Leadership Management IV

HLT 1614 Landscape Equipment Operation and Maintenance

HLT 2113 Turfgrass Management

PHY 1214 Survey of Physics

WBL 191(1-3) Work Based Learning

(Other courses may be approved by the instructor when they can be shown to relate to the student's career pathway.)

SUPERVISION AND MANAGEMENT TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
GOLDEN TRIANGLE CAMPUS – Online Program

Supervision and Management Technology is offered in the evening program and online, and leads to an Associate of Applied Science Degree. The 66 - 67 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 a counselor concerning an appropriate program plan.

Academic Core Curriculum:

ACC	2213	Principles of Accounting I	3 Semester Hours
ENG	1113	English Composition I* or ENG 1033 Technical English**	3 Semester Hours
MAT	1313	College Algebra* or MAT 1033 Technical Math**	3 Semester Hours
PSY	1513	General Psychology	3 Semester Hours
SPT	1113	Public Speaking I	3 Semester Hours
BAD	2413	Legal Environment of Business I	3 Semester Hours
ECO	2113	Principles of Economics (Macroeconomics)	3 Semester Hours
LLS	1711	Job Search Skills *if BOT 2183 is not taken as elective*	1 Semester Hours
		Computer Elective - Instructor Approved	3 Semester Hours
		Humanities/Fine Arts elective (instructor approved)	3 Semester Hours
			27-28 Semester Hours

Electives: (2 courses REQUIRED)

ACC	2223	Principles of Accounting II	3 Semester Hours
BOT	1213	Professional Development	3 Semester Hours
BOT	2183	Career Readiness	3 Semester Hours
ECO	2123	Principles of Economics (Microeconomics)	3 Semester Hours

Curriculum:

TIED	2523	Counseling the Troubled Employee	3 Semester Hours
TIED	2113	Behavioral Science	3 Semester Hours
TMGT	2123	Labor Relations	3 Semester Hours
TMGT	1253	Personnel Management	3 Semester Hours
TSAP	1113	Safety & Accident Prevention for Supervision	3 Semester Hours
TMGT	2113	Elements of Management Decision-Making	3 Semester Hours
TMGT	1243	Work Method & Motion Study	3 Semester Hours
TMGT	1223	Principles of Supervision	3 Semester Hours
TMGT	1213	Principles of Management I	3 Semester Hours
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.

__ENG 1033 Technical English and MAT 1033 Technical Math will fulfill the Associate of Applied Science requirements; however, they may not transfer to a four-year degree program.__

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

SYSTEMS BASED AUTOMATION CONTROL TECHNOLOGY PROGRAM

Communiversity

Systems Based Automation 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 logic 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 Systems Based Automation 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 offers two career paths: (1) 30 hour course selection leading to a Vocational Certificate, and (2) 60 hour course selection leading to a degree of Associate of Applied Science.

This program requires a Silver or higher Certificate on the Work-keys exam. Please see the program advisor or Navigator for additional information regarding testing times and locations for Work-keys.

ONE-YEAR VOCATIONAL CERTIFICATE

FIRST SEMESTER

SBA	1133	Power Distribution	3 Semester Hours
PPT	1513	Safety, Health and Environmental	3 Semester Hours
SBA	1313	AC DC Circuits	3 Semester Hours
IMM	1934	Manufacturing Skills Basic	4 Semester Hours
SBA	1123	Fluid Power	3 Semester Hours
			16 Semester Hours

SECOND SEMESTER

SBA	1163	Motor Controls	3 Semester Hours
SBA	1173	Programmable Logic Controllers	3 Semester Hours
SBA	1223	Robotics & Automation	3 Semester Hours
SBA	1283	Industrial Instrumentation	3 Semester Hours
SBA	1513	Wiring for Systems Based Automation	3 Semester Hours
			15 Semester Hours

Technical Elective: IMM 1934 Manufacturing Skills Basic

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

FRESHMAN YEAR – FIRST SEMESTER

SBA	1133	Power Distribution	3 Semester Hours
PPT	1513	Safety, Health and Environmental	3 Semester Hours
SBA	1313	AC DC Circuits	3 Semester Hours
IMM	1934	Manufacturing Skills Basic	4 Semester Hours
SBA	1123	Fluid Power	3 Semester Hours
			16 Semester Hours

SECOND SEMESTER

SBA	1163	Motor Controls	3 Semester Hours
SBA	1173	Programmable Logic Controllers	3 Semester Hours
SBA	1223	Robotics & Automation	3 Semester Hours
SBA	1283	Industrial Instrumentation	3 Semester Hours
SBA	1513	Wiring for Systems Based Automation	3 Semester Hours
			15 Semester Hours
			15 Semester Hours

(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

		Math Elective (College Algebra or Technical Mathematics)	3 Semester Hours
		English Elective (English Comp I or Occupational Writing)	3 Semester Hours
SBA	2113	Advanced Programmable Logic Controllers / Data Acquisition	3 Semester Hours
SBA	2123	Advanced Instrumentation and Process Control	3 Semester Hours
SBA	1113	Solid State Motor Control Systems	3 semester Hours
			15 Semester Hours

SOPHOMORE – SECOND SEMESTER

MNT	2344	CNC / Computer Assisted Manufacturing	4 Semester Hours
IET	2453	Troubleshooting and Calibration Principles	3 Semester Hours
SPT	1113	Public Speaking I or Oral Communications elective approved by dean	3 Semester Hours
		Social/Behavioral Science Elective	3 Semester Hours
		Humanities/Fine Arts Elective	3 Semester Hours
			15 Semester Hours

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

UTILITY LINEWORKER TECHNOLOGY PROGRAM
ONE SEMESTER CERTIFICATE
SCOOBA CAMPUS

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

Admission to the Lineworker Program is limited to fifteen students; therefore, entry is highly competitive and based on specific criteria. First, the minimum academic preparation required will be a high school diploma or GED, but preference will be given to applicants holding an associate degree or higher. Second, this program requires a particular score on the Accuplacer or COMPASS tests 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 ULT program. 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 Accuplacer, COMPASS (if available), 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 Accuplacer or 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 an approved MDOT medical provider;
6. Submit a copy of your valid driver's license.

ONE SEMESTER CURRICULUM

ULT	1122	Line Worker Safety	2 Semester Hours
ULT	1413	Pole Climbing	3 Semester Hours
ULT	1192	Fundamentals of Electricity for Line Workers	2 Semester Hours
ULT	1152	AC/DC for Line Workers	2 Semester Hours
ULT	1313	Line Worker 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 Hour</u>
			22 Semester Hours

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

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

WELDING PROGRAM

The Welding 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 Technology Program offers a one-year vocational certificate option, a technical certificate (see Advisor or Navigator for requirements), and a two-year Associate of Applied Science degree option that leads to a certificate and the opportunity to acquire the American Welding Society (AWS) Schools Excelling through National Skill Standards Education (SENSE) Level I certification, National Center for Construction Education and Research (NCCER) Core, Level I Welding, and Level II Welding.

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 Silver or higher Certificate on the ACT Work-keys exam. Please see the program advisor or Navigator for additional information regarding testing times and locations for the ACT Work-keys

WELDING AND INDUSTRIAL FABRICATION
ONE-YEAR VOCATIONAL CERTIFICATE OPTION
GOLDEN TRIANGLE AND SCOOBA CAMPUS

FRESHMAN YEAR – FIRST SEMESTER

WLT	1172	Introduction to Welding	2 Semester Hours
WLT	1114	SMAW I	4 Semester Hours
WLT	1224	SMAW II	4 Semester Hours
WLT	1312	Cutting	2 Semester Hours
IMM	1934	Manufacturing Skills Basic	<u>4 Semester Hours</u>
			16 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

WLT	1123	GMAW	3 Semester Hours
WLT	1142	FCAW	2 Semester Hours
WLT	1134	GTAW	4 Semester Hours
WLT	1231	Drawings	1 Semester Hours
WLT	1155	Pipe Welding	<u>5 Semester Hours</u>
			15 Semester Hours

WELDING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION
GOLDEN TRIANGLE AND SCOOBA CAMPUS

FRESHMAN YEAR – FIRST SEMESTER

WLT	1172	Introduction to Welding	2 Semester Hours
WLT	1114	Shielded Metal Arc Welding I	4 Semester Hours
WLT	1224	Shielded Metal Arc Welding II	4 Semester Hours
WLT	1312	Cutting Processes	2 Semester Hours
IMM	1934	Manufacturing Skills	<u>4 Semester Hours</u>
			16 Semester Hours

FRESHMAN YEAR – SECOND SEMESTER

WLT	1123	Gas Metal Arc Welding	3 Semester Hours
WLT	1142	Flux Cored Arc Welding	2 Semester Hours
WLT	1134	Gas Tungsten Arc Welding	4 Semester Hours
WLT	1231	Drawing and Weld Symbol Interpretation	1 Semester Hours
WLT	1155	Pipe Welding	<u>5 Semester Hours</u>
			15 Semester Hours

(VOCATIONAL CERTIFICATE PROGRAM EXIT POINT)

SOPHOMORE YEAR – FIRST SEMESTER

WLT	1253	Advanced Pipe Welding	3 Semester Hours
WLT	2813	Welding Metallurgy	3 Semester Hours
		English Elective (Comp I or Occupational Writing)	3 Semester Hours
		Math Elective (College Algebra or Technical Mathematics)	3 Semester Hours
		Humanities/Fine Arts Elective	<u>3 Semester Hours</u>
			15 Semester Hours

SOPHOMORE YEAR – SECOND SEMESTER

WLT	1426	Basic Fabrication for Pipe Fitting	6 Semester Hours
WLT	2913	Weld Code and Certification	3 Semester Hours
SPT	1113	Public Speaking or Oral Communications elective approved by dean	3 Semester Hours
		Social/Behavioral Science Elective	<u>3 Semester Hours</u>
			15 Semester Hours

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

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC   2213   PRINCIPLES OF ACCOUNTING I
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. (3 semester hours credit).

ACC   2223   PRINCIPLES OF ACCOUNTING II
A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: Pass ACC 2213 with a grade of "C" or higher. (3 semester hours credit)

ART

ART   1113   ART APPRECIATION
A course designed to provide an understanding and appreciation of the visual arts. (3 semester hours credit.)

ART   1313   DRAWING I
Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. (3 semester hours credit)

ART   1323   DRAWING II
Continuation of skills from Drawing I with an introduction to color and further study of composition. Prerequisite: ART 1313. (3 semester hours credit)

ART   1383   PHOTOGRAPHY I
An introduction to the theory, practice, and history of photography, with emphasis on the basic camera and darkroom processes. (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
Continuation of Design I with emphasis in color theory. Prerequisite: ART 1433. (3 semester hours credit)

ART   1453   THREE DIMENSIONAL DESIGN
To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Pre-requisite: ART 1433.
(3 semester hours credit)

ART   1513   COMPUTER ART

An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. (3 semester hours credit)

ART   1811/1821   EXHIBITION CLASS I & II

Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors. Co-requisite for ART 1811/1821 - Any studio art class.
Prerequisite for ART 1821 - ART 1811. (1 semester hour credit)

ART   1913   ART FOR ELEMENTARY TEACHERS

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

ART   2113   THE ARTS AND CULTURE

A course designed to provide students with onsite field experience (domestic or international).
 (3 semester hours credit)

ART   2433   COMMUNICATION ARTS I

A course designed to study the basic principles of typography, layout and illustration for reproduction and publication. Prerequisite: ART 1513. (3 semester hour credit)

ART   2463   COMMUNICATION ARTS II

A course designed to continue the study of the principles of typography, layout and illustration for reproduction and publication. Prerequisite: ART 2433. (3 semester hours credit)

ART   2513   PAINTING I

An introduction to painting compositions and techniques. (3 semester hour credit)

ART   2523   PAINTING II

A further study in the compositions, techniques, and concepts in Painting I. Prerequisite: ART 2513. (3 semester hour credit)

ART   2613   CERAMICS I

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

ART   2623   CERAMICS II

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

ART   2633   SCULPTURE I

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

ART   2713   ART HISTORY I

Survey course of the historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. (3 semester hours credit)

ART   2723   ART HISTORY II
Survey courses of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. (3 semester hours credit)

ART   2811   EXHIBITION CLASS III
A continuation of ART 1821. Prerequisite: ART 1821. Co-requisite: Any studio art class. (1 semester hour credit)

ART   2821   EXHIBITION CLASS IV
A continuation of ART 2811. Prerequisite: ART 2811. Co-requisite: Any studio art class. (1 semester hour credit)

ART   2913   SPECIAL STUDIO
Independent study in an area of special interest. Course designed for the exceptional student. Instructor approval dependent on discipline. Can only take twice. Prerequisite: Six (6) semester hours of work in related studio. (3 semester hours credit)

BIOLOGY

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

BIO   1124   PRINCIPLES OF BIOLOGY II
A combined lecture and laboratory course for non-science majors that emphasize the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (3 hours lecture, 2 hours lab) (4 semester hours of credit)

BIO   1134   GENERAL BIOLOGY I
A combined lecture and laboratory course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. (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 themes and concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. 3 hours lecture and 2 hours of 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 1613 NUTRITION

A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, absorption, and their applications for healthcare providers. (3 semester hours of credit)

BIO 2414 ZOOLOGY I

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: None. (3 hours lecture, 2 hours lab) (4 semester hours of credit)

BIO 2424 ZOOLOGY II

A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: None. (3 hours lecture, 2 hours lab) (4 semester hours of credit)

BIO 2434 GENERAL ZOOLOGY

A combined lecture and laboratory course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (3 hours lecture, 2 hours lab.) (4 semester hours of credit)

BIO 2514 ANATOMY AND PHYSIOLOGY I

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

BIO 2524 ANATOMY AND PHYSIOLOGY II

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Pass BIO 2514 with a "C" or higher grade. (3 hours lecture, 2 hours lab.) (4 semester hours of credit).

BIO 2924 MICROBIOLOGY

A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness

of antimicrobial agents. Prerequisite: ACT Composite 20+ or pass any 4-hour BIO course with a grade of "C" or higher. (3 hours lecture, 2 hours lab.) (4 semester hours of credit.)

BUSINESS ADMINISTRATION

BAD   2323   BUSINESS STATISTICS
Introduction to statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include: central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing. Prerequisite: Pass MAT 1313 with a "C" or better grade. (3 semester hours credit.)

BAD   2413   LEGAL ENVIRONMENT OF BUSINESS I
An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. (3 semester hours credit)

CHEMISTRY

CHE   1114   CHEMISTRY SURVEY
A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (4 semester hours credit.)

CHE   1214   GENERAL CHEMISTRY I
A combined lecture and laboratory course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1313 or Math sub-score of 24. (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   2424   ORGANIC CHEMISTRY I
A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Prerequisite: Pass CHE 1224 with a "C" or better grade. (4 semester hours credit.)

CHE   2434   ORGANIC CHEMISTRY II
A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the

preparation and study of aromatic and complex organic compounds. Prerequisite: Pass CHE 2424 with a "C" or better grade. (4 semester hours credit.)

COMMUNICATION

COM 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 sub score of 17 in English or successful completion of ENG 0123/0124 - Intermediate English. (3 semester hours credit)

COM 1413 FUNDAMENTALS OF BROADCASTING
A course designed to acquaint the student with the basic techniques of radio and television broadcasting with practice before microphone and camera. (3 semester hours credit)

COM 1423 INTRODUCTION TO BROADCASTING
A historical overview of the development and operation of electronic and film media including a brief survey of mass communication theory and effects research. (3 semester hours credit)

COM 1433 ANNOUNCING FOR RADIO AND TELEVISION
To provide the student with the basic skills of the radio and television announcer. Diction, pronunciation, and reading will be studied on an individual and group basis. Utilization of equipment emphasized.
(3 semester hours credit)

COM 1443 RADIO PRODUCTION
Introductory course in radio production covering control room on-air production and off-air program production. (3 semester hours credit)

COM 1511, 1521, 2511, 2521 RADIO/TV PRODUCTION LAB I, II, III, & IV
Lab experience in radio or television production. (1 semester hour credit)

COM 2173 INTERPERSONAL COMMUNICATION
Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power.
(3 semester hours)

COM 2463 WRITING FOR THE ELECTRONIC MEDIA
Introductory course to teach the basic skills of broadcast writing, reporting and production. (3 semester hours credit)

COM 2483 INTRODUCTION TO MASS COMMUNICATIONS
A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the roll of mass media in life and in society. (3 semester hours credit)

COMPUTER SCIENCE

CSC 1113 COMPUTER CONCEPTS
This is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. (3 hr lecture) (3 semester hours credit)

CSC 1123 COMPUTER APPLICATIONS I
This course is designed to teach computer applications to include word processing, electronic spread-sheets, database management, presentation design, and electronic communications.
(3 hr lecture). (3 semester hours credit)

CSC 1613 COMPUTER PROGRAMMING I
Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. (3 hr lecture) (3 semester hours credit)

CSC 2134 PROGRAMMING I WITH "C++"
An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/functions, and array processing. (Course has a required lab component.) (3 hours lecture) (4 semester hours credit)

CSC 2144 PROGRAMMING II WITH "C++"
This course is designed to be a continuation of program and algorithm development and analysis, search/sort methods, dynamic memory management, abstract data types and object-oriented design, designing and debugging larger programs. (Course has a required lab component.) Prerequisite: Pass CSC 2134 with a grade of "C" or higher (3 hr lecture) (4 semester hours credit)

CSC 2623 COMPUTER PROGRAMMING II
This course is a continuation of the object-oriented language from CSC 1613. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging, and testing of large programs. (Course has lecture with integrated lab components.) Prerequisite: CSC 1613 (3 hr lecture) (3 semester hours)

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 1343 POLICE AND COMMUNITY RELATIONS
Current issues between police and community. Role and influence of officer in community relations, crime prevention and conflict resolution. (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. (3 semester hours credit)

CRJ 1383 CRIMINOLOGY

The study of criminal behavior to include theories, statistics, and trends of criminal behavior. (3 semester hours credit.)

CRJ   2213   TRAFFIC LAW
An examination of the role of law enforcement in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. (3 semester hours credit.)

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

CRJ   2323   CRIMINAL LAW
Basic elements of substantive criminal law including defenses to criminal liability. (3 semester hours credit.)

CRJ   2333   CRIMINAL INVESTIGATION
Principles of investigation; proper collection, documentation, and preservation of evidence. (3 semester hours credit.)

CRJ   2393   SURVEY OF CRIMINALISTICS
The study and application of scientific evidence collection through various projects. (3 semester hours credit.)

CRJ   2413   ADMINISTRATION OF CRIMINAL JUSTICE
A study of the legal concepts of criminal procedure. (3 semester hours credit.)

CRJ   2513   JUVENILE JUSTICE
Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. (3 semester hours credit.)

CRJ   2713   FOUNDATIONS OF TERRORISM
The study of terrorism in the modern world. (3 semester hours credit.)

ECONOMICS

ECO   2113   PRINCIPLES OF 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 and circular flow of market economies. Prerequisite: ACT math sub score of 15 or pass MAT 0124 with a "C" or equivalent Accuplacer or COMPASS score. (3 semester hours credit)

ECO   2123   PRINCIPLES OF MICROECONOMICS
The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Prerequisite: ACT math sub score of 15 or pass MAT 0124 with a "C" or equivalent Accuplacer or COMPASS score. (3 semester hours credit.)

EDUCATION

EDU   1613   FOUNDATIONS IN EDUCATION
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience. (3 semester hours credit.)

EDU   2513   INTRODUCTION TO ELEMENTARY EDUCATION
An introduction to elementary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 30 hours field experience in the elementary schools and/or middle schools. (3 semester hours credit)

EDUCATIONAL PSYCHOLOGY

EPY   2513   CHILD PSYCHOLOGY
A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. (3 semester hours credit)

EPY   2523   ADOLESCENT PSYCHOLOGY
A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. (3 semester hours credit)

EPY   2533   HUMAN GROWTH & DEVELOPMENT
A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. (3 semester hours credit)

ENGINEERING

EGR   1113   INTRODUCTION TO ENGINEERING
This course is designed to provide students with an introduction to engineering as a profession. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field. (3 semester hours credit)

EGR   1123   INTRODUCTION TO ENGINEERING DESIGN
This course is designed to provide students with an overview of the engineering process ranging from design and planning to construction and testing through projects and mentoring. (3 semester hours credit)

EGR   2413   ENGINEERING MECHANICS I: STATICS
A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Prerequisite: Pass MAT 1623 and PHY 2514 with a "C" or better grade. (3 semester hours credit)

EGR   2433   ENGINEERING MECHANICS II: DYNAMICS
A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass acceleration, energy, and momentum methods. Prerequisite: Pass MAT 2613 and EGR 2413 with a "C" or better grade. (3 semester hours credit)

EGR 2453 MECHANICS OF MATERIALS

A lecture course covering free body diagrams, equilibrium of simple structures, shear and moment bending diagrams, analysis of stress and strain, and deflections of beams. Prerequisite: Pass MAT 2613 and EGR 2413 with a "C" or better grade. (3 semester hours credit)

ENGLISH

ENG 012(3-5) INTERMEDIATE ENGLISH AND READING

ENG 0123 is an integrated course designed to advance students to college-level writing skills and reading strategies. Prerequisite: None (3, 4, or 5 semester hours) Students who score 15-16 in English on the ACT can petition to take ENG 1113 with conditions. Please see an advisor for this option. Credit hours do not transfer or count toward graduation.

ENG 0143 COMPOSITION COMPANION

A companion course to ENG 1113 designed to provide direct support and scaffolding exercises for specific projects in the credit bearing course. Peer collaboration and one-on-one instructional support through the writing process are emphasized. Three lecture hours; for institutional credit only. Hours do not count toward graduation and will not transfer.

ENG 1033 TECHNICAL WRITING

Course designed specifically for Career Tech students who are pursuing the A.A.S. degree. Students will focus on appropriate writing for business and industry and will produce technical documents, which may include resumes, letters, emails, memos/reports, proposals, multimedia presentations, and other related documents. (3 semester hours credit)

ENG 1113 ENGLISH COMPOSITION I

ENG 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: ACT 17 or higher in English or Pass ENG 012(3-5) with a "C" or higher grade or equivalent Accuplacer or COMPASS score. Students who score 15-16 in English on the ACT can petition to take ENG 1113 with conditions. Please see an advisor for this option. (3 semester hours credit.)

ENG 1123 ENGLISH COMPOSITION II

ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: Pass ENG 1113 with a "C" or higher grade. (3 semester hours credit) *Students who earn a 28 on the English portion of the ACT may enroll in ENG 1123; however, they must make at least a C in ENG 1123 to earn credit for ENG 1113.

ENG 2133 CREATIVE WRITING I

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

ENG 2143 CREATIVE WRITING II

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

ENG 2153 TRADITIONAL GRAMMAR

ENG 2153 focuses on the basic elements of English grammar and mechanics. Course is designed for education majors and will not count as English course for transfer credit. Prerequisite: Grade of C or better in ENG 1113. (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 to the present. Prerequisite: Pass ENG 1123 with a "C" or higher grade. (3 semester hours credit)

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

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

ENG   2913   OCCUPATIONAL WRITING
The course begins with an assessment of the student's career goals and current on-the-job demands. An individualized writing program is planned to complement career goals and to raise on the-job writing efficiency. A wide range of types of writing may be covered, such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/academic/research articles, and articles for local, regional, and national periodicals. (3 semester hours credit)

ENG   2923   WRITING FOR PUBLICATION
ENG 2923 is designed for students who are interested in writing for publication. Emphasis is given to meeting specific publishing requirements for novels, short fiction, poetry, drama, television scripts, and newspaper and magazine articles. Prerequisite: ENG 2143. (3 semester hours credit.)

FAMILY CONSUMER SCIENCE

FCS   1253   NUTRITION
A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, and the applications for healthcare providers. (3 semester hours credit)

GEOGRAPHY

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

GEO   1123   PRINCIPLES OF GEOGRAPHY
A topical survey of basic geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of physical and cultural landscapes. (3 semester hours credit)

GEO   1213   INTRODUCTION TO METEOROLOGY
A descriptive study of weather, the variety of atmospheric phenomena, and the effect of weather and climate on human activities. (3 semester hours credit)

GEO   2313   Maps and Remote Sensing
Fundamental principles of cartography and remote sensing, including types and applications. Attention is given to interpretation of surface features, environmental problem solving, and environmental planning. (3 semester hours credit)

HEALTH, PHYSICAL EDUCATION, & RECREATION

HPR   1111, 1121, 2111, 2121   GENERAL PHYSICAL EDUCATION ACTIVITIES I, II, III, & IV
This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. Prerequisites: HPR 1111 for 1121, HPR 1121 for 2111, HPR 2111 for 2121. (1 semester hour credit.)

HPR   1131, 1141, 2131, 2141   VARSITY SPORTS I, II, III, & IV
Participation in ___Varsity sport (name sport). (1 semester credit hour)

HPR   1213   PERSONAL AND COMMUNITY HEALTH
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   1313   INTRODUCTION TO KINESIOLOGY/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, 1521, 2511, 2521   TEAM SPORTS I, II, III, & IV
Rules, techniques, participation and equipment in (activities) (name sport). (1 semester credit hour)

HPR   1531, 1541, 2531, 2541   INDIVIDUAL AND DUAL SPORTS I, II, III, & IV
Rules, techniques, participation and equipment in (activities) (name sport). (1 semester credit hour)

HPR   1551, 1561, 2551, 2561   FITNESS AND CONDITIONING TRAINING I, II, III, & IV
Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (1 semester credit hour)

HPR 1591   HEALTH CONCEPTS OF PHYSICAL ACTIVITY AND WELLNESS
This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and a reduced risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. (1 semester credit hour)

HPR 1613   PHYSICAL EDUCATION AND THE ELEMENTARY SCHOOL
This is a study of the growth and development of children including their interests and tendencies as it relates to elementary physical education. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on creating developmentally appropriate physical education for elementary students. 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 2213   FIRST AID AND CPR
Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. (3 semester credit hours)

HPR 2323   RECREATION LEADERSHIP
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 semester credit hours)

HPR 2413   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. (3 semester credit hours)

HPR 2423   FOOTBALL THEORY
Explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. (3 semester credit hours)

HPR 2433   BASKETBALL THEORY
Explores the theories, practices, tactics and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. (3 semester credit hours)

HPR 2453   BASEBALL THEORY
Explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. (3 semester credit hours)

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 Board of Certification (BOC) certified athletic trainer. This course is recommended for Athletic Training majors. Pre-requisite: Pass any 4-hour BIO course with a "C" or better. (3 semester credit hours)

HISTORY

HIS   1113   WESTERN CIVILIZATION I
This is a general survey of Western Civilization from ancient times to mid-seventeenth century. (3 semester credit hours)

HIS   1123   WESTERN CIVILIZATION II
This is a general survey of Western Civilization since the seventeenth century. (3 semester credit hours)

HIS   1163   WORLD CIVILIZATIONS I
This is a general survey of world history from ancient times to the 1500s. (3 semester credit hours)

HIS   1173   WORLD CIVILIZATIONS II
This is a general survey of world history since the 1500s. (3 semester credit hours)

HIS   1613   AFRICAN-AMERICAN HISTORY
This is a survey of African-American History from African origins to modern times. (3 semester credit hours)

HIS   2213   AMERICAN (U.S.) HISTORY I
This is a survey of American (US) history to 1877. (3 semester credit hours)

HIS   2223   AMERICAN (U.S.) HISTORY II
This is a survey of American (U.S.) history since 1865. (3 semester credit hours)

HONORS

HON   1131, 1141, 2131, 2141   ACADEMIC TEAM I, II, III, & IV
This course offers the student preparation, practice, and participation on Quiz Bowl team and competition. (1 semester hour credit)

HON   1911, 1921, 2911, 2921   HONORS FORUM I, II, III, & IV
Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Prerequisites: HON 1911 for 1921, HON 1921 for 2911, & HON 2911 for 2921   (1 semester hour credit)

HON   1912, 2912   HONORS LEADERSHIP DEVELOPMENT I, & II

Admission by faculty consent. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experiential learning exercises with readings and discussions of traditional theories. Prerequisite for HON 2912 is HON 1912. (3 semester hours credit)

HUMANITIES

HUM 1113 HUMANITIES I
Humanities I provides an overview of history's most memorable achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Prehistoric Era to the Renaissance. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. (3 semester hours credit)

HUM 1123 HUMANITIES II
Humanities II, a continuation of Humanities I, provides an overview of history's most memorable achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Renaissance to present day. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. (3 semester hours credit)

JOURNALISM

JOU 1111 COLLEGE PUBLICATIONS I
The laboratory course is designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising, and photography will be emphasized according to student need. (1 semester hour credit)

JOU 1121 COLLEGE PUBLICATIONS II
A continuation of JOU 1111. Prerequisite: JOU 1111. (1 semester hour credit)

JOU 1313 NEWS WRITING AND REPORTING I
An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials. (3 semester hours credit)

JOU 1323 NEWS WRITING AND REPORTING II
An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. (3 semester hours credit)

JOU 2111 COLLEGE PUBLICATIONS III
Open to students who have successfully completed JOU 1111, 1121, 1313, and 1323, or with consent of instructor. Prerequisite: JOU 1121. (1 semester hour credit)

JOU 2121 COLLEGE PUBLICATION IV
Open to students who have successfully completed JOU 1111, 1121, 1313, 1323, and 2111, or with consent of instructor. Prerequisite: JOU 2111. (1 semester hour credit)

LEADERSHIP

LEA   1811   LEADERSHIP AND ORGANIZATION SKILLS I
A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers.(1 semester hour credit)

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

LEA   1911   LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS I
This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. (1 semester hour credit)

LEA   1912—HONORS LEADERSHIP DEVELOPMENT I
Admission is by faculty consent. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experiential learning exercises with readings and discussions of traditional theories.

LEA   1921   LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS II
A continuation of LEA 1911. Prerequisite: LEA 1911. (1 semester hour credit)

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

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

LEA   2911   LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITMENT AND PUBLIC RELATIONS III
A continuation of LEA 1921. Prerequisite: LEA 1921. (1 semester hour credit)

LEA   2912   HONORS LEADERSHIP DEVELOPMENT II
A continuation of LEA 1912.

LEA   2921   LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT – RECRUITING AND PUBLIC RELATIONS IV
A continuation of LEA 2911. Prerequisite: LEA 2911. (1 semester hour credit)

LEARNING AND LIFE SKILLS

LLS   1152   COLLEGE LIFE
College Life offers group experiences in study skills and career exploration. This course is designed to assist the first time student in achieving academic success. Enrollment limited to participants in QEP. (2 semester hours credit)

LLS   1212   SELF-AFFIRMATION
This course is designed to help students increase self-awareness and to see the power of thoughts-both positively and negatively-to improve self-concepts. Enrollment limited to participants in the EMPOWR program. (2 semester hours credit)

LLS   1223   LIFE SKILLS DEVELOPMENT
This course is designed to aid students in stress and anger management, and promote self-awareness. (3 semester hours credit)

LLS   1323   CAREER EXPLORATION
This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices.
(3 semester hours credit)

LLS   1423   COLLEGE STUDY SKILLS
An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal mastery of college-level courses, both undergraduate and graduate. (3 semester hours credit)

LLS   1711   JOB SEARCH SKILLS
This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude. (1 semester hour credit)

LIBRARY AND SCIENCE

LIS   1122   BASIC LIBRARY RESEARCH
Students will learn the skills necessary to navigate various information resources and evaluate materials found. This includes using state-provided resources like MAGNOLIA and MELO. The course will focus on the paper writing process by finding and evaluating sources, discussing plagiarism and copyright, citing information, and annotating bibliographies. (2 semester hours credit)

MATHEMATICS

MAT   012(3-4)   BEGINNING ALGEBRA
A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Prerequisite: ACT

Math score 1-15, Accuplacer QAS score of less than 231. (3 or 4 semester hours credit) Credit hours do not transfer or count toward graduation.

MAT 0132 ALGEBRA LAB
Opportunity to provide supplemental instruction/ practice/support in a structured lab environment. Lab may accompany MAT 1313 or higher. This lab is for institutional credit only and does not count for graduation. (2 semester credit hour)

MAT 1033 TECHNICAL MATHEMATICS
This course is intended for students enrolled in Career Tech programs. It includes a review of basic mathematics and topics from algebra, geometry, statistics, and trigonometry, with an emphasis on real-world applications and measurement. Topics covered should relate to the student's program area. This course will satisfy the mathematics requirement for the Certificate of Proficiency or Associate of Applied Science. (3 semester hours credit)

MAT 1134 PRE-COLLEGE ALGEBRA
This course combines Beginning and Intermediate Algebra as a one semester developmental course. Topics include evaluation and simplifying algebraic expressions, polynomials, factoring, integer exponents, rational expressions, solutions of linear equations and inequalities, quadratic equations and graphs of lines. Prerequisite: ACT Math score 1-18, Accuplacer QAS score 200-253. Credit hours do not transfer or count towards graduation (4 semester hours credit)

MAT 123(3-4) INTERMEDIATE ALGEBRA
The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisite: ACT Math score 16-18, or MAT 0124 w/ C or higher, Accuplacer QAS score of 231-253. Students who score 17-18 in Math on the ACT can petition to take MAT 1313. Please see an advisor for this option. (3 or 4 semester hours credit) Credit hours do not transfer or count towards graduation.

MAT 1313 COLLEGE ALGEBRA
This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations: applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: ACT Math score of 19, Students who score 17-18 in Math on the ACT can petition to take MAT 1313. Please see an advisor for this option. (3 semester hours credit)

MAT 1314 COLLEGE ALGEBRA with Intermediate Algebra
This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. MAT 1314 will include review material from Intermediate Algebra. Prerequisite: ACT sub score 16-18 or MAT1234 w/C or higher, Accuplacer 231-253

MAT 1323 TRIGONOMETRY
This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: ACT Math score 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 score of 24 or pass MAT 1313 with a "C" or better grade. (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 score 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 score 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 score 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 score of 24. (3 semester hours credit)

MAT   1753   QUANTITATIVE REASONING
Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. (3 semester hours credit)

MAT   2113   INTRODUCTION TO LINEAR ALGEBRA
This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors. Prerequisite: Pass MAT 1623 - Calculus II with a "C" or better grade. (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; vectors and geometry of space. 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; optimization; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Prerequisite: Pass MAT 2613 with a "C" or better grade.
(3 semester hours credit)

MAT 2913 DIFFERENTIAL EQUATIONS

This course includes the following topics; solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Pre/Co-requisites MAT 2613 and Calculus IV.
(3 semester hours credit)

MILITARY SCIENCE

(AIR FORCE)

AFR 1111, 1211 IN DEFENSE OF OUR NATION I, & 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 1121, 1221 IN DEFENSE OF OUR NATION LAB I, & II

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, 2211 DEVELOPMENT OF AIR POWER I, & II

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

AFR 2121, 2221 DEVELOPMENT OF AIR POWER LAB I, & II

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 the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training. (1 semester hour credit)

AMR 1121 BASIC LEADERSHIP LECTURE AND LAB

Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of

leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. (1 semester hour credit)

AMR   2112   INDIVIDUAL LEADERSHIP STUDIES
Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. (2 semester credit hours)

AMR   2122   LEADERSHIP AND TEAMWORK
An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. (2 semester credit hours)

MODERN AND FOREIGN LANGUAGE

MFL   1113--FRENCH I
An oral-aural approach, stresses conversation, pronunciation; comprehension, reading, writing and functional grammar with emphasis on the practical aspects of the language. (3 semester hours credit)

MFL   1123   FRENCH II
MFL 1123 continues MFL 1113 with wider vocabulary and more complex structures and functions. Prerequisite: Pass MFL 1113 with a "C" or higher grade. (3 semester hours credit)

MFL   1213   SPANISH I
MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. (3 semester hours credit)

MFL   1223   SPANISH II
MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: Pass MFL 1213 with a "C" or higher grade. (3 semester hours credit)

MFL   1713   ITALIAN I
MFL 1713 is an oral-aural approach to the Italian language that stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on practical aspects and applications of the language. (3 semester hours credit)

MFL   1723   ITALIAN II
MFL 1723 continues MFL 1713 that incorporates a broader vocabulary base and usage of more complex structures and functions. Prerequisite: Pass MFL 1713 with a "C" or higher grade.
(3 semester hours credit)

MFL   2113   FRENCH III
MFL 2113 continues MFL 1123 with additional materials of literary and cultural value. Prerequisite: Pass MFL 1123 with a "C" or higher grade. (3 semester hours credit)

MFL   2123   FRENCH IV

MFL 2123 continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: Pass MFL 2113 with a "C" or higher grade. (3 semester hours credit)

MFL   2213   SPANISH III
MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisite: Pass MFL 1223 with a "C" or higher grade. (3 Semester hours credit)

MFL   2223   SPANISH IV
MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: Pass MFL 2213 with a "C" or higher grade. (3 semester hours credit)

MFL   2613   FOREIGN LANGUAGE STUDY ABROAD
MFL 2613 is a unique language and culture learning opportunity designed and provided by individual colleges. Location, duration, and requirements may vary by institution.

MFL   2713   ITALIAN III
MFL 2713 continues MFL 1723 to include additional materials of literary and cultural value. Prerequisite: Pass MFL1723 with a "C" or higher grade. (3 semester hours credit)

MFL   2723   ITALIAN IV
MFL 2723 continues MFL 2713 that provides the students with additional exposure to literary and cultural readings, as well as, challenging students to produce compositions. Prerequisite: Pass MFL 2713 with a "C" or higher grade. (3 semester credit hours)

MUSIC APPLIED

(Brass, Guitar, Percussion, Piano, Strings, Voice and Woodwinds)
A minimum of three hours practice per week per credit hour required. Ten hours per week recommended for major instrument for Music Education students.

MUA   1111, 1121, 2111, 2121   CLASS BRASS I, II, III, & IV BRASS INSTRUCTION FOR MUSIC MAJORS
Brass Instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of brass instruction and performance.

MUA   1141, 1151, 2141, 2151   ELECTIVE BRASS I, II, II, & IV
Brass instruction for non-brass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

MUA   1172, 1182, 2172, 2182   BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV
Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA   1173, 1183, 2173, 2183   BRASS FOR MUSIC MAJORS I, II, II, & IV
Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA   1211, 1221, 2211, 2221   CLASS GUITAR I, II, III, & IV
Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique.

MUA   1241, 1251, 2241, 2251   ELECTIVE GUITAR I, II, III, & IV
Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature.

MUA   1272, 1282, 2272, 2282   GUITAR FOR MUSIC EDUCATION MAJORS I, II, III & IV
Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature.

MUA   1411, 1421, 2411, 2421   CLASS PERCUSSION I, II, II, & IV
Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

MUA   1441, 1451, 2441, 2451   ELECTIVE PERCUSSION I, II, III, & IV
Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied 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 and advanced non-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   1511, 1521, 2511, 2521   CLASS PIANO FOR MUSIC MAJORS I, II, III, & IV
Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university

MUA   1541, 1551, 2541, 2551   PIANO FOR NON-MUSIC MAJORS I, II, III, & IV
Individual piano instruction for non-music majors.

MUA   1572/1582   PIANO FOR KEYBOARD MAJORS (MUSIC EDUCTION) I & II
Individual piano instruction including technique, appropriate repertoire, and memorization.

MUA   1573, 1583, 2573, 2583   PIANO FOR KEYBOARD MAJORS (PERFORMANCE) I, II, III, & IV
Intensive individual piano instruction including technique, appropriate repertoire, and memorization.

MUA   1611, 1621, 2611, 2621   CLASS STRINGS I, II, III, & IV
Group instruction in tone production, bowings, fingerings, and positions for bowed string instruments.

MUA   1641, 1651, 2641, 2651   STRINGS FOR NON MAJORS (Elective Strings) I, II, III, & IV
Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

MUA 1672, 1682, 2672, 2682   STRINGS FOR MUSIC EDUCATION MAJORS I, II, III, & IV
Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature.

MUA 1711, 1721, 2711, 2721   CLASS VOICE I, II, III, & IV
Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting.

MUA 1741, 1751, 2741, 2751   VOICE FOR NON-VOCAL MAJORS I, II, III, & IV
Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability.

MUA 1772, 1782, 2772, 2782   VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, & IV
Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1811, 1821, 2811, 2821   CLASS WOODWINDS I, II, III, & IV
Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance.

MUA 1841, 1851, 2841, 2851   ELECTIVE WOODWINDS I, II, III, & IV
Woodwind instruction for music education majors and non-music majors. Designed to teach the fundamental principles of playing, to explore moderate to advanced levels of literature, to develop the student's knowledge of woodwind instruction and performance.

MUA 1872, 1882, 2872, 2882   WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV
Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUSIC FOUNDATIONS

(Education, History, Literature, & Theory)

MUS 1113   MUSIC APPRECIATION
A course designed to give the student, thorough listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. (3 semester hours credit)

MUS 1123   MUSIC SURVEY (MAJORS)
Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 semester hours credit)

MUS 1211   MUSIC THEORY I, LAB
Lab instruction. Development of sight-singing, ear training and dictation. (1 semester hour credit)

MUS   1214   MUSIC THEORY I LECTURE/LAB
Study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills. (4 semester hours credit)

MUS   1221   MUSIC THEORY II, LAB
Lab instruction. Development of sight-singing, ear training and dictation skills. (1 semester hour credit)

MUS   1224   MUSIC THEORY II, LECTURE/LAB
Continued study and review of functional harmony through analysis and part- writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. (4 semester hours credit)

MUS   1811, 1821, 2811, 2821   MUSIC THEATER WORKSHOP I, II, III, & IV
The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors. (1 semester hour credit)

MUS   2211   MUSIC THEORY III, LAB
Lab instruction. Development of music sight-singing, ear training, and dictation. (1 semester hour credit)

MUS   2214   MUSIC THEORY III, LECTURE/LAB
Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills. (4 semester hours credit)

MUS   2221   MUSIC THEORY IV, LAB
Lab instruction. Development of music sight-singing, ear training, and dictation. (1 semester hour credit)

MUS   2224   MUSIC THEORY IV, LECTURE/LAB
Continued study and review of functional harmony through analysis, and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills. (4 semester hours credit)

MUS   2613   MUSIC LITERATURE
A listening course designed to give the student a better understanding of music through the ages, offering the student an opportunity to explore music as an art. (3 semester hours credit)

MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO   1111, 1121, 2111, 2121   BAND I, II, III, & IV
Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques.

MUO   1131, 1141, 2131, 2141   SMALL INSTRUMENT ENSEMBLE I, II, III, & IV
Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

MUO   1151, 1161, 2151, 2161   SMALL MIXED ENSEMBLE I, II, III, & IV
Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

MUO   1171, 1181, 2171, 2181   LARGE JAZZ ENSEMBLE I, II, III, & IV
A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

MUO   1211, 1221, 2211, 2221   CHOIR I, II, III, & IV
A course for music majors and non-majors focused on performing choral music from a variety of style periods.

MUO   1241, 1251, 2241, 2251   SELECT VOICE ENSEMBLE I, II, III, & IV
A course for select singers focused on performing from one or more genres of music.

PHILOSOPHY AND RELIGION

PHI   1113   OLD TESTAMENT SURVEY
The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. (3 semester hours credit)

PHI   1133   NEW TESTAMENT SURVEY
A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. (3 semester hours credit)

PHI   1153   JESUS AND THE GOSPELS
This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. (3 semester hours credit)

PHI   1163   ACTS AND THE EPISTLES
A survey of the work of the apostles as portrayed in the Book of Acts and the Epistles. Attention is given to the development of 1st Century Christian church and the historical background of the various Epistles. Notice is taken of the proper setting of the various Epistles. (3 semester hours credit)

PHI   2113   INTRODUCTION TO PHILOSOPHY I
An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. (3 semester hours credit)

PHI   2613   WORLD RELIGIONS I
An introduction to the beliefs and practices of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. (3 semester hours credit)

PHYSICS

PHY   2244   PHYSICAL SCIENCE I
A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1233/1234 or higher. (3 hours lecture, 2 hours lab.) (4 semester hours credit)

PHY   2254   PHYSICAL SCIENCE II
A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles intro-duced in lecture classes. Pre/Co-requisite: MAT 1233/1234 or higher. (3 hours lecture, 2 hours lab) (4   semester hours credit)

PHY   2414   GENERAL PHYSICS I
A combined lecture and laboratory course covering mechanics and conservation laws. 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-requisite: MAT 1323 with a "C" or better or ACT Math subscore of 26 or higher. (3 semester hours lecture, 2 hours lab.) (4 semester hours credit)

PHY   2424   GENERAL PHYSICS II
A combined lecture and laboratory course covering electricity, magnetism, and optics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Pass PHY 2414 with a "C" or better grade. (3 hours lecture, 2 hours lab.) (4 semester hours credit)

PHY   2514   GENERAL PHYSICS I-A
A combined lecture and laboratory course covering mechanics and conservation laws. 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-requisite: MAT 1613 with a "C" or better. (3 hours lecture, 2 hours lab.) (4 semester hours credit)

PHY   2524   GENERAL PHYSICS II-A
A combined lecture and laboratory course covering electricity, magnetism, and optics. 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 with a "C" or better. (3 hours lecture, 2 hours lab.) (4 semester hours credit)

POLITICAL SCIENCE

PSC   1113   AMERICAN NATIONAL GOVERNMENT
Survey of the foundations, institutions, and political aspects of American national government. (3 semester hours credit)

PSC   1123   AMERICAN STATE AND LOCAL GOVERNMENT
Survey of the relationship among American local, state and national governments, and the organization, function, and operation of different levels of government. (3 semester hours credit)

PSC   2113   Comparative Government
A survey of various governmental systems beyond the United States. (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   2323   STATISTICS FOR THE BEHAVIORAL SCIENCES
This course is an introduction to descriptive and inferential statistics, including measures of central tendency and variability, correlation, t-tests, and analysis of variance. Pre/Co requisite: ACT score of 19 in math OR concurrently enrolled in MAT 1313. (3 semester hours credit)

PSY   2513   CHILD PSYCHOLOGY
A study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development (3 semester hours credit)

PSY   2523   ADOLESCENT PSYCHOLOGY
A study of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. (3 semester hours credit)

PSY   2533   HUMAN GROWTH & DEVELOPMENT
A study of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. (3 semester hours credit)

PSY   2543   APPLIED BEHAVIOR ANALYSIS
Application of the principles of applied behavior analysis to problems involving human behavior change. (3 semester hours credit)

PSY   2553   PSYCHOLOGY OF PERSONAL ADJUSTMENT
A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration. Prerequisite: PSY 1513. (3 semester hours credit)

SOCIAL WORK

SWK   1113   SOCIAL WORK: A HELPING PROFESSION
The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real"   social workers in respective practices such as mental health, child welfare, disaster, corrections, faith- based, military, international relief, and industry. (3 semester hours credit)

SWK   2313   COMMUNITY ENGAGEMENT
This course provides students with experience in a public or non-profit organization, or other appropriate work environment, to encourage them to recognize the value of their active participation in the service/learning process. This course requires up to 16 hours of seminar, 40-60 hours of field experience and reflective work. (3 semester hours credit)

SOCIOLOGY

SOC   2113   INTRODUCTION TO SOCIOLOGY

This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups. (3 semester hours credit)

SOC   2133   SOCIAL PROBLEMS

This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. (3 semester hours credit)

SOC   2143   MARRIAGE AND FAMILY

A study of the development of marriage and family as social institutions in society. (3 semester hours credit)

SOC   2513   RACE AND ETHNIC RELATIONS

This course examines social and economic conditions among racial and ethnic groups. (3 semester hours credit)

SPEECH

SPT   1113   PUBLIC SPEAKING I

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Prerequisite: ACT sub score of 17 in English or successful completion of ENG 0123/0124 - Intermediate English. (3 semester hours credit)

SPT   1233   ACTING I

An introduction to the training of the voice, body and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, and scene work. (3 semester hours credit)

SPT   1241, 1251, 2241, 2251   DRAMA PRODUCTION I, II, III, & IV

Participation in college drama productions. 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   2173   INTERPERSONAL COMMUNICATION

Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. (3 semester hours)

SPT   2233   THEATRE APPRECIATION

An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. (3 semester hours credit)

SPT   2313   PLAYWRITING

Practice in the fundamentals of dramatic composition. Reading, discussion, and analysis of written work, as well as an emphasis on original work. Prerequisite: ENG 1113 – English Composition I. (3 semester hours credit)

SPT   2323   THE HISTORY OF THEATRE
A survey of the theatre with emphasis on the physical structure, production problems and theatrical personalities within the discipline. Additional emphases on origins into current trends in professional theatre, as well as its historical and cultural impact on society. (3 semester hours credit)

CAREER & TECHNICAL, NURSING AND ALLIED HEALTH COURSE DESCRIPTIONS

AUTOMOTIVE TECHNOLOGY

ATT   1124   BASIC ELECTRICAL/ELECTRONIC SYSTEMS
A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT   1134   ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT   1214   BRAKES
A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Including instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT   1314   MANUAL DRIVE TRAINS/TRANSAXLES
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT   1424   ENGINE PERFORMANCE I
A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT   1715   ENGINE REPAIR
A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (5 sch: 2 hr. lecture, 6 hr. lab)

ATT   1811   INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS
This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry.(1 sch: 1hr lecture)

ATT   2325   AUTOMATIC TRANSMISSIONS/TRANSAXLES
This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. (5 sch: 2 hr. lecture, 6 hr. lab)

ATT 2334 STEERING AND SUSPENSION SYSTEMS
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2434 ENGINE PERFORMANCE II
This is a course designed to provide advanced skills and knowledge related to the ignition systems, fuel, air induction and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2444 ENGINE PERFORMANCE III
This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated with in these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2614 HEATING AND AIR CONDITIONING
This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2915 SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY
This course provides students with an opportunity to utilize skills and knowledge gained in other Automotive Technology Courses. The instructor and student(s) work closely together to select the topics and establish criteria for completion of the project(s). This course is designed to provide students with a solid and fundamental comprehensive review of the higher level tasks taught throughout the course during their final semester of the automotive Technology program. (5 sch: 2-hr lecture, 6-hour lab)

BARBER/STYLIST

BAV 1118 BASIC PRACTICES IN BARBERING
Basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are performed independently with supervision. 8 Semester Credit Hours, 2 Lecture Hours, 18 Clinical Hours, 300 Contact Hours.

BAV 1218 FUNDAMENTAL PRACTICES IN BARBERING I
Fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are performed independently with supervision. 8 Semester Credit Hours, 3 Lecture Hours, 15 Clinical Hours, 270 Contact Hours.

BAV 1318 FUNDAMENTALS PRACTICES IN BARBERING II
Fundamental practices in sanitation, sterilization, prevention and control of contamination, and execution of decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are performed independently with supervision. 8 Semester Credit Hours, 2 Lecture Hours, 18 Clinical Hours, 300 Contact Hours.

BAV 1418 INTERMEDIATE PRACTICES IN BARBERING I
Intermediate practices, including theory of colors, classifications of hair color, color preparation and

applications, and treatment of damaged hair. Practices are performed independently with supervision. 8 Semester Credit Hours, 3 Lecture Hours, 15 Clinical Hours, 270 Contact Hours.

BAV 1518 INTERMEDIATE PRACTICES IN BARBERING II
Additional study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices include providing facial massages, rendering plain facials, shaving, mustache and beard trimming, and barbering services previously introduced. 8 Semester Credit Hours, 6 Lecture Hours, 6 Clinical Hours, 180 Contact Hours.

BAV 1618 ADVANCED PRACTICES IN BARBERING
Advanced practices in business management and business law applicable to barber/styling shop management in preparation for the MS State Board of Barber Examiners licensing exam. 8 Semester Credit Hours, 6 Lecture Hours, 6 Clinical Hours, 180 Contact Hours.

BAV 2217 BARBERING INSTRUCTOR TRAINING I
Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. 7 Semester Credit Hours, 2 Lecture Hours, 15 Clinical Hours, 255 Contact Hours.

BAV 2227 BARBERING INSTRUCTOR TRAINING II
Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. 7 Semester Credit Hours, 2 Lecture Hours, 15 Clinical Hours, 255 Contact Hours.

BAV 2237 BARBERING INSTRUCTOR TRAINING III
Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. 7 Semester Credit Hours, 2 Lecture Hours, 15 Clinical Hours, 255 Contact Hours.

BAV 2247 BARBERING INSTRUCTOR TRAINING IV
Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. 7 Semester Credit Hours, 2 Lecture Hours, 15 Clinical Hours, 255 Contact Hours.

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 1223 CONSUMER BEHAVIOR

This course introduces the fundamentals of Consumer Behavior patterns and motivations of the buying process and their relationship in the marketplace. Consumer Behavior is the study of individuals, groups, or organizations and the processes they use to select, secure, use, and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society. (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 2113 INTERNET CONCEPTS

Provides an inclusive review and understanding of the Internet focusing on creating web pages through various software packages and exploration of ecommerce concepts. (3 sch. 2 hr lecture, 2 hr. lab)

MMT 2133 SOFTWARE ESSENTIALS FOR E-BUSINESS

Introductory course for business computer graphics. Students will learn how to create and enhance digital images for business purposes. (3 sch. 2 hr lecture, 2 hr lab).

MMT 2213 PRINCIPLES OF MANAGEMENT

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. (3 sch: 3 hr. lecture)

MMT 2233 HUMAN RESOURCE MANAGEMENT

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. (3 sch: 3 hr. lecture)

MMT 2243 MARKETING CASE STUDIES

The study of effective marketing management decision making through case study analysis. (3 sch: 3 hr. lecture)

MMT 2313 E-COMMERCE MARKETING

This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning online business. (3 sch: 2 hr. lecture, 2 hr. lab)

MMT 2323 INTERNET MARKETING

This course introduces the online application of marketing communications. Topics include basic website design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities. (3 sch: 3 hr. lecture)

MMT   2333   MULTIMEDIA PRESENTATION FOR MARKETING
Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. (3 sch: 2-hr lecture, 2-hr lab)

MMT   2343   MARKETING WEB PAGE DESIGN
Use creative marketing strategies, concepts, and techniques to design Web sites that will reach designated target markets. (3 sch: 2-hr lecture, 2-hr lab)

MMT   2353   DIGITAL MEDIA APPLICATIONS
Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. (3 sch: 3 hr. lecture)

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)

MMT   2613   INTERNATIONAL MARKETING
Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. (3 sch: 3-hr lecture)

BUSINESS AND OFFICE TECHNOLOGY

BOT   1013   INTRODUCTION TO KEYBOARDING
This course provides an introduction to keyboarding 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   1213   PROFESSIONAL DEVELOPMENT
This course emphasizes an awareness of interpersonal skills essentials for job success. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1233   MICROSOFT® WORD® I
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. This course was previously taught as Document Formatting (BOT 1113). Prerequisite: Instructor Approved. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1243   MICROSOFT® WORD® II
This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. This course was previously taught as Word Processing (BOT 1143). Prerequisite: Instructor Approved. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1273   INTRODUCTION TO MICROSOFT® OFFICE®
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. This course was previously taught as Microcomputer Applications (BOT 1133). (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1313   APPLIED BUSINESS MATH
This course is designed to develop competency in mathematics for business use. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1413   RECORDS MANAGEMENT
This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories both physically and electronically of proper management, storage, and retrieval. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1433   BUSINESS ACCOUNTING
This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1443   ADVANCED BUSINESS ACCOUNTING
This course is a continuation of Business Accounting with emphasis in advanced accounting topics. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1453   INTRODUCTION TO BUSINESS MANAGEMENT
Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1493   SOCIAL MEDIA MANAGEMENT
This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video sharing sites, podcasts, widgets, virtual worlds, and more. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1613   MEDICAL TERMINOLOGY I
This course is an introduction to medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   1623   MEDICAL TERMINOLOGY II

This course is a continuation of Medical Terminology I (BOT 1613), which includes medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Prerequisite: Instructor Approved. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 1713 MECHANICS OF COMMUNICATION
This course is designed to develop the basic English competencies necessary for success in the business world. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 1763 COMMUNICATION ESSENTIALS
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. This class was previously taught as a combination of Mechanics of Communication (BOT 1713) and Business Communication (BOT 2813). (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 1823 MICROSOFT® EXCEL® I
This course focuses on application Microsoft® Excel® as an aid to management decision making. This course was previously taught as Electronic Spreadsheet (BOT 1813). (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 1853 MICROSOFT® EXCEL® II
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Prerequisite: Instructor Approved. (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 desktop publishing software. Prerequisite: Instructor Approved. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 2183 CAREER READINESS
This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 2233 HUMAN RESOURCE MANAGEMENT
This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 2333 MICROSOFT® ACCESS®
This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. This course was previously taught as Database Management (BOT 2323). (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 2423 INCOME TAX ACCOUNTING
This course introduces tax accounting including federal income tax laws and report preparation. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2433   QUICKBOOKS®

This course applies basic accounting principles using QuickBooks®. This course was previously taught as Computerized Accounting (BOT 2413). (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2463   PAYROLL ACCOUNTING

This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2473   COST ACCOUNTING

This course provides an in-depth study of cost accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2523   MEDICAL TRANSCRIPTION I

This course is designed to teach transcription of various medical documents. Prerequisite: Instructor Approved. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2613   ENTREPRENEURIAL PROBLEM SOLVING

This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT   2623   PRINCIPLES OF BUSINESS FINANCE

This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. (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. Prerequisite: Instructor Approved. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2653   ICD CODING

This course is an introduction to the field of diagnostic and inpatient procedural coding. Prerequisite: Instructor Approved. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2663   ADVANCED CODING

This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams. Prerequisite: Instructor Approved. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2673   MEDICAL INSURANCE BILLING

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2hr. 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. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2753   MEDICAL INFORMATION MANAGEMENT

This course will provide coverage of medical office practices using software simulation. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2763   ELECTRONIC HEALTH RECORDS
This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. (3 sch: 2hr. lecture, 2 hr. lab)

BOT   2813   BUSINESS COMMUNICATIONS
This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentation.

EARLY CHILDHOOD EDUCATION TECHNOLOGY

CDT   1113   Early Childhood Profession
This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. (3 sch: 2 hr. lecture, 2 hr. lab)

CDT   1214   Infant and Toddler Development
This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. (4 sch: 3 hr. lecture, 2 hr. lab)

CDT   1224   Preschool and Primary Development
This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8) (4 sch: 3 hr. lecture, 2 hr. lab)

CDT   1313   Creative Arts for Young Children
This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum. (3 sch: 3 hr. lecture)

CDT   1343-4 Child Health, Safety, and Nutrition
This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 3 hr. lecture) or (4 sch: 3 hr. lecture, 2 hr. lab)

CDT   1713   Language and Literacy Development for Young Children
This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum. (3 sch: 3 hr. lecture)

CDT   1911 Early Childhood Education Seminar I
This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. (1 sch: 1 hr. lecture)

CDT   1921 Early Childhood Education Seminar II
This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. (1 sch: 1 hr. lecture)

CDT   2111 Early Childhood Education Seminar III
This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. (1 sch: 1 hr. lecture)

CDT   2121 Early Childhood Education Seminar IV
This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. (1 sch: 1 hr. lecture)

CDT   2233   Guiding Social and Emotional Behavior
This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum. (3 sch: 3 hr. lecture)

CDT   2413   Development of the Exceptional Child
This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 2 hr. lecture, 2 hr. lab)

CDT   2513   Family Dynamics and Community Involvement
This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. (ages birth to 8 years). (3 sch: 3 hr. lecture)

CDT   2613   Methods, Materials, and Measurement
This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Practicum. (3 sch: 3 hr. lecture)

CDT   2714   Social Studies, Math, and Science for Young Children

This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. Lab activities with the children are implemented during Practicum. (4 sch: 4 hr. lecture)

CDT 2813 Administration of Programs for Young Children
This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. (3 sch: 3 hr. lecture)

CDT 2914 Initial Practicum
This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. (4 sch: 8 hr. lab)

CDT 2924 Infant and Toddler Practicum
This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved infant and toddler setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. (4 sch: 8 hr. lab)

CDT 2934 Preschool Practicum
This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved preschool setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. (4 sch: 8 hr. lab)

CDT 2944 Advanced Practicum
This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. (4 sch: 8 hr. lab)

COSMETOLOGY

COV 1122 COSMETOLOGY ORIENTATION
This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules and regulations involved in cosmetology practices and safety precautions associated with each.(2 sch: 2 hr. lecture)

COV 1245 COSMETOLOGY SCIENCES I
This course consists of the study of bacteriology, sterilization, and sanitation.   Included are classroom

theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab)

COV   1255   COSMETOLOGY SCIENCES II
This course consists of the study of anatomy and physiology.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 4 hr. lab)

COV   1263   COSMETOLOGY SCIENCES III
This course consists of the application and demonstration of chemistry, and electricity.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab)

COV   1426   HAIR CARE I
This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr. lab)

COV   1436   HAIR CARE II
This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr. lab)

COV   1443   HAIR CARE III
This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services, and hair coloring.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 9 hr. lab)

COV   1522   NAIL CARE I
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   1532   NAIL CARE II
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.   Included are classroom theory and lab practice as governed by Mississippi cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   1542   NAIL CARE III
This course consists of basic nail care services including nail structure and growth, manicuring and

pedicuring, and advanced nail techniques.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab)

COV   1622   SKIN CARE I
This course consists of the introduction of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   1632   SKIN CARE II
This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facial, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   1642   SKIN CARE III
This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hrs. lab)

COV   1722   SALON BUSINESS I
This course will cover preparing to operate a successful salon.   Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   1732   SALON BUSINESS II
This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

COV   2816   Cosmetology Teacher Training I
Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.. (6 sch: 3 hr. lecture, 9 hr. lab)

COV   2826   Cosmetology Teacher Training II
Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.. (6 sch: 3 hr. lecture, 9 hr. lab)

COV   2836   Cosmetology Teacher Training III
Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.. (6 sch: 3 hr. lecture, 9 hr. lab)

COV   2846   Cosmetology Teacher Training IV
Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.. (6 sch: 3 hr.

lecture, 9 hr. lab)

DIESEL MECHANICS

DET   1114   FUNDAMENTALS OF EQUIPMENT MECHANICS
Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; and operating principles of diesel engines. (4 sch: 4 hr. lecture)

DET   1223   ELECTRICAL/ELECTRONIC SYSTEMS I
Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system. (3 sch: 2 hr. lecture, 2 hr. lab)

DET   1263   ELECTRICAL/ELECTRONIC SYSTEMS II
Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. (3 sch: 1 hr. lecture, 4 hr. lab)

DET   1364   DIESEL SYSTEMS I
Diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. (4 sch: 2 hr. lecture, 4 hr. lab)

DET   1513   HYDRAULICS I
Basic operation and maintenance of hydraulic systems associated with diesel powered equipment, includes instruction in safety, system components, operation, and repair. (3 sch: 1 hr. lecture, 4 hr. lab)

DET   1615   PREVENTIVE MAINTENANCE AND SERVICE
Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (5 sch: 2 hr. lecture, 6 hr. lab)

DET   1713   TRANSPORTATION POWER TRAIN
Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. (3 sch: 2 hr. lecture, 2 hr. lab)

DET   1813   AIR CONDITIONING AND HEATING SYSTEMS
Skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. (3 sch: 1 hr. lecture, 4 hr. lab)

DET   2624   ADVANCED BRAKE SYSTEMS (AIR)
Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. (4 sch: 2 hr. lecture, 4 hr. lab)

ELECTRICAL TECHNOLOGY

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 1133 APPLICATIONS FOR THE NATIONAL ELECTRICAL CODE

This course is designed to place emphasis on developing the student's ability to locate, interpret, and properly apply information in the National Electrical Code and real-world applications. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1144 AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits (4 sch: 2-hr lecture, 4-hr lab)

ELT 1192 FUNDAMENTALS OF ELECTRICITY

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

ELT 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 1243 FUNDAMENTALS OF INSTRUMENTATION

This course provides students with a general knowledge of instrumentation principles as they relate to the electric industry. This course includes instruction in the basis of hydraulics and pneumatics and the use of electrical circuits in the instrumentation process. (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 ELECTRICAL DRAWINGS AND SCHEMATICS

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints, schematic diagrams. Prints and drawings associated with electrical wiring will be studied. (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   2113   EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR
Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (3 sch: 1 hr. lec, 4 hr. lab)

ELT   2424   SOLID STATE MOTOR CONTROL
This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Prerequisite: Motor Control Systems (ELT 1413). (4 sch: 2 hr. lecture, 4 hr. lab)

ELT   2613   PROGRAMMABLE LOGIC CONTROLLERS
This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Prerequisite: Motor Control Systems (ELT 1413). (3 sch: 2 hr. lecture, 2 hr. lab)

ELT   2623   ADVANCED PROGRAMMABLE LOGIC CONTROLLERS
This is an advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. This course will provide information in such areas a sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Prerequisites: Programmable Logic Controllers (ELT 2613) and Motor Control Systems (ELT 1413). (3 sch: 2 hr. lecture, 2 hr. lab)

IMM   1934   MANUFACTURING SKILLS BASIC
Manufacturing Skills Basic is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. (4 sch: 1 hr. lecture, 6 hr lab)

EMERGENCY MEDICAL TECHNICIAN

EMS   1117   EMERGENCY MEDICAL TECHNICIAN
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. Semester Credit Hours 7: 4 Lecture; 4 lab; 3 Clinical

PARAMEDIC

EMS   1133   FOUNDATIONS OF PARAMEDICINE - LECTURE & LAB
This course consists includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, Well-Being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations. It also includes a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Semester Credit Hours: 3: 2 Lecture: 2 Lab

EMS   1213   CONCEPTS OF AIRWAY AND RESPIRATORY MEDICINE – LECTURE & LAB

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. This course also includes a lab that will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages. Semester Credit Hours: 3: 2 Lecture: 2 Lab

EMS   1325   CONCEPTS OF CARDIOVASCULAR MEDICINE – LECTURE & LAB
This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Semester Credit Hours: 5: 3 Lecture: 4 Lab

EMS   1514   PRACTICUM I
Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics Semester Credit Hours: 4: 12 Clinical

EMS   1525   EMS PRACTICUM II
A continuation of EMS – 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting. Semester Credit Hours: 5: 9 Clinical; 6 Field

EMS   1713   CONCEPTS OF NEUROLOGICAL MEDICINE – LECTURE & LAB
This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. This includes conditions related to structure and those associated with organic and nonorganic brain disease. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Semester Credit Hours: 3: 2 Lecture: 2 Lab

EMS   1913   CONCEPTS OF REPRODUCTIVE MEDICINE – LECTURE & LAB
This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Semester Credit Hours: 3: 2 Lecture: 2 Lab

EMS   2314   MEDICAL EMERGENCIES OF THE SECONDARY ASSESSMENT – LECTURE & LAB
This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Semester Credit Hours: 4: 3 Lecture: 2 Lab

EMS   2566   PRACTICUM III
Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS. Semester Credit Hours: 6: 9 Clinical; 9 Field

EMS 2715 CONCEPTS OF TRAUMATIC MEDICINE – LECTURE & LAB

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span. It also includes the trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture. Semester Credit Hours: 5: 3 Lecture: 4Lab

EMS 2912 CONCEPTS OF EMS

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety. Semester Credit Hours: 2: 2 Lecture

EMS 2934 PARAMEDIC CAPSTONE – LECTURE & LAB

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. It will also serve as a comprehensive review of the program. This course will provide the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and a comprehensive Final Examination. Semester Credit Hours: 4: 2 Lecture: 4 Lab

ENGINEERING TECHNOLOGY, DRAFTING AND DESIGN

DDT 1163 ENGINEERING GRAPHICS

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.. (3 sch: 1 hr. lecture, 4 hr. lab)

DDT 1173 MECHANICAL DESIGN I

Students will utilize techniques of modeling to create machine specific drawings. The course 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 industry procedures) used in mechanical design. Pre-requisite: Engineering Graphics (DDT-1163) and Computer Aided Design I (DDT-1313). (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 1213 CONSTRUCTION STANDARDS AND 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: 2 hr. lecture, 2 hr. lab)

DDT 1313 COMPUTER AIDED DESIGN I

This course will introduce the student to the operating system and how to perform basic drafting skills using CAD software. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 1323 COMPUTER AIDED DESIGN II

This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. Prerequisite: Computer Aided Design I (DDT 1313). (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 1413 ELEMENTARY SURVEYING

This is a basic surveying course that deals with principles of geometry, theory, and use of leveling

instruments; calculations; the control and reduction of errors; and the understanding of land surveying history. (3 sch: 1-hr lecture, 4-hr lab)

DDT   1613   ARCHITECTURAL DESIGN I
This course is a study and development of architectural design principles for a residential and/or commercial structure utilizing a 2D or 3D application. Emphasis in space planning requirements. Pre-requisite: Engineering Graphics (DDT-1163) and Computer Aided Design I (DDT-1313). (3 sch: 1 hr. lecture, 4 hr. lab)

DDT   2153   CIVIL PLANNING AND DESIGN
This course deals with the development of civil planning and design processes. Prerequisites: Engineering Graphics (DDT 1163), Computer Aided Design II (DDT 1323), Elementary Surveying (DDT 1413). (3 sch: 2 hr. lecture, 2 hr. lab)

DDT   2213   STRUCTURAL DETAILING I
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: Engineering Graphics (DDT 1163) and Computer Aided Design I (DDT 1313). (3 sch: 2 hr. lecture, 2 hr. lab

DDT   2243   COST ESTIMATING
Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 3 hr. lecture)

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: 3 hr. lecture)

DDT   2373   3D MODELING ADVANCED DESIGN
This course will emphasize the user coordinate system and 3-D modeling. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling, rendering and presentation. Pre-requisite: Computer Aided Design II (DDT-1323) (3 sch: 2 hr. lecture, 2 hr. lab)

DDT   2623   ARCHITECTURAL DESIGN II
This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. Prerequisites: Architectural Design I (DDT 1613) and Computer Aided Design II (DDT-1323). (3 sch: 1 hr. lecture, 4 hr. lab)

DDT   2813   INVENTOR 3D MODEL AND ANIMATION
This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the utilization of assembly drawings and animation of working parts. Prerequisites: Engineering Graphics (DDT 1163, Computer Aided Design II (DDT 1323), Mechanical Design I (DDT 1173). (3 sch: 2 hr. lecture, 2 hr. lab)

DDT   2823   REVIT ARCHITECTURE
This course will provide instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings

from the model. This course will also provide the animation walk thru of the 3D building. Prerequisites: Architectural Design II (DDT 2623) (3 sch: 2 hr. lecture, 2 hr. lab)

FORESTRY

AGT 1714   APPLIED SOILS-CONSERVATION AND USE
A course to introduce students to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. (4 sch: 3 hr. lecture, 2 hr. lab) Note: Basic Soils (AGR 2314) may be substituted for this course.

FOT 1114   FOREST MEASUREMENT I
A course covering fundamentals of forest measurements. Includes instruction in locating land on a map, applying sampling techniques, processing and summarizing field data. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 1124   FOREST MEASUREMENT II
A continuation of Forest Measurement I with emphasis on electronic and computer applications in forest measurement. Prerequisite: Forest Measurement I (FOT 1114). (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 1314   FOREST PROTECTION
A course in methods and techniques for protecting forests from fire, insect, and disease damage. Includes instruction in prescribed burning procedures. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 1414   FOREST PRODUCTS UTILIZATION
A survey of wood and forest products processing operations. Includes instruction in principles related to forest products processing and their applications. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 1714   APPLIED DENDROLOGY
A study of trees including their classification and commercial uses. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 1813   INTRODUCTION TO FORESTRY
A survey of the current forest industry. Includes resource speakers on various topics related to the current and emerging forest industry. (3 sch: 3 hr. lecture.)

FOT 2124   FOREST SURVEYING AND SPATIAL APPLICATIONS
A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and spatial imagery. Includes demonstration of surveying practices and spatial imagery practices and equipment. Prerequisite: None (4 sch: 2 hr. lecture, 4 hr. lab)

FOT 2213   APPLICATIONS OF GIS/GPS IN FORESTRY
This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also includes the global positioning system and other remote sensing devices used in forestry. (3 sch: 2 hr. lecture, 2 hr. lab)

FOT 2424   TIMBER HARVESTING
A course dealing with harvesting practices including development of timber harvesting, regulations, harvesting plans and best management practices, and timber contracts. Includes observations of logging operations. (4 sch: 1 hr. lecture, 6 hr. lab)

FOT   2614   SILVICULTURE I
A course dealing with the growth and development of trees and stands. Includes instruction in principles of tree and stand growth and development, regeneration, and intermediate cuttings. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT   2624   SILVICULTURE II
A continuation of Silviculture I with emphasis on regeneration and site preparation practices. (4 sch: 2 hr. lecture, 4 hr. lab)

FOT   291(1-3)   WORK-BASED LEARNING IN FORESTRY TECHNOLOGY I
This course emphasizes the development of technical, academic, and general workplace skills at a work site. A contractual agreement between each student, the employer, and the educational institution details structured, on-the-job learning experiences in the student's chosen field of study. Work experience is verified by the Work-Based Learning Coordinator. Prerequisite: Permission of instructor. (Variable credit is awarded for this class based on 45 hours of on-site experience per semester credit hour.)

FOT   292(1-6)   SUPERVISED WORK EXPERIENCE IN FORESTRY TECHNOLOGY
A course which is a cooperative program involving students, employers, and educational staff and is designed to integrate the student's technical studies with real world situations. Variable credit is awarded on the basis of one semester hour per 45 contact hours. (1-6 sch: 3-18 hr. externship) Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in Forestry Technology.

FUNERAL SERVICE TECHNOLOGY

FST   1113   MORTUARY ANATOMY I
This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts. (3 sch: 3 hr. lecture)

FST   1123   MORTUARY ANATOMY II
This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on the circulatory system. Prerequisite: Mortuary Anatomy I (FST 1113). (3 sch: 3 hr. lecture)

FST   1213   EMBALMING I
This course is a basic orientation to 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 1213 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 (FST1213). (3 sch: 3 hrs. lecture)

FST   1231   CLINICAL EMBALMING I
Apply the theoretical principles taught in the Funeral Technology curriculum in the funeral establishment/commercial mortuary. Pre/Co-requisite: Embalming I (FST 1213). (1 sch: 3 hrs. clinical)

FST   1241   CLINICAL EMBALMING II

Apply the theoretical principles taught in the embalming curriculum. Pre/Co-requisite: Embalming I (FST 1213), Clinical Embalming I (FST 1231), and Embalming II (FST 1223). (1 sch: 3 hrs. clinical)

FST   1313   FUNERAL DIRECTING

This course is a study of the total funeral service environment, including history, duties, responsibilities, ethical obligations, and communication skills. (3 sch: 3 hrs. lecture)

FST   1413   FUNERAL SERVICE ETHICS AND LAW

Comprehensive review of the ethical and legal aspects involved in funeral service. (3 sch: 3 hrs. lecture)

FST   1513   RESTORATIVE ART I

An in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features and application of restorative techniques in the funeral setting. (3 sch: 2 hrs. lecture, 2 hrs. lab)

FST   1533   RESTORATIVE ART II

Describe color theory and application to restorative techniques in the funeral setting. (sch: 2 hrs. lecture, 2 hrs. lab)

FST   2251   CLINICAL EMBALMING III

Apply the theoretical principles taught in Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. Pre/Co-requisite: Embalming I (FST1213), Clinical Embalming I (FST 1231), and Clinical Embalming II (FST 1241). (1 sch: 3 hrs. lab)

FST   2261   CLINICAL EMBALMING IV

Apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. Embalming I (FST 1213), Embalming II (FST 1223), Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241), and Clinical Embalming III (FST 2251). (1 sch: 3 hrs. clinical)

FST   2273   THANATOCHEMISTRY

This course is a survey of the principles of general, organic, biological and embalming chemistry as they relate to the embalming process. Prerequisite: Embalming I (FST1213). (3 sch: 3 hrs. lecture)

FST   2323   FUNERAL MERCHANDISING AND MANAGEMENT

This course is a study of merchandising and management procedures necessary to operate a successful funeral practice. (3 sch: 3 hrs. lecture)

FST   2423   BUSINESS LAW

This course is 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 hrs. lecture)

FST   2613   MICROBIOLOGY/PATHOLOGY

This course is 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. Also focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process. Pre/Co-requisite: Mortuary Anatomy I (FST 1113). (3 sch: 3 hrs. lecture)

FST   2713   PSYCHOSOCIAL ASPECTS OF GRIEF AND DEATH
A study of various social groups and their relationships to the funeral, death, and disposition, this course includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution. (3 sch: 3 hrs. lecture)

FST   2813   COMPREHENSIVE REVIEW
This course offers a review of the entire curriculum, culminating with an exam designed to prepare students for the National Board Examination. Prerequisite: To be taken during the final semester of coursework. Student must have a cumulative GPA of 2.0 or better. (3 sch: 3 hrs. lecture)

FST   2821   CURRENT ISSUES IN FUNERAL SERVICE TECHNOLOGY
A course that identifies contemporary trends in Funeral Service and their impact. Prerequisite: Instructor Approved. (1 sch: 1 hr. lecture)

GOLF/RECREATIONAL TURF MANAGEMENT AND
LANDSCAPE MANAGEMENT TECHNOLOGY

AGR   2314   BASIC SOILS
A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included.

DDT   1413   ELEMENTARY SURVEYING
Basic course dealing with principles of geometry, theory, and use of instruments: mathematical calculations; and the control and reduction of errors. Pre/Co-requisites: Consent of Instructor (3 sch: 1-hr lecture, 4-hr. lab)

GTT   1614   GOLF COURSE EQUIPMENT OPERATION AND MAINTENANCE
This course aims to provide instruction and practice in the safe and proper operation and maintenance of golf course equipment. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

GTT   2313   GOLF COURSE BUSINESS MANAGEMENT
A course to provide instruction and practice regarding the management of a golf course operation, this course includes instruction in estimating and bidding; personnel management and supervision; and business practices. Prerequisite: None (3 sch: 3-hr. lecture)

GTT   2813   TURFGRASS MANAGEMENT FOR GOLF COURSES
This course aims to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrass for golf courses. Prerequisite: None (3 sch: 2-hr. lecture, 2-hr. lab)

GTT   2824   IRRIGATION SYSTEMS: DESIGN AND MAINTENANCE
This course is designed to investigate the types of irrigation systems. Discussion will include the installation and maintenance of these systems. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

HLT   1113   PLANT MATERIALS I
A survey of common ornamental plants used in landscaping including deciduous and evergreen trees, shrubs, vines, ground covers, and annuals and perennials. This course includes instruction in basic

classification and identification procedures and in identifying characteristics, maintenance, and use of the plants in a horticulture setting. This course is designed to be offered in the fall semester. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

HLT   1123   PLANT MATERIALS II

A continuation of Plant Materials I with emphasis on foliage and interior and flowering plants, this course is designed to be taught in the spring semester. Prerequisite: Plant Materials I (HLT 1113) (3 sch: 1-hr. lecture, 4-hr. lab)

HLT   1513   LANDSCAPE DESIGN I

An introduction to the concepts, principles, and elements of landscape design, this course includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

HLT   1614   LANDSCAPE EQUIPMENT OPERATION AND MAINTENANCE

This course aims to provide instruction and practice in the safe and proper operation and maintenance of landscape and turf equipment. (4 sch: 2-hr lecture, 4-hr lab)

HLT   2113   TURFGRASS MANAGEMENT

A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrass. Prerequisite: None (3 sch: 2-hr lecture, 2-hr lab)

HLT   2123   SPECIAL PROBLEMS IN HORTICULTURE CLUSTER

HLT   2124   LANDSCAPE MAINTENANCE AND WEED CONTROL

This course aims to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. This course includes instruction in the use of herbicides and other weed control measures. Prerequisite: None (4 sch: 2-hr. lecture, 4-hr. lab)

HLT   2313   LANDSCAPE BUSINESS MANAGEMENT

This course aims to provide instruction and practice regarding the management of a landscape operation. This course includes instruction in estimating and bidding; personnel management, supervision, and development; and business practices. Prerequisite: None (3 sch: 3-hr lecture)

HLT   2523   LANDSCAPE DESIGN II

This course is a continuation of Landscape Design I with emphasis on planting design and preparation and presentation of landscape plans using computer-aided landscape software. Prerequisite: Landscape Design I (HLT 1513) (3 sch: 1-hr lecture, 4-hr lab)

HLT   2713   LANDSCAPE CONSTRUCTION

This course provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. Prerequisite: None (3 sch: 1-hr. lecture, 4-hr. lab)

HLT   2813   ORNAMENTAL AND TURF PEST MANAGEMENT

This course provides instruction and practice in the identification and control of ornamental turf pests and diseases. This course includes instruction in pest identification, pesticide use and safety, and legal aspects of pest control. Prerequisite: None (3 sch: 2-hr. lecture, 2-hr. lab)

HLT 2824 IRRIGATION AND LIGHTING SYSTEMS

This course is designed to investigate the types of irrigation and lighting systems. Discussion will include the installation and maintenance of these systems. Prerequisite: Landscape Design I (HLT 1513) (4 sch: 2-hr lecture, 4hr lab)

HLT 291(1–3) SPECIAL PROBLEM IN HORTICULTURE CLUSTER

This course is designed to provide the student with practical application of skills and knowledge gained in other vocational–technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. (1–3 sch: 2- to 6-hr lab)

HLT 2923 SUPERVISED WORK EXPERIENCE IN HORTICULTURAL CLUSTER

This course is a cooperative program between industry and education and it is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 industrial contact hours.

HRR 1531 GOLF

This course is designed to provide the student with practical application of skills and knowledge of rules, techniques, participation and equipment in Golf. (1 sch).

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
(BAKING & PASTRY, CULINARY ARTS, HOTEL & RESTAURANT, TRAVEL & TOURISM)

BPT 1224 COOKIES, MIGNARDISE AND FROZEN DESSERTS

This course is designed as instruction on how to make a variety of cookies, biscotti's, miniature desserts, ice creams, anglaise, petit fours and sorbets. Different methods and techniques will be covered such as creaming, tempering, foaming, product knowledge, and terminology. Provide skills in the production of churned and frozen desserts.

BPT 1234 CLASSIC PASTRY, PIES AND TARTS

This course is designed to provide students with the fundamental knowledge of producing various pies, puff pastry, pate a choux, custards, creams and tarts utilizing traditional methods. This course will also include platter and plate design arrangements for different menu styles.

Prerequisite: Principles of Baking (CUT 1134) (4 sch: 2-hr lecture, 4-hr lab)

BPT 1314 RESTAURANT AND CATERING OPERATIONS FOR BAKING AND PASTRY ARTS

Principles of organizing and managing a food and beverage operation. This course includes instruction on how to operate a baking and/or pastry operation/department for a retail market.

BPT 2214 ARTISAN BREADS AND VIENNOISERIE

This course is designed to provide students with the knowledge, skills and techniques of artisan breads and viennoiserie production. Laminated doughs, quick breads, yeast breads, rolls and savory quick breads products, techniques and skills are applied. The properties of scaling, mixing, production and baker's percentage are studied. Baking methodology, fermentation, proper mixing and production are emphasized.

BPT 291(3-6) SUPERVISED WORK EXPERIENCE IN BAKING AND PASTRY ARTS

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

CUT 1124 CULINARY PRINCIPLES II

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Prerequisite: Culinary Principles I (HRT 1114) (4 sch: 2-hr lecture, 4-hr lab)

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. Prerequisites: Culinary Principles I (HRT 1114) or by permission of instructor (4 sch: 2-hr lecture, 4-hr lab)

CUT   1153   Introduction to Culinary Arts

This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Prerequisite - None (3 sch: 3 hr. lecture)

CUT 19(1-4)(1-6)   SUPERVISED WORK EXPERIENCE IN CULINARY ARTS

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours

CUT 2223 MENU PLANNING

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. Prerequisite - None (3 sch: 3 hr. lecture)

CUT 2243 DINING ROOM MANAGEMENT

This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. Prerequisite: None (3sch: 3-hr lecture)

CUT 2314 AMERICAN REGIONAL CUISINE

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Prerequisites: Culinary Principles I (HRT 1114),or by permission of instructor (4 sch: 2-hr lecture, 4-hr lab)

CUT 2424 INTERNATIONAL CUISINE

This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Prerequisites: Culinary Principles I (HRT 1114),or by permission of instructor (4 sch: 2-hr lecture, 4-hr lab)

HRT 1114 CULINARY PRINCIPLES I

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat,

poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Co-requisite: Sanitation and Safety (HRT 1213) or permission of instructor. (4 sch: 2 hr. lecture, 4 hr. lab).

HRT   1123   INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY
This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Prerequisite – None. (3 sch: 3 hr. lecture.)

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: 3 hr. lecture.)

HRT   1224   RESTAURANT AND CATERING OPERATIONS
This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Prerequisites – None (3 sch: 3 hr. lecture)

HRT   1413   ROOMS DIVISION MANAGEMENT
This course offers an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Prerequisites – None (3 sch: 3 hr. lecture)

HRT   1813   TOURISM SPECIALIST
This course covers activities associated with organizing, booking, and conducting tours.

HRT   1823   THE TRAVEL AGENCY
Exploration of the travel agency professional including how to become a travel professional, the certifications, and licenses required and additional training available. This course will also compare travel agencies such as an independent, home based agents, internet marketing, and career options.

HRT   1833   TRAVEL AND TOURISM GEOGRAPHY
Location, currency, port of entry, and form of governments in various countries around the world are discussed. Exercises involve itinerary planning, knowledge of time zones, and familiarity with the countries' natural, cultural, and entertainment attractions.

HRT   19(1-4)(1-6)   SUPERVISED WORK EXPERIENCE IN HOTEL & RESTAURANT MANAGEMENT
This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial hours. Prerequisite: Consent of instructor. (1-6 sch: 3- to 18-hr externship) (45 industrial contact hours)

HRT   2233   HOSPITALITY COST CONTROL
This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. Prerequisite - None (3 sch: 3 hr. lecture)

HRT   2423   HOSPITALITY SECURITY MANAGEMENT AND LAW
This course explains issues surrounding the need for individualized security programs, examines a

variety of security equipment and procedures, and discusses internal and external security for foodservice and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. Prerequisite - None (3 sch: 3 hr. lecture)

HRT   2613   HOSPITALITY SUPERVISION
This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Prerequisite - None   (3 sch: 3 hr. lecture)

HRT   2623   HOSPITALITY HUMAN RESOURCE MANAGEMENT
This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Prerequisite – None (3 sch: 3 hr. lecture)

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

HRT   2843   FUNDAMENTALS OF TRAVEL AND TOURISM
This course offers an overview of activities related to travel and tourism including reservation tasks and services.

HRT   2853   CONVENTION AND MEETING PLANNING
This course covers the planning, promotion, and management of meetings, conventions, expositions, and events. Prerequisite – None (3 sch: 3 hr. lecture)

HRT   2863   TOURISM PLANNING AND DEVELOPMENT
This course is designed to provide the knowledge to plan and implement the marketing and management of special events and tourism events.

INDUSTRIAL MAINTENANCE TECHNOLOGY

IMM   1113   INDUSTRIAL MAINTENANCE CORE AND SAFETY
This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. (3 sch: 2 hr. lecture, 2 hr. lab)

IMM   1484   INDUSTRIAL CONTROL SYSTEMS
Instruction in the operation and function industrial control circuits and devices. Emphasis is placed on the student's ability to diagram, wire and troubleshoot a variety of circuits, control devices and actuators. (4 sch: 2hr. lecture, 4 hr. lab)

IMM   1214   INTRODUCTION TO INDUSTRIAL MAINTENANCE
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: 2hr. lecture, 4 hr. lab)

IMM   1224   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. (4 sch: 2 hr. lecture, 4 hr. lab)

IMM   1242   MECHANICAL INDUSTRIAL MAINTENANCE I
This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. (2 sch: 1hr. lecture, 2 hr. lab)

IMM   1252   MECHANICAL INDUSTRIAL MAINTENANCE II
This course includes advanced setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. (2 sch: 1hr. lecture, 2 hr. lab)

IMM   1313   PRINCIPLES OF HYDRAULICS AND PNEUMATICS
Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3sch: 2 hr lecture, 2 hr. lab)

IMM   1324   MOTOR CONTROL SYSTEMS
This course includes 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. (4 sch: 2hr. lecture, 4 hr. lab)

IMM   1474   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)

IMM   1734   MAINTENANCE WELDING AND METALS
This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level 1 Certification. Instructors for this course must be certified as an NCCER Instructor if administering the certification.

IMM   1814   INDUSTRIAL ELECTRICY LEVEL I
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   1824   INDUSTRIAL ELECTRICITY LEVEL II
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. (4 sch: 2-hr lecture, 4-hr lab)

IMM   191(1-4)   SPECIAL PROJECTS IN INDUSTRIAL MAINTENANCE
This course is designed to provide the student with practical application of skills and knowledge gained in

all related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-4sch: 2-8 hr. lab)

IMM   1934   MANUFACTURING SKILLS BASIC
Manufacturing Skills Basic is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. (4 sch: 1 hr. lecture, 6 hr lab)

IMM   2114   EQUIPMENT MAINTENANCE, TROUBLESHOOTING AND REPAIR
This course includes maintenance and troubleshooting techniques, practice in the use of technical manuals and test equipment, and training in inspection/evaluation/repair of equipment. (4 sch: 1 hr. lecture, 6 hr. lab)

IMM   2124   POWER TOOLS, MACHINING, AND MATERIALS
This course is designed to provide fundamental skills associated with all mechanical maintenance course. This course includes safety, powered hand and stationary tools, use of a calculator, test equipment familiarization and terminology. (4 sch: 2 hr. lecture, 4 hr. lab)

IMM   2214   ADVANCED ELECTRICAL INDUSTRIAL MAINTENANCE
This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation. (4 sch: 2 hr. lecture, 4 hr. lab)

IMM   2224   ADVANCED MECHANICAL INDUSTRIAL MAINTENANCE
This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. 4 sch: 2 hr. lecture, 4 hr. lab)

IMM   2424   SOLID STATE MOTOR CONTROLS
This course includes principles and operation of solid state motor control. Additionally, the course includes the design, installation, and maintenance of different solid state devices for motor control. (4 sch: 2 hr. lecture, 4 hr. lab)

IMM   2433   ELECTRONIC MOTION CONTROL
This course explains applications and operating procedures of solid-state controls, reduced-voltage starters, and adjustable frequency drives as well as troubleshooting procedures. (3 sch: 1 hr. lecture, 4 sch lab)

IMM   2444   NCCER PIPEFITTING LEVEL I
Instruction on basic principles of piping and pipefitting, basic pipe fitting procedures, and basic hydro testing of pipe systems. (4 sch: 2 hr. lecture, 4 hr. lab)

IMM   2513   PROGRAMMABLE LOGIC CONTROLLERS- MULTI-PLATFORM
This course covers use of programmable logic controllers (PLCs) in modern industrial settings as well as the operating principles of PLCs and practice in the accelerated programming across multiple PLC platforms, installation and maintenance of PLCs. (3 sch: 1 hr. lecture, 4 hr. lab)

IMM   2613   PROGRAMMABLE LOGIC CONTROLLERS

This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. (3 sch: 2 hr. lecture, 2 hr. lab)

IMM   2623   ADVANCED PROGRAMMABLE LOGIC CONTROLERS

Advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, introduction to function blocks, sequential function chart, introduction to HMI, and logical and conversion instructions. (3 sch: 2 hr. lecture, 2 hr. lab)

INFORMATION SYSTEMS TECHNOLOGY

CPT   1113   MICROSOFT COMPUTER APPLICATIONS

This course will introduce information processing concepts including word processing, spreadsheet, and database management software. (3 sch: 2-hr lecture, 2-hr lab)

IST   1124   IT FOUNDATIONS

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior (4 sch: 2 hr lecture, 4 hr lab).

IST   1134   FUNDAMENTALS OF DATA COMMUNICATIONS

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4 sch: 2 hr. lecture, 4 hr. lab).

IST   1143   PRINCIPLES OF INFORMATION SECURITY

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features (3sch: 2-hr lectures, 2-hr lab).

IST   1154   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   DATABASE AND SQL CONCEPTS

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   1213   CLIENT INSTALLATION AND CONFIGURATION

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client (3 sch: 2-hr lecture, 2-hr lab).

IST 1224 NETWORK COMPONENTS

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Pre-requisite: IST 1134. (3 sch: 2-hr lecture, 4-hr lab).

IST 1244 NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER

This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator (4 sch: 2-hr lecture, 4-hr lab).

IST 1254 NETWORK ADMINISTRATION USING LINUX

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server (4 sch: 2-hr. lecture, 4-hr. lab).

IST 1314 VISUAL BASIC PROGRAMMING LANGUAGE

This introduction to the Visual BASIC programming language familiarizes the student with object-oriented programming and a graphical integrated development environment. (4 sch: 2-hr lecture, 4-hr lab). Prerequisite: Instructor approved.

IST 1414 CLIENT – SIDE PROGRAMMING

This course offers a comprehensive understanding of programming using JavaScript. (4 sch: 2-hr lecture, 4-hr lab). Prerequisite: Instructor approved

IST 1424 WEB DESIGN APPLICATIONS

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Pre-requisite: IST 1154 (4 sch: 2-hr lecture, 4-hr lab).

IST 1433 WEB DEVELOPMENT USING HTML & CSS

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors (3 sch: 2-hr lecture, 2-hr lab). Prerequisite: Instructor approved

IST 1513 SQL Programming

This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL).Students are taught to retrieve data and produce readable output. (3 sch: 2-hr lecture, 2-hr lab). Prerequisites: Instructor approved

IST 1534 Database Architecture and Administration

This course is the first of a two-part series designed to give students a firm foundation in basic database tasks enabling them to install, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures (3 sch: 2-hr lecture, 2-hr lab). Prerequisite: Instructor approved.

IST 1613 COMPUTER FORENSICS

This course is an introduction to the various technical and administrative aspects of computer forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations (3 sch: 2-hr lecture, 2-hr lab).

IST   1624   NETWORK SECURITY FUNDAMENTALS
This course provides the fundamental understanding of network security principles, implementations, and the concepts, models, and technologies involved in creating a secure network environment. Topics include, but are not limited to, authentication, types of attacks and malicious code, and best practices for securing a network environment.   Prerequisites: Fundamentals of Data Communication (IST 1134); Security Principles and Policies (IST 1143) (4 sch: 2-hr lecture, 4-hr lab).

IST   1633   WIRELESS SECURITY AND PRIVACY
This course provides a fundamental understanding of wireless architecture, security principles, and the technologies and principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. Prerequisite: Fundamentals of Data Communication (IST 1134); Security Principles and Policies (IST 1143) (3 sch: 2-hr lecture, 2-hr lab).

IST   1643   NETWORK DEFENSE AND COUNTERMEASURES
This course provides a solid foundation of network security and the understanding of the process to create a network defense and countermeasure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network defense strategy. Prerequisites: Network Security Fundamentals (IST 1623); Fundamentals of Data Communication (IST 1134) (3 sch: 2-hr lecture, 2-hr lab).

IST   1723   PROGRAMMING IN PYTHON
This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. (3 sch: 2-hr lecture, 2- hr lab). Prerequisites: Instructor approved.

IST   2224   NETWORK PLANNING AND DESIGN
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Pre-requisites: IST 1224. (4 sch: 2-hr lecture, 4-hr lab)

IST   2234   NETWORK IMPLEMENTATION
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Pre-requisite: Network Planning and Design (IST 2224) (4 sch: 2-hr lecture, 4-hr lab).

IST   2254   ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER
This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Pre-requisite: Network Administration Using Microsoft Windows Server (IST 1244) Pre-requisite: Network Administration Using Microsoft Windows Server (IST 1244) (4 sch: 2 hr. lecture, 4 hr. lab).

IST   2264   ADVANCED NETWORK ADMINISTRATION USING LINUX

This course is a continuation of Network Administration Using Linux. This is an advanced administration course in network services for Linux users who wish to increase their skills. Students will learn how to apply security to network users and resources, manage and compile the Linux kernel, manage network clients, and troubleshoot network processes and services. Pre-requisite: Network Administration Using Linux (IST 1254) (4 sch: 2 hr. lecture, 4 hr. lab).

IST   2324   SCRIPT PROGRAMMING LANGUAGE
This course is an introduction to the use of integrating scripts to add functionality to Web pages. (4 sch: 2-hr lecture, 4-hr lab). Prerequisites: Instructor approved.

IST   2374   C++ PROGRAMMING LANGUAGE
This course is designed to introduce the student to the C++ programming language and its basic functions (4 sch: 2-hr lecture, 4-hr lab). Prerequisite: Instructor approved.

IST   2434   SERVER-SIDE PROGRAMMING I
This course provides the student with an introduction to creating dynamic Web applications using server-side technologies. (4 sch: 2-hr lecture, 4-hr lab). Prerequisites: IST 1414 Client-Side Programming

IST   2454   MOBILE APPLICATION DEVELOPMENT
The emergence of a new generation of highly-capable devices and platforms has opened up opportunities for application developers. Mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power. (4 sch: 2-hr lecture, 4-hr lab). Prerequisites: Instructor approved

IST   2464   POWERSHELL PROGRAMMING
This course is designed to introduce the student to the PowerShell command line language and its use in monitoring and maintaining Microsoft© network. The student will become familiar with the syntax of the command. (4 sch: 3-hr lecture, 2-hr lab). Prerequisites: Instructor approved.

IST   2584   C# PROGRAMMING LANGUAGE
This course is designed to introduce the student to the C# programming language and its basic functions. (4 sch: 2-hr lecture, 4-hr lab). Prerequisite: Instructor approved.

IST   2613   WINDOWS SECURITY
This course provides the knowledge and fundamental understanding of Windows security, how to harden current Windows operating systems, and how to defend against attacks. Topics include designing Active Directory, authentication for Windows, group security and policy, service security, remote access security, planning a public key infrastructure, securing file resources, Internet Protocol Security, and additional Windows security topics. Prerequisites: Network Security Fundamentals (IST 1624); Network Administration Using Microsoft Windows Server (IST 1244) (3 sch: 2-hr lecture, 2-hr lab).

IST   2623   LINUX/UNIX SECURITY
This course provides the knowledge and fundamental understanding of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to password protect files, monitor log files, and use port scanners and network scanners, and additional Linux/Unix security topics. Prerequisites: Network Security Fundamentals (IST 1624); Advanced Network Administration Using Linux (IST 2264) (3 sch: 2 hr. lecture, 2 hr. lab).

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, 8 hr. lab)

MST   1125   POWER MACHINERY II
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Prerequisite: Power Machinery I (MST 1116) (5 sch: 2 hr. lecture, 6 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   1422   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). (2 sch: 1 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   2145   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). (5 sch: 2 hr. lecture, 6 hr. lab)

MST   2513   Advanced Lathe Operations
This course provides instruction on safety and advanced applications of the engine lathe. Prerequisites: Instructor approved. (3 sch: 2 hr. lecture, 2 hr. lab)

MST   2523   Advanced Milling Operations
This course provides instruction on safety and advanced applications of the vertical milling machine. Prerequisites: Instructor approved. (3 sch: 2 hr. lecture, 2 hr. lab)

MST   2715   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. (5 sch: 2 hr. lecture, 6 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   2733   FUNDAMENTALS OF CAD/CAM
This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. (3 sch: 2-hr lecture, 2 hr lab)

MST   2813   METALLURGY
Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing. (3 sch: 1 hr. lecture, 4 hr. lab)

MST   2913   SPECIAL PROBLEM IN MACHINE TOOL OPERATION/MACHINE SHOP
A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (3 sch: 6 hr. lab)

MECHATRONICS ENGINEERING TECHNOLOGY

MNT   1114   MANUFACTURING SKILLS BASIC
Manufacturing Skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers 5 major areas of knowledge that are considered critical or employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT   1123   INDUSTRIAL ELECTRICITY
Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze ac and dc circuits. (3 sch.: 1 hr. lecture, 4 hr. lab)

MNT   1134   INDUSTRIAL CONTROL SYSTEMS
Instruction in the operation and function industrial control circuits and devices. Emphasis is placed on the student's ability to diagram, wire and troubleshoot a variety of circuits, control devices and actuators. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT   1142   MECHANICAL POWER TRANSMISSION I
This course includes instruction and lab exercises related to motor mounting and alignment, key fasteners, and power transmission systems. (2 sch.: 0 hr. lecture, 4 hr. lab)

MNT   1213   PROGRAMMABLE LOGIC CONTROLLERS

This course covers use of programmable logic controllers (PLCs) in modern industrial settings as well as the operating principles of PLCs and practice in the accelerated programming, installation and maintenance of PLCs. (3 sch.: 1 hr. lecture, 4 hr. lab)

MNT 1224 FLUID POWER
Instruction in the basic principles of hydraulics and pneumatics and the inspection, maintenance and repair of hydraulic and pneumatic systems. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT 1233 ELECTRONIC MOTION CONTROL
This course explains applications and operating procedures of solid state controls, reduced-voltage starters, and adjustable frequency drives as well as troubleshooting procedures. (3 sch.: 1 hr. lecture, 4 hr. lab)

MNT 1242 MECHANICAL POWER TRANSMISSION II
This course includes instruction and lab exercises related to V belt drives, chain drives, gear drives, and multiple shaft systems. (2 sch.: 0 hr. lecture, 4 hr. lab)

MNT 2114 MECHATRONICS PROGRAMMING I
This course provides a hands-on learning environment to develop and practice the techniques used in programming and sequencing mechatronics systems.

MNT 2123 FUNDAMENTALS OF INSTRUMENTATION
This course provides students with a general knowledge of instrumentation principles as they relate to the electrical industry. This course includes instruction in the basis of hydraulics and pneumatics and the use of electrical circuits in the instrumentation process. (3 sch.: 2 hr. lecture, 2 hr. lab)

MNT 2133 MECHATRONICS TROUBLESHOOTING AND REPAIR
This course provides a hands-on learning environment to develop and practice the techniques used in troubleshooting complex mechatronics systems. (3 sch.: 1 hr. lecture, 4 hr. lab)

MNT 1153 BASIC INDUSTRIAL ROBOTICS
This course provides a hands-on learning environment to develop and practice basic robotics safety, robotics systems, robotic operations and robotic programming. (3 sch.: 2 hr. lecture, 2 hr. lab)

MNT 2354 PREVENTATIVE MAINTENANCE
This course includes four major performance domains that are aligned to the Certified Maintenance Reliability Certification. Domains include maintenance practices, preventive and predictive maintenance and analysis, and corrective maintenance. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT 2344 CNC/COMPUTER ASSISTED MANUFACTURING
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.: 2 hr. lecture, 4 hr. lab)

MNT 2373 SERVO CONTROL SYSTEMS
This course is designed to teach servo components; velocity servos; positional servos; force, pressure, and torque servos; servo amplifiers; programmers; and servo analysis. Emphasis placed on servo trim and maintenance and the applications of servo systems. (3 sch.: 2 hr. lecture, 2 hr. lab)

MNT 2214 MECHATRONICS PROCESS CONTROL

A study of the instruments and instrument systems used in chemical processing including terminology, primary variables, symbols, and control loops. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT 2224 MECHATRONICS PROGRAMMING II

This course provides a hands-on learning environment to develop and practice the techniques used in advanced programming and network integration of mechatronic systems. (4 sch.: 2 hr. lecture, 4 hr. lab)

MNT 2234 MECHATRONICS SPECIAL PROJECT

This course provides practical application of skills and knowledge gained in their Mechatronics Technician program of study. The instructor works closely with the student to ensure the selection of a project will enhance the student's learning experience. (4 sch.: 0 hr. lecture, 8 hr. lab)

MNT 2384 MECHATRONICS ROBOTICS

This course provides a hands-on learning environment to develop and practice the techniques used in programming and troubleshooting robotic systems. (4 sch.: 2 hr. lecture, 4 hr. lab)

ASSOCIATE DEGREE NURSING

NUR 1119 NURSING I

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, and communication/documentation are introduced. The metaparadigm of nursing, person, society and health are explored. Teaching/learning principles are introduced. An introduction to pharmacology, including dosages and solution calculation, and beginning medication administration is included. An introduction to the roles of provider of care, manager care, and member of the profession is included. Semester Credit Hours: 9 semester credit hours allotted as follows: 5 hrs lecture, 4 hrs Lab/Clinical

NUR 1214 ROLE TRANSITIONS FOR THE LPN TO RN

Within the curricular framework and across the lifespan, the focus of this competency based course is on the transition from the role of licensed practical nurse (LPN) to associate degree RN (ADN). Theory and lab content are derived from first year associate degree nursing courses, build on knowledge gained from previous nursing courses, and is the foundation for the remaining ADN courses. Pharmacology, medication calculations, physical assessment, and IV administration are included in course content. Caring, communication/documentation, and teaching learning principles are supplemented. The concepts of nursing, person, society and health are expanded. Role development is focused on provider of care, member of the profession, manager of care, and teacher. Successful completion of the Transitions course is required for entry into Nursing III. Semester Credit Hours: 4 semester credit hours allotted as follows: 3 hrs lecture, 1 hr lab/clinical

NUR 1219 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 ethically sensitive care of clients across the lifespan experiencing selected alterations in health. Caring and communication/ documentation skills are reinforced and applied. The concept of nursing, person, society, and health, and the principles of teaching/ learning are expanded. Role development is focused primarily on provider of care. Pharmacological implications are presented and IV Therapy and Blood Administration concepts are introduced. Semester Credit Hours: 9 semester credit hours allotted as follows: 5 hours theory and 4 hours Lab/Clinical

NUR 2213 - Nursing Externship

This elective clinical course provides the student with an opportunity to enhance previously learned skills under the supervision of an experienced nurse preceptor in the healthcare setting. Under the guidance of the preceptor, the student will have the opportunity to apply previously learned knowledge and skills in providing direct care for clients across the lifespan. The student will receive monetary compensation from the clinical agency for this externship.

Pre/Co-requisite: Successful completion of all 1st and 2nd semester Associate Degree Nursing Courses. Semester Credit Hours: Three (3) Credit Hours comprised of 320 Clinical Contact Hours as mandated by the MS Summer Student Nurse Externship Program.

NUR 2219 NURSING III

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 clients across the lifespan with increasingly complex alterations in health. Caring, communication/documentation and teaching/learning principles are utilized in the implementation and evaluation of care provided. The metaparadigm of nursing, person, society and health are adapted to the various client populations. Role development includes expansion of the roles of manager and provider of care, and member of the profession. Semester Credit Hours: 9 semester hours allotted as follows: 5 hours theory and 4 hour Lab/Clinical)

NUR 2229 NURSING IV

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. Caring, communication/documentation, and teaching/learning principles are utilized in the analysis of care provided to clients experiencing complex health alterations. The student transitions from dependent and interdependent roles to independent practice. Integration and synthesis of all precisely learned content occurs. The metaparadigm of nursing, person, society, and health are utilized in the provision of increasingly complex nursing. Role development is expanded to emphasize manager of care. Teaching/learning principles are applied and evaluated in a variety of settings. Culmination of all pharmacological principles occurs. The student is able to function in the roles of manager of care, provider or car, and member of a profession at the generalist level of proficiency. Semester Credit Hours: 9 semester credit hours allotted as follows: 5 hours theory, 4 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   1333   INTRODUCTION TO OPTHALMIC ASSISTANCE
This course is an introduction to ophthalmic terminology and skills. Emphasis on this course will also include basic anatomy and function of the human eye. (3 sch: 3 hr. lecture)

OPT   1413   OPHTHALMIC DISPENSING I
This course is a foundation course that will serve as a lecture introduction to ophthalmic dispensing and related areas. Topics include frame parts, selection, lens positioning and insertion, frame fitting, and progressive lenses. (3 sch: 3 hr. lecture)

OPT   2423   OPHTHALMIC DISPENSING II
An introduction to prescription analysis and interpretation. Various types of Rx's will be discussed as to what types of lens and frames should be considered for the final product. Emphasis will be placed on the effect of the Rx as related to the patient's needs and wants. Tints, thickness factor, cosmetic considerations, and the overall utility of the final product will be discussed. Business communication skills will also be introduced. Pre/Co-requisite: Ophthalmic Dispensing I (OPT 1413). (3 sch: 3 hr. lecture)

OPT   2433   OPHTHALMIC DISPENSING III
A continuation of Ophthalmic Dispensing II. Emphasis will be placed on the more advanced and unusual prescription related to ophthalmic dispensing and on sales techniques. Topics to improve the ophthalmic dispenser's relationship with fellow opticians, optometrists, ophthalmologists, wholesalers, manufacturers, and employees will be discussed. Pre/Co-requisite: Ophthalmic Dispensing II (OPT 2423). (3 sch: 3 hr. lecture)

OPT   2513   OPTICAL THEORY AND INSTRUMENTATION
An in-depth look into the basic theoretical principles of optical theory, as related to lenses, fitting problems, and instrumentation. Such topics as reflection, refraction, magnification, and object-location will be discussed. (3 sch: 3 hr. lecture)

OPT   2613   DISPENSING CLINIC I
An on-campus clinical experience, operated by the Ophthalmic Dispensing students. Practical clinical procedures will be practiced and proficiency demonstrated. Pre/Co-requisites: Ophthalmic Dispensing II (OPT 2423) and Optical Theory and Instrumentation (OPT 2513). (3 sch: 6 hr. lab)

OPT   2623   DISPENSING CLINIC II
Continuation of Dispensing Clinic I. Continuous evaluations will be done to study the clinic operation in terms of its efficiency and effectiveness of operations. Additional adjustments and delivery will be done. Emphasis will be placed on developed cases of special Rx's and pediatric dispensing. Advanced projects

such as multi-focal lens fitting will be completed. Pre/Co-requisites: Ophthalmic Dispensing III (OPT 2433) and Dispensing Clinic I (OPT 2613). (3 sch: 6 hr. lab)

OPT   2916   EXTERNSHIP
This course will be conducted off-campus at a clinical location. The student will be under the direct supervision of the manager or clinical director. Evaluations will be completed by the instructors and off-campus clinical participants. . Pre/Corequisites: Completion of 1st year Ophthalmic Technology courses. (6 sch: 18 hr. clinical)

PRACTICAL NURSING

PNV   1213   BODY STRUCTURE AND FUNCTION COURSE
This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Prerequisite: Admission to the Practical Nursing Program. (3 sch: 3 hr. lecture)

PNV   1426   FUNDAMENTALS OF NURSING THEORY
This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Co-requisites: This course requires concurrent registration in PNV 1437. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the Practical Nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admissions. (6 sch: 6 hr. lecture)

PNV   1437   FUNDAMENTALS OF NURSING LAB/CLINICAL
This course requires concurrent registration in PNV 1426. This course provides demonstration and supervised practice of the fundamental skills related to practical nursing. Co-requisites: This course requires concurrent registration in PNV 1426. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the Practical Nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission. (7 sch: 10 hr. lab, 6 hr. clinical)

PNV   1524   IV THERAPY AND PHARMACOLOGY
This course provides the student with the principles of IV therapy and pharmacology. Principles covered in this course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practical Law and Administration Code. Prerequisites: All first-semester Practical nursing courses. (4 sch: 3 hr. lecture, 2 hr. lab)

PNV   1615   MEDICAL SURGICAL NURSING
This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught In Alterations in Adult Health (PNV 1635). 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 readmission. (5 sch: 5-hr. lecture)

PNV   1622   MEDICAL/SURGICAL NURSING CLINICAL
This course includes clinical experiences for application of nursing theory and skills for safe, effective

care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Pre-/Co-requisites: All first-semester courses Concurrent registration in PNV 1622 is required. A passing grade in PNV 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 readmission. (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 the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Medical/Surgical Nursing Theory (PNV 1615). 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 readmission. (5 sch: 5 hr. lecture)

PNV   1642   ALTERATIONS IN ADULT HEALTH CLINICAL
This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical conditions in selected body systems. Concurrent registration in PNV 1635 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 readmission. (2 sch: 6 hr. clinical)

PNV   1714   MATERNAL-CHILD NURSING
This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. Prerequisites: All first- and second-semester PNV courses. (4 sch: 3.7 hr. lecture, 1 hr. clinical)

PNV   1814   MENTAL HEALTH NURSING
This course provides the student with basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Prerequisites: All first semester PNV courses. (4 sch: 3.7 hr. lecture, 1 hr. clinical)

PNV   1914   NURSING TRANSITION
This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN®). Prerequisites: All first- semester and second-semester PNV courses. (4 sch: 3 hr lecture, 3 hr clinical)

SMALL ENGINE AND EQUIPMENT REPAIR TECHNOLOGY

SET   1114   SMALL ENGINE MECHANICS I
Introduces students to the basic principles of engine mechanics. Includes instruction on lubrication, fuel, and ignition systems (4 sch: 0-hr lecture, 8-hr lab)

SET   1124   SMALL ENGINE MECHANICS II
A continuation of Small Engine Mechanics I with emphasis on cooling systems, engine governance, multi-cylinder engines, and diesel fuel systems (4 sch: 0-hr lecture, 8-hr lab)

SET   1212   MEASUREMENTS
A course to develop skills and knowledge related to measurement tools, measurement tool usage, and

fasteners of small engine and equipment components (2 sch: 1-hrlecture, 2-hr lab)

SET 1313 FOUR-CYCLE ENGINES
A course to develop skills and knowledge related to four-cycle small engine and equipment repair and maintenance. Includes instruction in assembly, lubrication, and fuel systems (3 sch: 2-hr lecture, 2-hr lab)

SET 1322 TWO-CYCLE ENGINES
A course to develop skills and knowledge related to two-cycle small engine and equipment repair and maintenance. Includes instruction in assembly, lubrication, and fuel systems (2 sch: 1-hr lecture, 2-hr lab)

SET 1413 SMALL ENGINE SHOP MANAGEMENT
Provides students with skills and knowledge related to management and operation of a small engine repair shop. Includes instruction in shop safety and OSHA regulations, shop tools and equipment, shop design, overall shop maintenance, and inventory control (3 sch: 2-hrlecture, 2-hr lab)

SET 1512 FRAME INSPECTION AND MAINTENANCE
A course to develop skills and knowledge related to small equipment frame (chassis) repair and maintenance. Includes instruction in oxyfuel cutting and arc welding as well as painting and other frame (chassis) maintenance (2 sch: 1-hr lecture, 2-hr lab)

SET 2134 SMALL ENGINE MECHANICS III
A continuation of Small Engine Mechanics II with emphasis on steering and suspension systems (4 sch: 0-hr lecture, 8-hr lab)

SET 2144 SMALL ENGINE MECHANICS IV
A continuation of Small Engine Mechanics III with emphasis on troubleshooting and performing maintenance on a variety of systems (4 sch: 0-hr lecture, 8-hr lab)

SET 2155 SMALL ENGINE AND EQUIPMENT ANALYSIS AND REPAIRS I
A course to provide skills and knowledge related to the operation, troubleshooting, and repair of systems related to equipment. Includes instruction on a variety of equipment and troubleshooting techniques related to equipment (5 sch: 0-hr lecture, 10-hr lab)

SET 2165 SMALL ENGINE AND EQUIPMENT ANALYSIS AND REPAIRS II
A course to provide advanced skills and knowledge related to the operation, troubleshooting, and repair of systems related to equipment. Includes instruction on a variety of equipment and advanced troubleshooting techniques related to equipment. (5 sch: 0-hr lecture,10-hr lab)

SET 2353 ENGINE TROUBLESHOOTING
A course to develop skills and knowledge associated with the basics of equipment diagnostics and trouble shooting. Instruction is provided on tools and equipment used in diagnosis, fasteners, fluids, and measurement devices. (3 sch: 2-hr lecture, 2-hr lab)

SET 2523 MAINTENANCE AND REPAIR OF CUTTING MECHANISMS
A course to develop skills and   knowledge related to the maintenance and repair of cutting mechanisms used in landscape and turf operations including mowers, trimmers, edgers, and saws. Includes instruction in drive systems, blade sharpening and height adjustment, reel grinding and adjustment, and chain saw chain sharpening and adjustment (3 sch: 2-hr lecture, 2-hr lab)

SET 2533 HYDRAULICS

A course to develop skills and knowledge related hydraulics as it relates to small equipment chassis repair and maintenance. Includes instruction on hydraulics will be components, diagnosis, and repair of the hydraulic system (3 sch: 2-hr lecture, 2-hr lab)

SET 2543 TRANSMISSIONS AND TRANSAXLES

A course to develop skills and knowledge related to small equipment transmissions and transaxles. Includes instruction for transmission and transaxle service, diagnosis, and repair (3 sch: 2-hr lecture, 2-hr lab)

SET 2613 SMALL ENGINE ELECTRICAL SYSTEMS

A course to develop skills and knowledge related to the operating principles of direct current circuits. Includes instruction on basic electrical principles, safety procedures, batteries, conductors, and switches (3 sch: 2-hr lecture, 2-hr lab)

SET 281(1-3) SPECIAL PROBLEM IN SMALL ENGINE AND EQUIPMENT REPAIR TECHNOLOGY

A course designed to provide the student with practical application of skills and knowledge gained in other Small Engine and Equipment Repair Technology courses through the use of a special problem. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6-hr lab)

SET 291(1-6) SUPERVISED WORK EXPERIENCE IN SMALL ENGINE AND EQUIPMENT REPAIR TECHNOLOGY.

A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18-hr externship)

SET 2313 SMALL ENGINE AND EQUIPMENT PROJECT I

A course designed for establishment of skills and knowledge for introductory projects related to small engine and equipment (3 sch: 6-hr lab)

SET 2323 SMALL ENGINE AND EQUIPMENT PROJECT II

A course designed for establishment of skills and knowledge for basic projects related to small engine and equipment (3 sch: 6-hr lab)

SET 2333 SMALL ENGINE AND EQUIPMENT PROJECT III

A course designed for establishment of skills and knowledge for intermediate projects related to small engine and equipment (3 sch: 6-hr lab)

SET 2343 SMALL ENGINE AND EQUIPMENT PROJECT IV

A course designed for establishment of skills and knowledge for advanced projects related to small engine and equipment. (3 sch: 6-hr lab)

SUPERVISION AND MANAGEMENT TECHNOLOGY

TIED 2113 BEHAVIORAL SCIENCE

This course relates to the development of the science of humanities. Emphasis is given to the following topics: machines and the human element, the personal needs that stimulate behavior, leadership and

supervision, factors Influencing attitudes, the foundation of business, employer-employee relations, and techniques for handling people. Several case studies are reviewed and discussed at length. (3 sch: 3 hr. lecture)

TIED　2523　COUNSELING THE TROUBLED EMPLOYEE

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

TMGT　1213　PRINCIPLES OF MANAGEMENT I

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

TMGT　1223　PRINCIPLES OF SUPERVISION

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

TMGT　1233　PRODUCTION AND INVENTORY CONTROL

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

TMGT　1243　WORK METHODS AND MOTION-TIME STUDY

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

TMGT　1253　PERSONNEL MANAGEMENT

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

TMGT　2113　ELEMENTS OF MANAGEMENT DECISION-MAKING

Analysis, discussion, and solution of case studies of actual situations in business and industry which require problem-solving and managerial decision-making. (3 sch: 3 hr. lecture)

TMGT　2123　LABOR RELATIONS

Supervised study of labor problem situations which characterize labor management relations in a free enterprise economy. Case studies will be used for solving problems involving personnel in both a union and non-union plant. (3 sch: 3 hr. lecture)

TMGT　2213　QUALITY CONTROL

This course stresses the importance of quality control functions in the organization, statistical sampling,

incoming inspections, basic laboratory and testing analysis, quality assurance, and responsibilities of quality control. (3 sch: 3 hr. lecture)

TSAP 1113 SAFETY AND ACCIDENT PREVENTION
This course offers the supervisor a systematic approach to a better understanding of safety and accident-preventing problems. Attention is given to prevention safety measures and understanding the causes of accidents and injuries. It is an OSHA-approved training course. (3 sch: 3 hr. lecture)

SURGICAL TECHNOLOGY

SUT 1113 FUNDAMENTALS OF SURGICAL TECHNOLOGY
This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology interpersonal relationships, and biomedical sciences. Semester Credit Hours: 3 hours theory

SUT 1217 PRINCIPLES OF SURGICAL TECHNIQUE
This course is a comprehensive study of aseptic technique, safe patient care, anesthesia, pharmacology, and surgical techniques. Semester Credit Hours: 3 semester credit hours allotted as follows: 3 hours theory, 8 hours Lab/Clinical

SUT 1223 MEDICAL TERMINOLOGY FOR SURGICAL TECHNOLOGISTS
A study of medical terminology as it relates to the practice of surgical technology. Semester Credit Hours: 3 hours theory

SUT 1413 SURGICAL MICROBIOLOGY
This an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. In includes principles if sterilization and disinfection. Semester Credit Hours: 3 hours theory

SUT 1614 BASIC AND RELATED SURGICAL PROCEDURES (LECTURE)
This course includes instruction in regional anatomy, pathology, instrumentation, surgical techniques, and safe patient care in general surgery, gynecology, obstetrics, and genitourinary. This course prepares the students for the clinical experience. Semester Credit Hours: 4 hours theory

SUT 1624 SPECIALIZED SURGICAL PROCEDURES (LECTURE)
This course includes instruction in regional anatomy, pathology, instrumentation, surgical techniques, and safe patient care in surgical specialty areas of ear, nose and throat; eye; oral and maxillofacial surgery; orthopedics; and plastics. This course prepares the students for the clinical experience in the area hospital surgical suite and related departments. Semester Credit Hours: 4 hours theory

SUT 1634 ADVANCED SURGICAL PROCEDURES (LECTURE)
This course includes instruction in regional anatomy, pathology, instrumentation, surgical techniques, and safe patient care in surgical specialty areas of neurosurgery, thoracic, peripheral vascular, cardiovascular surgery and employability skills, and all hazard preparation. This course prepares the students for the clinical experience in the area hospital surgical suite and related departments and a comprehensive final exam. Semester Credit Hours: 4 hours theory

SUT 1704 CERTIFICATION AND ROLE TRANSITION
An in depth-study of the role of the surgical technologist and review for the certification examination. This

course examines liability and legal issues of practice, adapting critical thinking skills to a variety of practice settings, effective team and professional behaviors, continuing education, and ethical issues. Practice on computer simulations is required. Semester Credit Hours: 4 hours theory

SUT   1714   CLINICAL PRACTICE I
This course includes clinical practice and didactic instruction in a clinical affiliate. Surgical specialty areas includes, general surgery, gynecology, obstetrics, and genitourinary. Semester Credit Hours: 4 hours; Clinical Hours: 12 hours

SUT   1724   CLINICAL PRACTICE II
This course includes clinical practice and didactic instruction in a clinical affiliate. Surgical specialty areas of ear, nose and throat; eye; oral and maxillofacial surgery; orthopedics; and plastics. Semester Credit Hours: 4 hours; Clinical Hours: 12 hours

SUT   1735   CLINICAL PRACTICE III
This course includes clinical practice and didactic instruction in a clinical affiliate. Surgical specialty areas of neurosurgery, thoracic, peripheral vascular, cardiovascular surgery. Semester Credit Hours: 5 hours; Clinical Hours: 15 hours

SYSTEMS BASED AUTOMATION CONTROL

IET   2413   INDUSTRIAL CONTROLS II
A study of process controllers, implementing PID (Proportional, Integral, Derivative) feedback, cascade, ratio, feed forward and auto select/override and introduce other advanced control strategies; study techniques for loop tuning and calibrating process loop components including smart transmitters using field communicators. Use of Loop documentation and drawings. (3 sch.: 2 hr. lecture, 2 hr. lab)

IET   2453   TROUBLESHOOTING AND CALIBRATION PRINCIPLES
A course focusing on the principals and techniques for troubleshooting and calibration of various instruments used in process controls. (3 sch.: 1 hr. lecture, 4 hr. lab)

IMM   1934   MANUFACTURING SKILLS BASIC
Manufacturing Skills Basic is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. (4 sch: 1 hr. lecture, 6 hr lab)

MNT   2344   CNC / COMPUTER ASSISTED MANUFACTURING
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.: 2 hr. lecture, 4 hr. lab)

PPT   1513   SAFETY, HEALTH AND ENVIRONMENTAL
This course is designed to provide a development of knowledge and skills to reinforce attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1113   SOLID STATE MOTOR CONTROL SYSTEMS

Principles and operation of solid state motor control as well as the design, installation, and maintenance of different solid state devices for motor control. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1123   FLUID POWER

This course provides instruction in hydraulics and pneumatics. This course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagram. Emphasis is placed on the development of control circuits and troubleshooting techniques. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1133   POWER DISTRIBUTION

This course provides information on single and three phase circuits. This includes connecting and calculating values. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1163   MOTOR CONTROLS

This course covers 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. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1173   PROGRAMMABLE LOGIC CONTROLLERS

Principles and operation of Programmable Logic Controllers (PLCs) in modern industrial settings as well as the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1223   ROBOTICS & AUTOMATION

This course includes a history of automation as well as identifying components of a robot. Includes programming and troubleshooting of the robot system. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1283   INDUSTRIAL INSTRUMENTATION

A study of the concepts, principles and devices for the measurement of industrial pressure, level, temperature and flow variables. The student will learn to apply the principles of process instruments and devices as applied to control and detection of variables. The student will perform industrial pressure, level, temperature and flow measurements. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1313   AC DC CIRCUITS

Principles and theories with AC/DC and AC circuits used in the automation trade. Includes the study of electronic circuits. Laws and formulas, and the use of test equipment to analyze AC and DC circuits. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   1513   WIRING FOR SYSTEMS BASED AUTOMATION

This course provides instruction and practice in the installation of industrial electrical services. This course includes types of conduit and other raceways, National Electrical Code, and three phase power distribution networks. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   2113   ADVANCED PROGRAMMABLE LOGIC CONTROLLERS / DATA ACQUISITION

This is an advanced PLC course that provides instruction in the various operations and installations of advanced electrical control systems utilizing programmable logic controllers. This will include areas such as sequencer control, introduction to Human Machine Interfaces, along with Data Acquisition and networking. (3 sch.: 2 hr. lecture, 2 hr. lab)

SBA   2123   ADVANCED INSTRUMENTATION AND PROCESS CONTROL
This course is a continuation of Instrumentation controls with emphasis on application of learned knowledge. This course allows students time to practice the application of knowledge. (3 sch.: 2 hr. lecture, 2 hr. lab)

UTILITY LINEWORKER TECHNOLOGY

ULT   1122   LINEWORKER SAFETY
This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills. (2 sch: 2 hr. lecture)

ULT   1152   AC and DC CIRCUITS FOR LINE WORKERS
Principles and theories associated with AC and DC circuits used in the line worker trade. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits (2 sch: 1-hr lecture, 2-hr lab)

ULT   1192   FUNDAMENTALS OF ELECTRICITY FOR LINE WORKERS
Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits (2 sch: 1-hr lecture, 2-hr lab)

ULT   1231   ELECTRICAL POWER AND TRANSFORMER BANKING FOR LINE WORKERS
This course is designed to cover basic single phase operations and Delta and "Wye" Transformer Banks including hookups for 120/208—240/480—120/240—277/480 (1 sch: 1-hr lecture)

ULT   1313   LINE WORKER TRUCK DRIVING
This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Drivers License) with air brake endorsement. (3 sch: 2-hr lecture, 2 hr. lab)

ULT   1413   POLE CLIMBING
This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing. (3 sch: 1-hr lecture, 4-hr lab)

ULT   1514   OVERHEAD, UNDERGROUND & SUBSTATION CONSTRUCTION
This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead/underground line construction and substation construction. (4 sch: 2-hr lecture, 4-hr lab)

TMA   1023   BASIC TECHNICAL MATH
This course provides instruction in mathematical concepts found in occupational and apprenticeship programs. It includes applied arithmetic, elementary algebra and geometry. 3sch: 3 hr. lecture.

WELDING AND FABRICATING TECHNOLOGY

WLT   1114   SHIELDED METAL ARC WELDING I
This course is designed to teach students welding techniques using E-6010 electrodes. (4 sch: 1 hr. lecture, 8 hr. lab)

WLT   112(3-4)   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)

WLT 113(4-5) 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)

WLT 114(2-3) FLUX CORED ARC WELDING
This course is designed to give the student experience in FCAW. (3 sch: 1 hr. lecture, 4 hr. lab)

WLT 1155 PIPE WELDING
This course is designed to give the student experience in pipe welding procedures. (5 sch: 1 hr. lecture, 8 hr. lab)

WLT 117(2-3) INTRODUCTION TO WELDING AND SAFETY
This course is designed to give the student an overview of the welding field Its processes and safety procedures. (3 sch: 2 hr. lecture 2 hr. lab)

WLT 1224 SHIELDED METAL ARC WELDING II
This course is designed to teach students welding techniques using E-7018 electrodes. (4 sch: 1 hr. lecture, 8 hr. lab)

WLT 123(1-2) 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)

WLT 1253 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 [WLT-115(4-5)]. (3 sch: 2 hr. lecture, 2 hr. lab)

WLT 131(2-3) 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. (3 sch: 1 hr. lecture, 4 hr. lab)

WLT 1426 BASIC FABRICATION FOR PIPEFITTING
This course is designed for the use of pipefitting tools and equipment, different ways of cutting and fitting pipes, methods of calculating pipe fittings, and various types of fit-ups for different types of pipe. (6 sch: 2 hr. lecture, 8 hr. lab)

WLT 1913 SPECIAL PROBLEMS IN WELDING AND CUTTING TECHNOLOGY
A course to provide students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (3 sch: 2-12 hr. lab)

WLT 2813 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. (3 sch: 3 hr. lecture)

WLT   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)

IMM   1934   MANUFACTURING SKILLS BASIC
Manufacturing Skills Basic is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem-solving. (4 sch: 1 hr. lecture, 6 hr lab)

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)

EAST MISSISSIPPI COMMUNITY COLLEGE BOARD OF TRUSTEES, ADMINISTRATION, FACULTY, AND STAFF

BOARD OF TRUSTEES

James L. Rush .... Vice-President for Instruction
     A.A. and A.A.S. East Mississippi Community College
     B.B.A. and M.S. University of West Alabama
     Ph.D., University of Southern Mississippi

Melanie Sanders .... Dean of Enrollment Management and Dean of Students Golden Triangle Campus
     A.A., Northeast Mississippi Community College
     B.S., M.S., Ed.S. and Ph.D., Mississippi State University

Courtney Taylor .... Executive Director of the Communiversity
     B. B. A., University of West Alabama
     M.S. Troy University
     Ph.D., University of Southern Mississippi

Christina Vernon .... Administrative Assistant to the President
     A.A., East Mississippi Community College

Marcus Wood .... Executive Director of College Advancement and Athletics
     A.A., East Mississippi Community College
     B.S., M.S., Mississippi State University

FULL-TIME FACULTY

Dustin Atkinson .... Mathematics
     B.S., Belhaven University
     M.S.T., Jackson State University

Alex Scott Baine .... Art/Honors Program
     B.F.A., Harding University
     M.S., Mississippi State University

Kristen Barnett .... Speech
     B.S., M.S., Mississippi College
     Ed.S., Mississippi State University

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

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

Carron Bryant ....Biology
        B.S., B.S., B.S., Mississippi State University
        M.S., Mississippi State University

Cindy Buob ....Art
        B.F.A., Millikin University
        M.F.A., Southern Illinois University at Edwardsville

Jenny Caldwell... Associate Degree Nursing
        B.S.N., Mississippi University for Women
        M.S.N., University of Mississippi Medical Center
        D.N.P., Samford University

Kelly Cantrell.. History/Honors Program
        B.A., M.A., & Ph.D. University of Southern Mississippi

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

Joshua Carroll ....Business and Marketing Management Instructor (SC)
        B. A, The University of Mississippi
        MBA., Embry Riddle University
        Ph.D. Mississippi State University

Michael Coffey ....Economics
        B.A., Eastern Kentucky University
        M.A., The University of Tennessee

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

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

Trina Dendy.. Business Technology
        B.S., M.S., Mississippi State University

Matthew Dixon...Physics
        B.S., M.S., University of Southern Mississippi

Kenneth Dyer.. MTE/Workforce Technical Trainer/Instructor
        B.S., Southeastern Louisiana University

Khristina Edmonds..Speech
        B.A., M.S., Mississippi State University

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

Eric Ford...Biology
        B.A., M.A.T., University of West Alabama

Marilyn Ford.. English
        B.S., Mississippi University for Women
        M.A., Mississippi State University

Gary Gammill.. Department Head, MTED Metal Trades
        A.A.S., Wood Community College
        B.B.A., Mississippi State University

Charline Grace.. Information Systems Technology
        A.A.S., East Mississippi Community College

Ronald Guy .... Precision Manufacturing and Machining Technology
        A.A.S., Shelton State Community College
        B.S., Athens State University

Terasa Harpole .... Associate Degree Nursing
        B.S., Mississippi State University
        M.S.N., The University of Mississippi Medical Center

Ben Harris.. Electro-Mechanical Technology
        B.S., Mississippi State University

Gregory David Haskins ....Assistant Band Director
        B.M.E., William Carey University

Shelley Hebert .... Mathematics/Science, Math and Computer Science Division Chair
      B.S., M.S., Mississippi State University

Dale Henry ....Automotive Technology
      A.A.S., East Central Community College

Ray Hollis .... Engineering Technology, Drafting and Design
      A.A.S., East Mississippi Community College

James House ....MTE/Workforce Technical Trainer/Instructor
      B.S., Mississippi State University

Ruth C. Huerkamp... Foreign Language-Spanish
      B.S., Universidad Tecnica De Ambato
      M.A., Mississippi State University

Kevin Hurt .... Funeral Service Technology
      A.A.S., East Mississippi Community College
      B.A., The University of Alabama
      M.A.C.E., New Orleans Baptist Theological Seminary

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

Jairus Johnson .... Biology/Math and Science Division Chair
                                                                         Interim Associate Dean of Instruction (SC)
      B.S., M.A.T., University of West Alabama

Jamonicia R. Johnson .... Practical Nursing
      A.S.N., B.S.N., Mississippi University for Women

Christopher J. King.. Band Director/Instructor
      B.M.Ed., University of Mississippi
      M.M., Auburn University

Horacio Leal...Information Systems Technology
      A.A.S., East Mississippi Community College

Virginia Leonard .... English
       B.A., Mississippi University for Women
       M.A., Mississippi State University

Shannon Lindell...Culinary Arts
       A.A., Holmes Community College
       B.S., Mississippi University for Women

David Long.. Cosmetology
       A.A., Bevill State Community College
       B.S., Athens State University

Steve Malone...MTE/Workforce Instructor
       A.A.S., East Mississippi Community College

Anthony Shane McDaniel .... Welding
       AAS, East Central Community College
       B.T, Mississippi University of Women

Mike McCullough...Industrial Department Head
       A.A.S., Itawamba Junior College
       B.S., M.S., Memphis State University

Jill McTaggart...Psychology/Social Science and Business Division Chair
       B.S., Mankato State University
       M.S., Emporia State University

Michelle Melton .... Practical Nursing
       B.S.N., Mississippi University for Women

Shannon Miller .... Business and Marketing Management
       M.B.A., Belhaven College

Melanie Moody...Chemistry/Biology
       B.A., M.A., Mississippi State University
       Ph.D., The University of Alabama

Jonathan Morrison .... Welding
       A.A.S., East Mississippi Community College

Jan Mullen .... English
      B.A., M.A., Mississippi State University

Serena Louise Mullins..Educational Psychology/Psychology/Honors Program
      B.B.A., M.S., Mississippi State University

Shannon Pendergrass.. English
      B.A., M.A.T., University of West Alabama

Catherine Penick .... English
      B.S., Mississippi University for Women
      M.S., Mississippi State University

DeLisa Perkins... English
      B.S., M.A.T., University of West Alabama

Leigh E. Pettis.. Mathematics
      A.A., East Mississippi Community College
      B.S., Mississippi University for Women
      M.S., Mississippi State University

Jodi Pierce .... Business Technology
      B.S., M.S., Mississippi State University

Kyle Pierce .... Industrial Maintenance Technology
      A.A.S. East Mississippi Community College

James Pugh .... Machine Tool Operator Instructor
      A.A.S., Shelton State Community College

Ashley Richardson... Biology Instructor
      B.S., Mississippi State University
      M.A.T., University of West Alabama

William Shane Richards... Automotive Technology
      A.A.S., East Mississippi Community College

Michael Ricks.. Diesel Mechanics
      A.A.S., Itawamba Community College

Janan Rush. ....Surgical Technology
      A.A., East Mississippi Community College
      V.C, Meridian Community College

Cliff Sanders ....Welding Technology
      A.A.S., East Mississippi Community College

Eddie Sciple...Ophthalmic Technology
      A.A.S., East Mississippi Community College

Tina Seals... Mathematics
      B.S., Mississippi State University
      M.Ed., University of North Alabama

Andrew Brandon Sesser ....Computer Networking Technology
      A.A.S., East Mississippi Community College

Robert Shinn...Biology
      B.S., Mississippi University for Women
      Ph.D., University of Southern Mississippi

Brittany Shurden ....Associate Degree Nursing
      A.D.N., Bevill State Community College
      M.S.N., Samford University

Dudley Shurlds ....Geography/History
      B.A., M.A.T., Mississippi State University

Danny Smith........................Golf/Recreational Turf Management Technology/Director of Golf Course Maintenance
      B.S., Alcorn State University

Marion Smoot... Mathematics
      A.A., East Mississippi Community College
      B.S., M.A.T., University of West Alabama

Roger D. Snow ....Forestry/Biology
      B.S., M.S., Mississippi State University

Lisa Spinks..Art
      B.F.A., Mississippi University for Women
      M.A., M.F.A., Mississippi College

Christy Steadman ....Science
      B.S., M.A.T., Mississippi State University

Elizabeth Stringer.. English/Humanities and Fine Arts Division Chair
      B.S., Mississippi University for Women
      M.A., Mississippi State University

Lorrie Stringer..Choir Director
      B.M., William Carey University
      M.M.E., Ph.D., University of Southern Mississippi

Marianne Stuart..History/Social Science and Business Division Chair
      B.S., M.S., Mississippi University for Women

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

Jamie Taylor ....Music
      A.A., Northeast Mississippi Community College
      B.M.E., M.M.E., Mississippi State University

Anna Tiffany Tindall-McKee..Biology
      B.A., B.A. University of Mississippi
      M.S., Ph.D., Mississippi State University

Doan Truong ....Culinary Arts
      A.A.S., B.S., Johnson & Wales University

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

Travis Ver Hey... English
      B.A., University of New Orleans
      M.A., M.F.A., McNeese State University

Laura Vernon .... English
       B.A., Mississippi University for Women
       M.A., Mississippi State University

Ashley Walker ....History
       A.A.., Mississippi Gulf Coast Community College
       B.S., M. A. T., Mississippi State University

Eljenette West.. Associate Degree Nursing
       B.S.N., Charleston Southern University

Stan West .... Electro-Mechanical
       A.A.S., Itawamba Community College

Jonathan Woodruff .... Mathematics
       B.S., M.A.T., University of West Alabama

STAFF

Margaret Aldridge...Accountant Assistant
Will Arnett .... Director of Golf Operations/Golf Maintenance (LH)
Geneva Atkins ....AE Lead Instructor
Susan Baird.. Director of Institutional Effectiveness & Research
Rick Barbour ....Grounds Maintenance (GT)
Kantrina Barker ....QEP Navigator
Tawana Bauer... ....Associate Director of Admissions/Enrollment Management Coordinator (GT)
Yolandra Beck... CTE Support Services Coordinator
William Begley .... Head Coach, Men's Basketball Team
Jennifer Bell..Coaching and Professional Development Specialist
Margie Bell.. Campus Police Officer (SC)
Sonya Bridges ....Director of Columbus Airforce Base/Instructor
Timmy Billups..Inventory Control Manager/Shipping and Receiving
Matt Black.. Campus Police Officer (GT)
Robert Boles ....Systems Analyst
Paul Bolton...Data Support Specialist
Steve Bontrager...Head Athletic Trainer
David Boykin... Assistant Coach/Offensive Coordinator (SC)
Karen Briggs..Associate Registrar (SC)
Lisa Briggs .... Transportation Coordinator/Physical Plant Administrative Assistant (SC)
Tonya Brooks ....Accounts Payable/Purchasing Clerk (LH)
Glen Bryant ....Code Academy Instructor
Michael Busby..Associate Dean of Instruction (GT)
Carey Butler.. MTED/Workforce Technical Trainer/Instructor
Kim Calvert ....Nursing Clerical Support

Gary Campbell .... Grounds-Maintenance (SC)

Cathy Castleberry .... Director of Wellness (SC)

Joyce Clark.. VCC Program Support

Stacy Clayton...Clerical Support, Workforce

Ginnie Cody ....Director of Bookstore/Director of Athletic Digital Communications

Daniele Cole... Assistant Women Basketball Coach

Shannon Collier ....WIOA Information Specialist/Medical Program Coordinator

Cliff Collins.. Assistant Football Coach/Defensive Coordinator

Joe Cook...Dean/ Workforce Director MTE Division

Patricia Corrigan..Assistant Dean MTE Division

Gina Cotton..Director of Alumni Affairs & Foundation Operations

Jaimie Craig ....Bookstore Clerk (SC)

Amanda Crawford... WIOA Navigator (GT)

Cecillia Crocker .... Campus Police Officer (CV)

Laura Damm ....QEP Coordinator

Mathew Darnell..QEP Navigator (SC)

Stacy Dewberry..AE Instructor

Tshurah Dismuke...AE Lead Instructor/Columbus East Coordinator

Mike Duke ....Director of Facilities Planning/Project Management

Tonsha Emerson... Director of Nursing and Allied Health

Dantonio Evans ....Assistant Men's Basketball Coach

Darrell Fason ....Telecommunications Technician (GT)

Cedric Gathings.. .... Associate Dean of Instruction (GT)

LaRonda Gathings.. GED Chief Examiner

Patrick Gibson..Skilled Maintenance (GT)

Rhonda Gigandet...Housing, Wellness & Administrative Support, Residence Hall Supervisor (SC)

Kristie Glass..Assistant to Director of HR

Morgan Goodrich ....Head Rodeo Coach/Student Activities

Kristen Gulotta..Admissions Associate

Laura Guthrie.. Accountant

Sarah Hackababy... Caterer/Front of House

Yulanda Haddix ....WIOA Youth Lead Career Navigator

Donnika Hairston .... Student Accounts Receivable Clerk (GT)

Alan Hall.. Skilled Maintenance

Garey Harrell .... Campus Police Officer (SC)

Jeff Harrell..Network Administrator

Carolyn Harris.. Coaching & Professional Development Specialist (GT)

Connie Harris.. Bookstore Clerk (GT)

Morris Harris..WIOA Youth Career Navigator

Mary Hastings ....Communiversity Business Manager

Derek Havard ....Greenskeeper (LH)

Sandra Hearron ....VA Coordinator

Rocky Higginbotham .... Director of Communications

Danielle Hopson.. Associate Director of Admissions (SC)

Leigh Houston...AE Instructor

Paul Houston...Skilled Maintenance (SC)

234

Cheryl Hubbard..Director of Lion Hills

Joseph Huffman...Assistant Director of Grounds (GT/SC)

Tonya Hunt.. Accountant/Collections

William Irons..Skilled Maintenance (SC)

Johnny Irons...Skilled Maintenance (SC)

Abby Jenkins...Athletic Academic Advisor

Barry Johnson...Lieutenant of Campus Police (GT)

Renyetta Johnson .... CTE Support Services Coordinator

Garry Jones...Director, Financial Aid

Christina Jurusik...Librarian (SC)

Lisa Justis ....Librarian (GT)

Lillia Kelly...Shipping/Receiving Inventory Control Clerk

Elesa Kilpatrick.. Business Manager (LH)

Brett Kimbrel..Head Baseball Coach

Rebecca Kimbrough ....Counselor

Michael Langley...MTED Workforce Technical Trainer/Instructor

Johnny Latham ....Maintenance/Janitor

Mary Ann Latham... AE Assistant Director/Transition Specialist

Janet Leonard..Accounts Payable/Purchasing Clerk (SC)

David Lewis ....Lieutenant of Campus Police (CV)

Cynthia Logan .... Career/Technical Clerical Support

Terry Logan...Data Support Specialist

Arianna Love ....S2S Clerical Support (SC)

Michael Lowrimore..Associate Director of Financial Aid

Chuck Luke ....Skilled Maintenance Team Leader (SC)

Marilyn Maddox..Counselor

Howard Manley ....Skilled Maintenance (SC)

Jeffrey Mann .... Campus Police Officer (WP)

Linda McCool .... Office Assistant/NCIC Operator

Reagan McFerrin ....Recruiter (GT)

Donald McKee .... Telecommunications Technician

Austin McNair .... Head Softball Coach

Greta Miller.. MTED Navigator (GT)

Kim Miller...MTED Information Specialist

Christine Montgomery... Enrollment Management Specialist

Keith Moore... Skilled Maintenance

Bonola Morant ....Bookstore Clerk

LaPari Morant .... Assistant Dean of Student Affairs & Housing (SC)

Dana Mordecai .... Administrative Office Manager/Purchasing Assistant

Julia Morrison...District Director of Marketing, Media, and Recruiting

Atlas Mumphard ....Grounds Crew Chief (SC)

Roxanne Murray...Student Accounts Receivable Clerk

Kimberly Nicholson ....Assistant Softball Coach

Terence Nicholson...WIOA Career Navigator

Stan Nowell ....Skilled Maintenance (SC)

Sha'Carla Petty .... Workforce Community Outreach Program Director (GT)

235

Tammy Prather .... Registrar
Terry Petty .... Campus Police Officer (CV)
Della Phillips .... VCC Program Coordinator
Cecil Pittman .... MTED Workforce Technical Trainer/Instructor
Chase Reeves .... Assistant Baseball Coach
Elizabeth Regl .... CTE Support Services Coordinator (GT)
Rosemary Rice .... Library Assistant
Tory Rice .... Campus Police Officer (GT)
Mark Robertson .... Skilled Maintenance (SC)
Renea Rogers .... AE Clerical Support (WP)
David Rosinski .... SID/Athletic Coordinator (SC
Kimberly Rush .... Counselor (SC)
Kevin Rushing .... Campus Police Officer (SC)
Archer Sallis .... Chief of Police
William Sansing .... District Director of Advising/Counseling Services and Dual Enrollment
James Simmons .... AE Instructor
Miranda Skinner .... AE Instructor
Tenise Smith .... MTED Navigator
Coranette "Chris" Square .... Associate Dean of eLearning
Cathy Stennis .... Enrollment Management Specialist
Wofford "Buddy" Stephens .... Head Coach, Football
Michael Stewart .... Director of Publications
Carly Stokes .... Switchboard/Administrative Assistant
Elliot Stroud .... Skilled Maintenance (GT)
Audrey Sullivan .... Bookstore Clerk
Jeremy Tate .... MI-BEST Student Navigator/Recruiter (GT)
Timothy Tate .... Grounds Maintenance (SC)
Mitzi Thompson .... Director of West Point Center
Sharon Thompson .... Head Coach, Women's Basketball/Dorm/Athletic Director
Lillie Thornton .... Assistant Librarian
Jasmine Turner .... Clerical Support and Receptionist (CV)
Mike Tvarkunas .... Director of Information Technology
Darby Unruh .... Receptionist/Clerical/Bookkeeping/Marketing (LH)
Mary Beth Vickers .... Office/Accountability Manager
Sarah Walden .... Clerical Support and Receptionist (CV)
Taylor Warren .... Student Accounts Receivable Clerk (GT)
Penny White .... Enrollment Management Generalist
Elanthus Wicks .... Director of Administrative Computing
Dustin Cade Wilkerson .... Assistant Football Coach/Running Back's Coach/Recruiting Coordinator
David Williams .... Recruiting Coordinator (SC)
Lametrius Williams .... Grounds Maintenance (SC)
Willie Williams .... Grounds Maintenance (SC)
Nicole Williamson .... Enrollment Management Specialist
Leslie Williamson .... Accounts Payable/Purchasing Clerk (GT)
Stephen Windish .... Assistant Chief of Police
Rodney Woodards .... Shipping/Receiving/Inventory Coordinator/Security

Nakisha Woods ....Instructional Office Manager (SC)
Austin Lane Yarbrough..Fleet Maintenance Assistant
Kyle Younger ....Director of Physical Plant
Carolyn Young-Stringfellow .... Enrollment Management Specialist

EAST MISSISSIPPI COMMUNITY COLLEGE

STUDENT HANDBOOK 2020-2021

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Students should submit to the Campus Vice President a written request that identifies the record(s) they wish to review. The Vice President will make arrangements for access and notify the student within 45 days of the day the college receives a request for access of the time and place where the records may be reviewed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask EMCC to amend a record that they believe is inaccurate or misleading. They should write the Vice President, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If EMCC decides not to amend the record as requested by the student, EMCC will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EMCC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the East Mississippi Board of Trustees; or a person or company with whom EMCC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request from officials of another school or college in which a student seeks or intends to enroll, EMCC may disclose educational records without consent. Disciplinary actions affecting **attendance** is included in the student's record.

EMCC may also disclose, without consent, directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered

harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information **may not** include race, gender, Social Security Number, student identification number, ethnicity, or nationality.

The student has the right to refuse to let EMCC designate any or all types of information about the student as directory information.

The student must notify the Dean of Students in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

EMCC may disclose directory information about former students without meeting these conditions.

- A parent or guardian 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:

<div align="center">

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-46058

</div>

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 race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. 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 Procedures 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

Lion Central (Registrar, Admissions & Financial Aid):
(SC- F.R. Young Student Union, 662-476-5041) (GT-Student Services Building, 662-243-1920)
- Admission Questions
- Admission Application
- Loans, Grants, Aid
- Scholarships
- Work Study
- Transcripts
- Enrollment verifications
- Student records

Vice President of Athletics:
(SC-Davis Building, 662-476-5025)
- Athletic Activities

<u>Business Office:</u>
(SC-F. R. Young Student Union , 662-476- 5070)
(GT-Student Services Building, 662-243- 1906)
▪ Student Accounts
▪ Parking Decals
▪ Student ID's

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.

The President, College staff members, and students shall establish regulations for the operation of College-sponsored clubs and organizations that operate for the welfare and the best interest of the students and the College. College-sponsored clubs and organizations shall be under the direct control of College officials. Such clubs and organizations shall not deny or be affiliated with any organization that denies membership on the basis of race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. In order to charter a club/organization, applicants must complete the application process and gain approval of the President of the SGA, the Dean of Students, and the President of the college before a charter is awarded.

Every College club or organization shall be sponsored by a member of the faculty/staff approved by the Dean of Students. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization. All regular meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the College or off campus must have the approval of the Dean of Students. A sponsor or substitute sponsor approved by the Dean of Students shall be present throughout all activities. Speakers who are neither members of the student body, faculty, or administration of the College must have the approval of the sponsor and the Dean of Students. The collection or dispersal of College-sponsored club funds shall be in accordance with the regulations set forth by the College.

The steps to starting a club/organization are as follows:

Step 1: Complete a Club/Organization Application, which can be found in the Dean of
   Students office.

Step 2: Draft a Club/Organization Constitution in consultation with your sponsor and the "Constitutional Format
   Guidelines."
• Every College-sponsored club shall have a constitution approved by the Student Government and by the Dean

of Students. Such constitution shall be kept on file in the College;

- The constitution shall contain a statement that all members must be students who are presently enrolled in the college;
- The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, national origin, religion, sex, age, political belief or affiliation, or disability;
- The constitution shall contain a statement of the purposes of the club. The purposes shall not be contrary to the welfare or best interests of the students or the College or in conflict with the authority or responsibilities of the Board and its employees;
- The constitution shall contain a statement that there is no affiliation with any non-College club or with any organization which denies members on the basis of race, color, national origin, religion, sex, age, political belief or affiliation or disability;
- The constitution shall provide that the collection or dispersal of College-sponsored club funds shall be in accordance with the regulations set forth by the College;
- The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the College must have the approval of the sponsor and Dean of Students.
- Every club shall act only in accordance with its constitution and shall abide by all rules and regulations of the College;
- Every College club, organization, or activity formed to foster the values inherent to ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership.

Step 3: Submit both the Application and Constitution to the Dean of Students for review.

Step 4: After review by the Dean of Students and Student Government Association, it will be determined if the purpose of the club and its constitution are in accordance with College Policy, the decision will be made on whether or not the club/organization will receive charter.

Step 5: The club's advisor will be contacted by the Dean of Students with the charter decision.

ART CLUB: The Art Clubs, on EMCC's Scooba and Golden Triangle campuses, promote creativity and artistic expression among their members. Meetings are open to all students, faculty and staff.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS: AITP at EMCC's Golden Triangle campus is the community of IT knowledge focused on empowering the IT profession by evolving its members to their full potential. Its goal is to provide a community network for the members to reach their true potential by providing education programs for advancing technology and business skills, leadership development opportunities, networking, peer mentoring, knowledge sharing, and online resources.

BAND: The Mighty Lion Band performs concerts and halftime shows at football games and participates in many community parades, activities and competitions. The band includes musicians, a Color Guard and the Eastern Belles dance squad.

BAPTIST STUDENT UNION: The Baptist Student Union is sponsored by the Mississippi Baptist Convention. They meet once a week during the lunch hour on the GT Campus.

CHEERLEADER SQUAD: The Cheerleader Squad instills pride and commitment to excellence at the college and in the community. Auditions for the squad are held during the spring semester of each year.

COLLEGIATE DECA: The mission of Delta Epsilon Chi is to serve its diverse international membership as a professional organization, providing leadership and career opportunities to tomorrow's leaders. Members of the Golden Triangle's three chapters must maintain a strong focus in business-related areas such as marketing, management and entrepreneurship.

CONCERT CHOIR AND REFLECTION SINGERS: The EMCC choir is located on both the Scooba campus and the GT Campus, The choirs perform at college and campus events through EMCC's six-county district, as well as state and regional competitions. The Concert Choir is a large performing ensemble. Reflection Singers is a smaller, more select, group.

DRAMA CLUB: This organization is for students who are enrolled in Acting or Drama Productions. Meetings consist of working together to create short vignettes. Students have the option to participate in the annual GT campus production.

FELLOWSHIP OF CHRISTIAN ATHLETES: Located on EMCC's Scooba campus, the Fellowship of Christian Athletes invites faculty, staff, and all students to its weekly fellowship time where members pray, worship, and study discipleship.

FORESTRY CLUB: The Forestry Club at EMCC's Scooba campus is made up of students in the Forestry Technology Program. Its purpose is to promote forestry and related industries.

GOLF & TURF MANAGEMENT CLUB: A student chapter for the Golf/Recreational Turf and Landscape Management Technology programs designed to provide information about career directions and credentials needed to become a turf grass or landscape manager.

MATH AND SCIENCE CLUB: The Math and Science Club on EMCC's Scooba Campus is open to all students. This club promotes an increased knowledge of and a greater interest in science, technology, engineering, and mathematics while developing leadership and service skills.

MASN (MISSISSIPPI ASSOCIATION OF STUDENT NURSES): MASN is the student branch of the Mississippi Nurses Association.

NATIONAL TECHNICAL HONOR SOCIETY: The National Technical Honor Society at EMCC's Golden Triangle campus is an internationally recognized program. Members must be enrolled full-time in a career or technical program, earn a 3.25 grade point average in their program coursework, and a 3.0 grade point average for their overall coursework.

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

PHI THETA KAPPA: Phi Theta Kappa is the official honor society for two-year colleges. It promotes scholarship, develops character, and provides opportunity for the developments of leadership and service skills.

QUIZ BOWL: As an EMCC academic team, quiz bowl offers the students preparation, practice, and participation in the program and academic competitions. The team meets twice a week on the GT campus to study various topics and improve memory recall and participates in various quiz bowl competitions throughout the year.

RESIDENT ASSISTANTS: The Resident Assistant (RA) facilitates the social and personal adjustment of students to the residence hall and college. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The RA serves as a positive role model to residents and peer staff members. The RA acts as a liaison between residents and the college administration.

SIGMA PHI SIGMA: A national fraternity, the Mu Chapter of Sigma Phi Sigma is open to Funeral Service Technology students at EMCC's Scooba campus. Its goals are to promote knowledge, professionalism, and fellowship among service majors.

SKILLSUSA: SkillsUSA is a national organization made up of high school students, college students, and professional members enrolled in training programs in technical, skilled, and service occupations.

STUDENT AMBASSADORS: Student Ambassadors visit high schools and attend college events to encourage potential students to become EMCC Lions. They also represent EMCC at various community functions in the college's six-county district.

STUDENT CHRISTIAN FELLOWSHIP: The Student Christian Fellowship on the Scooba campus of East Mississippi Community College is comprised of two groups of students, the Baptist Student Union and Wesley Foundation. The BSU (Baptist Student Union) is sponsored by the Mississippi Baptist Convention. The Wesley Foundations is sponsored by the Methodist church. Students also participate in the Fellowship of Christian Athletes.

STUDENT GOVERNMENT ASSOCIATION: The Student Government Association enables students to be involved in making decisions that affect campus life. The SGA takes suggestions from students and interacts with the school administration to help implement new policies. In addition, they often assist EMCC with special events such as the Reality Fair.

STUDENT PRACTICAL NURSING ASSOCIATION: The Student Practical Nursing Association, on the Golden Triangle campus, is a student chapter of the National Federation of Licensed Practice Nurses. Its purpose is to increase awareness of nursing roles, nursing issues and medical technology through hands-on experiences,

educational conferences, guest speakers, and community services.

STUDENT VOICES: Participation in awareness of and advocacy for the political and financial aspects of the Mississippi community college system, includes networking with elected officials, visits to the state capitol, and representing EMCC at various functions. Both Scooba and GT have a chapter.

TURF CLUB: The EMCC Turf Club is the official organization for students interested in turf grass and landscape management careers which promotes credentialing and an exchange of information and ideas between students and the landscape management professionals.

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.

PROUD TO BE AMERICAN: A celebration of America and America's veterans held each November around the time of Veterans' Day.

BEAUTY AND BEAU REVIEW: Students each year compete in the Beauty and Beau Review in which poise 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 EMPHASIS: 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 month of February.

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 Wellness, Student Activities/Intramurals.

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, John C. Stennis Hall, and through TVs located in the student union lobby.

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.

ROARCast: EMCC's emergency alert system is called ROARCast Alert. It is used to communication vital information to students, parents, and staff when there is an emergency on or around campus and what they need to do to be safe. EMCC will use the ROARCast Alert network to notify subscribed parties of those emergencies. In the event an alert must be sent, each campus has trained personnel with the ability to initiate the ROARCast Alert system.

Announcements may also be sent via LEO, the EMCC internal information website portal and also via WGTC (92.7 FM), which is EMCC's non-stop, 24/7, on-campus radio station.

Note: Any items posted on bulletin boards must be approved by the administration.

<u>CLUB COMPETITION - FIELD TRIPS</u>

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.

ACADEMIC ADVISING AND COUNSELING SERVICES

Academic advising and 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. Unless posted otherwise, EMCC's Advising Center hours are from 8:00 a.m. until 4:30 p.m. Monday through Friday.

<u>INSTRUCTIONAL COUNSELING</u>

Academic advisors 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. Academic advisors 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 available by contacting Michael Busby at 662-243-7474 as they come available on the Golden Triangle Campus and Renyetta Johnson at 662-476-5088 on the Scooba Campus.

PERSONAL COUNSELING

Personal counseling services are available by qualified staff of EMCC who are, or are under the supervision of, Licensed Professional Counselors. Referral lists are available in the Advising Center for students in need of extensive personal and/or professional counseling. Additionally, educational materials on a variety of personal health (mental, emotional, physical) issues are available to students.

CAFB, Lion Hills, West Point Center, and ONLINE

CAFB 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.

COLLEGE 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: Kimberly Rush – (662) 476-5048 or (662) 476-5000
- Golden Triangle Campus: Dr. Melanie Sanders – (662) 243-1979 or (662) 243-1900

HEALTH SERVICES

SCOOBA 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 $35.00 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 Office of Instruction - Stennis Hall; Business Office – F. R. Young Building; President's Office - Administration 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, 911 will be called.

Emergency Telephone Numbers:

Scooba Campus	(662) 386-8011 or (662) 476-5000
Ambulance/Sheriff/Police/Fire Dept.	911

GOLDEN TRIANGLE CAMPUS

In case of minor injuries, first aid service/supplies can be found in all shops and in the administrative offices. In the event of a serious injury, the instructor or office manager should contact the administrative office, the Student Services Department, or someone at the emergency numbers listed below. The injured person should never be moved or left alone if at all possible.

If administration or appropriate staff determines the situation needs emergency professional care, 911 will be called.

Emergency Telephone Numbers: (Golden Triangle Campus)

Switchboard	243-1900
Campus Police	418-9487, 243-1990, or 1900
Ambulance/Sheriff/Police/Fire Dept.	911

TITLE II OF PUBLIC LAW 101-542
CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

CAMPUS POLICE

The Campus Police Department is the unit or department responsible for law enforcement, security and emergency response at EMCC. The office is located in the two story building next to the President's House on the Scooba Campus and at the main campus entrance on the GT Campus. To report a crime or emergency, call the Scooba Campus Police Department at (662) 386-8011 or (662) 476-5000. The Golden Triangle number to report a crime or emergency is (662) 418-9487, (662) 243-1990, (662) 243-1900, (662) 243-1979, or (662) 243-1956.

The law enforcement officers of the Campus Police Department receive their police authority via the provisions of 37-29-275 of the State Statute of Mississippi Code.

The primary duty of the Campus Police of East Mississippi Community College is to protect the students, staff, visitors and their property. At the same time, officers must monitor the student body and ensure compliance with the rules and regulations set forth by East Mississippi Community College.

The Campus Police Department maintains a close working relationship with the Kemper County Sheriff's Office, local, state and federal law enforcement agencies and all appropriate elements of the Criminal Justice System. The Campus Police Department provides twenty-four (24) hours a day patrol to the Scooba Campus and GT Campus and security in the residence halls. Campus Police officers are responsible for a full range of public

safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of federal and state laws, rules and regulations of the College and all other incidents requiring security assistance.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, or staff member. For Scooba Campus emergencies call: (662) 386-8011, and for Golden Triangle Campus emergencies call (662) 418-9487.

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 on the EMCC website and upon request from the Campus Police Department.

BOOKSTORE

SCOOBA CAMPUS - The bookstore is located in the F.R. Young Student Union. The Scooba Campus Bookstore normal operating hours are 7:30 a.m. to 4:00 p.m. Mon - Thur and 7:30 - 3:00 on Friday.

GOLDEN TRIANGLE - The bookstore is located in the Student Center. Normal hours of operation are 8:00 a.m. - 4:30 p.m., Monday – 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 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.

To ensure consistent and affordable access to instructional material, select classes include a fee-based electronic text and digital resources. These classes are designated with an E in the course section code. When enrolled in an E-section of a course, students are automatically assigned an eBook and the cost is added to your

tuition and fees for that course.

FOOD SERVICE FEES, POLICIES, AND PROCEDURES

SCOOBA CAMPUS

The Cafeteria in the F.R. Young Student Union serves nineteen meals per week on an all you can eat basis. The meal plan is required of all resident students. Commuter students can purchase meals on an individual basis. The Cafeteria is also open to the general public for all meals. Hours will be posted each semester.

GOLDEN TRIANGLE CAMPUS

Declining Balance Account

All full-time students (no less than 12 semester credit hours on campus) enrolled at the Golden Triangle Campus will be assessed a required Food Service Fee in the amount of $150 each Fall Term (August – December) and each Spring Term (January – May). This fee is eligible to be paid from Financial Aid funds that have been appropriately awarded to the student or may be paid directly by the student, as with other fees and tuition payments. Once this fee has been paid, the student will be able to use the entire amount of the fee to purchase food and beverages from the two food service operations in the GT Student Union (the full-service cafeteria and the coffee shop/sandwich shop) by using the college-issued student ID card as a declining balance card, which works similar to a debit card. The amounts deducted for purchases will be based on the current door price for a meal at the cafeteria and the current a la carte pricing of items sold in the coffee shop/sandwich shop.

The automatic assessment of the Food Service Fee will occur again at the beginning of the next Fall or Spring Term in which the student is enrolled full-time. The automatic assessment of the Food Service Fee will not occur during the Summer Term. A student's DBA will remain active from the first date of the Fall Term, or the date which the fee is paid, whichever is the latest date, through the last date of the subsequent full Summer Term (one full academic year). However, full-time or part-time enrollment is also required in order for a student's DBA to be active during any enrollment term. Any funds that remain unspent in a student's DBA as of the last date of the full Summer Term will be removed and the DBA will become inactive until the next enrollment term. Unused balances will not be refunded to the student.

At any time during an enrollment term, a student may re-load their declining balance account (DBA) in increments of $50 by paying this amount to their student account. Likewise, at any time during an enrollment term, a part-time student (11 semester credit hours or less) may open or reload a DBA in increments of $50. Only when a request to re-load or open a DBA is prior to the Financial Aid reimbursement date (the date FA refunds first begin), and the student's account shows a refund balance sufficient to cover the amount, will a student be able to use Financial Aid for the purpose of re-loading or opening an account. Otherwise, the student will have to make a direct payment to their account to re-load or open their DBA for that enrollment term. As stated above, any funds that remain unspent in a student's DBA as of the last date of the full Summer Term will

be removed and the DBA will become inactive until the next enrollment term. Unused balances will not be refunded to the student.

Meal Plans

The full service cafeteria will offer a wide variety of meal selections, including traditional and southern cooking favorites; pizza, burgers, grilled sandwiches, and deli specials; soup and salad bars, dessert bars, and soft-serve ice cream; a large variety of beverages; and much more. The dining format is pay-one-price, so the customer gets complete access to all the food stations and bars for one low price. The standard per person door rate for all visitors, as well as students using their DBA for purchases in the cafeteria or students not participating in a pre-paid meal plan, will be $7.25. This is a great dining value for any customer. However, in addition to the convenience and portability of the DBA, students will be able to maximize their buying power in the full-service cafeteria by purchasing one of three pre-paid meal plans. Choosing one of three pre-paid meal plans will save a student from 8% – 21% per meal, depending on which plan is selected. See the table below for a list of pre-paid meal plan options and the savings per meal for each plan.

Meal Plan Options

Pre-paid DBA Plans	Cost to Student	Approximate Cost Per Meal
Food Service Fee (Automatic for FT students)	$150	$7.25 (approx. 20 meals in cafeteria or dollar for dollar on coffee shop menu)
Standard DBA	$150 (minimum to open)	$7.25 (same as above)
Pre-paid Meal Plans	Cost to Student	Approximate Savings Per Meal
Plan A – 105 meals	$600	$5.71 (save 21% per meal)
Plan B – 75 meals	$450	$6.00 (save 17% per meal)
Plan C – 45 meals	$300	$6.66 (save 8% per meal)

When a student who has purchased a pre-paid meal plan visits the full-service cafeteria, he or she may swipe their college issued ID card at one of the quick-entry gates or present their card to the cashier for swiping at the cash register. Each swipe of the card deducts 1 meal from their meal plan count. As with the DBA, only when a request to purchase a pre-paid meal plan is prior to the Financial Aid reimbursement date, and the student's account shows a refund balance sufficient to cover the amount, will a student be able to use Financial Aid for the purpose of purchasing a pre-paid meal plan. Otherwise, the student will have to make a direct payment to their

account to purchase a pre-paid meal plan for that enrollment term. Any meals remaining in a student's meal plan at the end of the enrollment term will be forfeited and no longer available for use, regardless of when the plan was purchased.

LIBRARY

The East Mississippi Community College libraries contain a wide selection of reference materials and other traditional library holdings necessary to complement the educational program. They are closed on official school holidays.

Normal hours of operation for the **Scooba Campus Library** are:

8:00 a.m. - 9:00 p.m.	Monday - Thursday
8:00 a.m. - 4:30 p.m.	Friday
3:00 p.m. - 9:00 p.m.	Sunday

Normal hours of operation for the **Golden Triangle Campus Library** are:

7:30 a.m. - 9:00 p.m.	Monday - Thursday
7:30 a.m. - 4:30 p.m.	Friday

COMPUTER LAB - Students must have a current ID to be able to use the lab. All students must open their own accounts and remember their passwords.

CIRCULATION - Students, faculty, and staff may check out books for a two-week period. A fine of twenty-five cents per day is assessed for each day that a book is overdue. Renewal is permitted provided that the book is returned to the circulation desk.

RESERVES - Reserve books may not be removed from the library.   EMCC Library Web Page address is as follows: http://www.eastms.edu/students/library

AGREEMENTS WITH OTHER AREA LIBRARIES - The EMCC Libraries are members of the Mississippi State University-led Mississippi Library Partnership. Current students may check out from any of the Consortium libraries in person or by computer. Student library accounts can be accessed through the EMCC Libraries' online catalog by entering their student ID.

All spaces within EMCC Libraries are first and foremost a place of study. No tobacco use is permitted. Food and drink are restricted to designated areas and may be barred entirely at the discretion of the library staff. Noisy and distracting use of cell phones or other electronic devices is discouraged, and offenders may be asked to leave the library. Students using EMCC computers for social or entertainment purposes will be expected to log off if others are waiting to work on school related tasks. Excessively loud conversations or other behaviors which interfere with a quiet study atmosphere are grounds for removal from the library. Persistent violators may lose the privilege of freely occupying library areas.

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.

STUDENT MAIL

Scooba Campus - Resident students will pick up mail at the F.R. Young Student Union in the Housing Department. Address for students is:
Name of Student
EMCC Student Mail
P.O. Box 158
1512 Kemper Street
F. R. Young Student Union
Scooba, MS 39358

STUDENT CENTERS

Scooba Campus - Hours are ordinarily 8:00 a.m.-10:00 p.m. weekdays, and Sundays 3:00 p.m.-10:00 p.m.
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.

WELLNESS CENTER

Scooba Campus – The Wellness Center is equipped with an aerobic exercise area, and a large workout area that includes treadmills, a climb mill, elliptical machines, row machines, stationary bikes, a seated elliptical, an upper body ergometer, power racks, and weight training machines. It is open for monitored student activity use from 6:00 a.m. to 8:30 p.m., Monday – Thursday, and 6:00 a.m. to 2:30 p.m., on Fridays. 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.

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:
   a. on any sidewalk
   b. on any grassed area (including road side areas unless designated for parking)
   c. in a loading/unloading zone
   d. in any driveway
   e. in any designated no-parking zone
   f. in a double or multiple manner
   g. in any manner that obstructs traffic
   h. in areas designated for staff and faculty without proper decal
   i. in Disabled Parking areas without Disabled tag, hanging decal, proper documentation
3. Vehicles should not be driven in excess of 15 mph on the Scooba Campus and 10 mph on the Golden Triangle Campus.
4. Pedestrians have the right-of-way on campus; however, they must exercise caution when crossing high traffic areas.
5. Driving in a reckless manner is prohibited. All traffic signs on campus are to be obeyed.
6. Registered students are responsible for their vehicles on campus.
7. All accidents should be reported immediately to Campus Police. All accident report forms must be completed by Campus Police. Failure to report accidents may result in loss of privilege to make a claim on the student's accident insurance program and also may result in disciplinary action.
8. If a vehicle is to be left on the Golden Triangle campus after normal hours, Campus Police must be notified.
9. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.
10. EMCC reserves the right to remove, impound and/or immobilize any illegally parked (pursuant to traffic regulation #2) or abandoned vehicle on campus (a vehicle shall be deemed abandoned after it remains in a location four consecutive weeks). In such cases the registered owner will be responsible for all costs involved, and EMCC will not be liable for damages to the vehicle occurring during the removal, impoundment, or immobilization.
11. Any damages to a vehicle caused by passing over speed-breakers will result in no liability to EMCC.
12. Scooba 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 Scooba 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. For the GT Campus, check-in at the Police Station on Highway 182 is required.

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 social media or e-mail to intimidate, harass, terrify, annoy or offend.

6. Theft or damage of property of the College or to the property of a member of the college while said property is on the College property.
7. Violation of copyright laws associated with print, audio/video and computer software materials.
8. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons with the intent of bodily harm on any individual or damage of a building or grounds of College property.
9. Use, possession or distribution of illegal drugs, alcohol and other substances on campus or at any College or at any College-sponsored activity (home or away). No tobacco use in class.
10. Unauthorized use of the computers for the purpose of compromising computer systems or network security.
11. Plagiarism or behavior involving academic dishonesty.
12. Profanity, gambling, loitering and other behaviors deemed as inappropriate are not allowed on   campus.
13. Any attempt to tamper with or falsely activate fire alarms or other protective equipment is strictly prohibited and may include criminal charges.
14. Pets on campus are strictly prohibited.
15. Public display of affection is strictly prohibited on campus and at any activity of the College.
16. Unauthorized tampering or entry into any building, vehicle, or private property of the College, students, faculty/staff or authorized visitors is prohibited.
17. The use of tobacco and smoking products is not permitted in/on any EMCC buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles. The use of all forms of tobacco is banned, including cigarettes, cigars, pipes, dip and snuff, as well as e-cigarettes, vapor-emitting products and "synthetic substances other than tobacco."
18. Electronic devices (cell phones & others) used without permission in classrooms is strictly prohibited.
19. During fire or tornado alarms, all students must leave their rooms. During a fire alarm all students must leave the building. During a tornado alarm, all students must relocate to the designated safe area for each building.
20. Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others. Inappropriate communications may not be included in social media, including but not limited to (a) confidential, personally identifiable, and sensitive EMCC information about students, employees, and guests; (b) defamatory or discriminatory statements and images, (c) proprietary information of EMCC, and (d) illegal items and activities.

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

MISUSAGE OF ELECTRONIC DEVICES IN CLASSROOMS POLICY

Electronic devices can be used in classrooms if it is in the best interest of the class to do so (e.g. sections with e-textbooks). Such usage shall be at the instructor's discretion. If used in this fashion, all devices should be set to silent and only used for class purposes.

Otherwise, such usage is a violation of the Student Code of Conduct and will be penalized in the following manner:

- 1ST offense - Student should be given a warning by instructor and the warning should be submitted to the Dean of Students.
- 2nd offense - Student will be referred to the Dean of Students and will be fined.
- 3rd offense - Student will be referred to the Dean of Students and the fine will be increased.
- 4th offense - Student will be administratively withdrawn from the class with current grade expressed with the appropriate "W".

PLAGIARISM AND CHEATING POLICY

- 1ST offense while enrolled at EMCC- Student should be given a zero for the assignment and the documents should be forwarded to the appropriate Associate/Assistant Dean of Instruction where the student will be placed on instructional probation.
- 2nd offense while enrolled at EMCC- Documentation should be forwarded to the appropriate Associate/Assistant Dean of Instruction. The Associate/Assistant Dean of Instruction will forward both offenses to the Dean of Students and the student will be administratively withdrawn from the course for that semester in cases of a repeat offense in that course.
- 3rd offense while enrolled at EMCC- Student will be referred to the Dean of Students and student will be dismissed from EMCC.

Using an electronic device or other materials without permission during an exam will be considered cheating regardless of intent. Other forms of cheating will include, but are not limited to: having information available in any non-approved form, such as papers, books, notes, materials hidden in apparel, written on self or desks, tabbing out to another computer screen, looking at other students' work, communicating with other students in any manner.

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. If the student fails to appear at the hearing and does not contact the appropriate administrator the day of the hearing regarding the nonattendance, the appeal process will end.
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 advocate. If the advocate 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. Students are not to wear clothing where under garments are visible, or that sag inappropriately. Shoes must be worn at all times other than in the resident hall or the immediate area surrounding the resident hall. Students wearing clothing deemed inappropriate or offensive will be asked to change to more appropriate wear. This includes but is not limited to tank tops, pajamas, clothing that exposes the midriff or portions of the chest or back, and any clothing that promotes the use or consumption of alcohol and/or any illegal substance. In the above cases, the Dean of Students is the final authority for compliance with the Dress Code. 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 card is not required to be worn in a visible location of one's person at all times, but must be presented to college officials when requested.** Students without an ID card will be subject to $25 fine.

The card is needed for the following purposes:

1. For proof that you are a current student.
2. Admission to on-campus College sponsored activities.
3. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Community & Junior College Conference at student rates.
4. Identification at Business Office, Campus Bookstore, Campus Security Office, Financial Aid Office, Campus residence hall, Library, and Food Court.

ALCOHOL AND DRUG POLICY STATEMENT

EMCC is greatly concerned with the health and well-being of its students. EMCC is committed to providing and maintaining for its students an environment in which they may flourish, excel, and attain their individual goals and standards of achievement. It is the position of EMCC that the use and/or abuse of alcohol or illegal drugs by its students on EMCC owned or controlled property or in association with EMCC related activities is inconsistent and incompatible with the purpose and mission of EMCC. Therefore, it is the policy of EMCC that any possession, consumption, manufacture, or distribution of alcohol or illegal drugs is prohibited.

If students of EMCC should experience problems or crises that are alcohol or drug related, they are encouraged to seek confidential assistance through a local community counseling center. For more information on available counseling services, contact the counseling center.

Any student failing to observe the EMCC Alcohol and Drug Policy will be subject to the imposition by EMCC of sanctions in accordance with local, Mississippi, and federal law. For EMCC students, these sanctions may include suspension or expulsion.   In addition to sanctions, any EMCC student found in violation of the EMCC Alcohol and Drug Policy may be referred to the appropriate authorities for prosecution.

The following acts of conduct constitute grounds for sanctions against EMCC students:

1. Use, possession, under the influence of, manufacture or distribution of alcoholic beverages, barbiturates, narcotics, or other illegal drug substances such as marijuana or LSD, on EMCC owned or EMCC controlled property or in association with EMCC related activities;
2. Disorderly, licentious, obscene, lewd, or indecent behavior or expression performed on EMCC owned or controlled property or in association with EMCC related activities;
3. Any violation of local, Mississippi, or federal laws regarding illegal drugs or alcohol.

EMCC Administration personnel have the authority to review and investigate any allegations made against an

EMCC student concerning alcohol or drug possession, manufacture, or use/abuse. If an EMCC student is determined to have possessed, manufactured, or used/abused alcohol or illegal drugs, that individual will be subject to disciplinary or administrative hearings, and that individual will be required to submit to an alcohol or drug treatment program, or to specialized counseling. Medical expenses, lab fees, and further treatments costs will be the responsibility of the student.

If a student is suspended or expelled, he/she will be considered for readmission following counseling and/or appropriate treatment. An appeals process is available to any student who desires additional consideration of an action taken against him/her. (Note: Federal law states that students found guilty of engaging in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance during the period covered by all Title IV funds [financial and] will lose the right to obtain any future Title IV funds.

Students suspended or expelled under the EMCC Alcohol and Drug Policy may be eligible for re-admittance at the discretion of EMCC.

Rooms, vehicles and persons are subject to search while on EMCC property. Drug dogs may be used in searches of EMCC property including parking lots.

Non-Discrimination Policy -- Anti-Harassment Policy -- 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 Director of Human Resources/Payroll, 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 grievance committee made up of five (5) faculty/staff members and is assigned at the beginning of the year by the Campus Vice President.

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.

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.

SEXUAL MISCONDUCT/TITLE IX/CAMPUS SAVE ACT

Under Title IX, and as standard for the Student Code of Conduct, East Mississippi Community College (EMCC) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Criminal law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

All students, faculty, and staff, as well as members of the public participating in College activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

If there is reason to believe that EMCC campus regulations prohibiting sexual misconduct in any form have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate College procedures. Moreover, this policy does not differentiate the types of offenses based on the kind of relationship between the individuals. EMCC complies with its obligation to investigate and resolve concerns of all forms of sexual misconduct regardless of whether or not a formal complaint is filed, in order to maintain a non-discriminatory and respectful educational environment.

This policy is intended to provide more detailed information about how EMCC handles these matters and is not intended to replace the EMCC Student Code of Conduct or EMCC Sexual Harassment Policy.

Students and members of the faculty and staff who report violations included in this policy will be given a copy of this document and will be advised of all options available to them. EMCC officials will respect the student's right to confidentiality to the extent permitted under college and legal regulations. This document can also be found on the college's website at www.eastms.edu.

I. DEFINITION OF VARIOUS TERMS OF SEXUAL MISCONDUCT

A. Sexual Assault:
Sexual assault is a general term which covers a range of crimes. For the purposes of this statement by the

College, "sexual assault" includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as "gang rape"), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy, forced oral copulation, rape by a foreign object, and sexual battery, the unwanted touching of an intimate part of another person for the purpose of sexual arousal.

B. Intimate Partner Violence:

This term is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include rape, acquaintance rape, stalking, dating violence, sexual violence, or domestic violence.

C. Sexual Harassment:

Sexual harassment is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as "this for that") and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in an academic setting.

In compliance with federal and state law, EMCC defines sexual harassment as follows:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

> *Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity;*

➢ *Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or*

> *Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment."*

D. Sexual Exploitation:

Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommery, and knowingly transmitting an STD or HIV to another student.

E. Stalking

Stalking is a criminal activity consisting of the repeated following and harassing of another person. It is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside of his/her workplace or classroom are actions that, on their own, are not criminal. When these actions are coupled with intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal. A person who intentionally and repeatedly follows or harasses another person and who makes credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.

F. Consent:

Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of sexual situation, and the incapacitation or impairment is known or should be known to reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.

G. Sexual Violence:

A term that is used to refer to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

H. Stranger Rape:

Stranger rape is defined as a sexual assault by an assailant upon a person he or she does not know or a rape in which the victim does not know the rapist.

I. Acquaintance Rape:

The most prevalent form of sexual assault on a college campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.

J. Bystander Intervention:

A course of action that may be carried out by an individual to prevent harm or intervene where there is a risk or an act of violence.

II. WHAT TO DO IF YOU ARE VICTIM OF SEXUAL MISCONDUCT

Any individual who is a victim of sexual misconduct should follow these procedures immediately:
➢ Go to a safe place.
➢ Do not hesitate. If on campus, contact appropriate authorities and if during off hours, contact campus police

at (SC) 662-386-8011, (GT) 662-418-9487, any security guard located in the female residence halls, or dial 911.

- Call a friend, a Campus Security Agent (CSA), a family member, or someone else you trust and ask her or him to stay with you.
- It is important for the victim to preserve the evidence if she/he intends to pursue criminal charges.
- Do not shower, bathe, douche, or brush his/her teeth, and save all clothing worn at the time of the assault.
- Place each item of clothing in a separate paper bag. Do not use plastic bags.
- Do not disturb anything in the area where the assault occurred.
- Go immediately to see medical personnel.

The following clinics or hospitals will be able to assist you:
- Scooba Clinic-Scooba, MS (During normal hours of operation)
- John C. Stennis Hospital-DeKalb, MS
- Rush Foundation Hospital-Meridian, MS
- Anderson Regional Medical Center-Meridian, MS
- Baptist Memorial Hospital-Columbus, MS
- Oktibbeha County Hospital-Starkville, MS
- North Mississippi Medical Center-West Point, MS

- If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If the student has not seen the medical personnel at the time of the complaint, the student will be immediately advised to do so. The College will provide transportation to the hospital, if needed.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hotline, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

III. VICTIM'S REPORTING OPTIONS

EMCC strongly encourages individuals to report all incidents and violations of this nature to the Office of Dean of Students, law enforcement officials, and/or appropriate College officials in order for these incidents to be properly addressed and for victims to avail themselves of all the services and rights to which they are entitled.

Any member of the EMCC community can file a report with an appropriate College official. If a victim shares an incident of sexual misconduct with an appropriate College official, he/she needs to know that it is the College official's responsibility to notify the Dean of Students office of this incident immediately.

In addition, it is the victim's rights to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

Reporting Timeframe:

Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws.

Reporting Options:

1. Official Reporting: All EMCC students are strongly encouraged to make an official report of any incident of sexual misconduct to the Dean of Students office whether the incident occurred on or off campus. Official reporting initiates a course of immediate action and the College's Student Conduct process.

The complaint can be filed directly to the Dean of Students via a written statement or an appointment. Once a complaint has been submitted, the Dean of Students, a designee by the Dean, or a campus police officer will conduct intake interviews and fact-finding interviews with appropriate parties involved and follow the processes outlined in the Student Conduct process. Each complaint will be investigated promptly and appropriate corrective actions will be taken.

2. Confidential Disclosure: EMCC also offers confidential reporting through Counseling Services to
   a. Weigh options and associated risks
   b. Discuss possible next steps, and
   c. Obtain information about available resources and services.

No one is expected or required to pursue a specific course of action with this option.

Sexual Misconduct Amnesty Clause:

The Dean of Students office offers immunity (Amnesty) to students who may have violated the Student Code of Conduct's Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Bystander Intervention:

The same above mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. EMCC strongly encourages bystanders to step up on behalf of another person's well-being and safety.

Sexual Assault Response Team (SART)

Scooba Campus

Tony Montgomery - Dean of Student Affairs	(662) 476-5062
LaPari Morant - Asst. Dean of Student Affairs	(662) 476-5443
Steve Windish - Asst. Police Chief	(662) 476-5115

Golden Triangle Campus

Melanie Sanders - Dean of Student Affairs	(662) 243-1979
Yolandra Beck – Student Support Service Coordinator	(662) 243-1900
GT Campus Police	(662) 243-1990

Columbus Air Force Base Extension

Sonya Bridges - Director	(662) 434-2660
Melanie Sanders - Dean of Student Affairs (GT)	(662) 243-1979

Lion Hills

Cheryl Hubbard - Director	(662) 328-4837

West Point Extension

Mitzi Thompson - Director	(662) 492-2644
Melanie Sanders - Dean of Student Affairs (GT)	(662) 243-1979
GT Campus Police	(662) 243-1900

Contact Information:

Title IX Coordinator	(662) 476-5062/5443
Dean of Students, Scooba Campus	(662) 476-5062
Dean of Students, Mayhew Campus	(662) 243-1979
Counseling Services, Scooba Campus	(662) 476-5048/5088
Counseling Services, Mayhew Campus	(662) 243-2631/2657/1925
Campus Police (24-Hours), Scooba Campus	(662) 386-8011
Campus Police, Mayhew Campus	(662) 243-1990
Residential Life Staff	(662) 476-5627/5000
Sexual Assault Victim Services/Prevention Program	1-866-331-9474 or text "loveis" to 77054
24-Hour Crisis Hotline	1-800-656-4673

IV. VICTIM'S RIGHTS PROVISIONS

It is EMCC's responsibility to assure students who report an incident of sexual misconduct that:

➤ Victims will have the opportunity to request prompt proceedings and that a fair and impartial investigation and resolution will occur.

➤ College officials will treat the incident seriously and that the incident will be investigated and adjudicated by appropriate criminal and/or College officials. Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. And shall use preponderance of the evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).

➤ Victims will be treated with dignity, respect, and in a non-judgmental manner.

➤ College officials will inform victims of their option to notify appropriate law enforcement authorities, including campus police and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.

➤ College personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.

➤ College personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal/criminal proceedings.

➤ College officials will prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred.

➤ Victims will be provided with written notification of on and off campus available services for mental health, victim advocacy, legal assistance, and other available community resources.

➤ Victims will honor and can obtain no contact/restraining orders no contact/restraining orders or enforce an order already in existence to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.

➤ Victims will be afforded the opportunity to request immediate on-campus housing relocation or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.

➤ Victims are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the respondent also has the same opportunity to have others present during any proceeding (neither the victim's advisor nor the advisor for the respondent can speak for or defend either party).

➤ Victims are informed that he/she is entitled to receive, in writing, of the final results within one business day of such outcome begin reached.

V. RIGHTS OF THE PERSON ACCUSED OF SEXUAL MISCONDUCT

The student accused of sexual misconduct (the respondent) may be assured that:

➤ All sexual misconduct cases will be treated seriously.

➤ The respondent will be treated with dignity, respect, and in a non-judgmental manner.

➤ The respondent will be advised of on- and off-campus organizations and services that may be of assistance.

➤ College personnel will cooperate in investigating the case fully for legal and Student Conduct proceedings.

- The respondent will be informed of available counseling and psychological services.
- Respondents are informed that he/she is entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others present during any proceeding (neither the victim's advisor nor the advisor for the respondent can speak for or defend either party).
- Respondents are informed that he/she is entitled to receive, in writing, of the final results within one business day of such outcome being reached.

IV. DISCIPLINARY PROCEDURE

It is the victim's rights to notify law enforcement and to be assisted by College officials in doing so.

Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

A student charged with sexual misconduct may be prosecuted under the Mississippi Criminal Justice System and disciplined through EMCC Student Conduct and Due Process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to College disciplinary action.

EMCC Student Conduct and Due Process procedures should be considered distinct and independent of any and all criminal procedures. Student Conduct and Due Process procedure may precede, occur simultaneously, or follow court action. IN the event that the College's Student Conduct and Due Process procedures follow court action, the court proceedings and/or verdict may be considered in the Student Conduct and Due Process proceeding. Proceedings shall be conducted by officials trained on all forms of sexual misconduct. Moreover, they shall use the preponderance of evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).

When necessary, temporary action may be taken by the College in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the complainant and the respondent. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student's restricted access to the College and/or participation in College events, such as attendance at classes and residing on campus.

A. Disciplinary Action:

Any student found by the Dean of Students office to have committed sexual misconduct may be subject to severe disciplinary sanctions, including suspension or dismissal from the College. For information regarding the range of possible sanctions that may be imposed following an institutional disciplinary procedure, please refer to the EMCC Student Code of Conduct found the in the College Catalog and Student Handbook.

The College recognizes that violations of sexual misconduct are not the fault of the individual filing the complaint. The College intends to encourage the report of sexual misconduct and therefore the College generally does not

intend to hold complainants accountable for student code of conduct violations that may have occurred along with violations of sexual misconduct. The College administration will use discretion to ensure the rights of the complainant are preserved.

B. Appeals:

In the case the complainant decides to appeal the decision via the College's Appeal Process, the complainant may request reasonable accommodations be made during the hearing procedures, such as special seating arrangements in the hearing room in order to conduct a fair, orderly hearing.

➢ He/she has the right to remain present during the entire hearing except during the deliberations.
➢ He/she has the right not to have his or her sexual history discussed during the hearing.
➢ He/she has the right to make an "impact statement".
➢ He/she has the right to be informed concurrent with notice to the accused (respondent) of the decision of the Dean of Students and/or the Board regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.

VII. SAFETY AND SECURITY INFORMATION REPORT

Under the Campus Save Act, an addendum to the Clery Act, EMCC will provide annual statistics on incidents of campus crimes, including incidents of sexual misconduct occurring on campus and reported to campus authorities and/or local police. Additionally, EMCC will comply with all mandatory reporting requirements that include a broader range of sexual misconduct incidents occurring on campus including domestic violence, dating violence, and stalking.

Nothing in this policy should be interpreted as precluding enforcement of the laws and regulation of the United States of America, the State of Mississippi, any locality in the state of Mississippi, or the College's Student Code of Conduct.

FIREARMS AND WEAPONRY POSSESSION POLICY

East Mississippi Community College recognizes that the possession of firearms (including handguns) or other weapons on school premises or at school functions by other than duly authorized law enforcement officials create unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of damage to properties of EMCC, employees, students, visitors, and guests. Therefore, EMCC prohibits the possession of firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether the possessor of the weapon has a valid permit to carry the weapon.

HOUSING

The College maintains six residence halls and thirty cottages on the Scooba Campus which house approximately 600 students. These residence halls are air conditioned and equipped with furniture and utilities essential for

comfortable living. Students must provide their own linens, pillows, and toilet articles.

A person desiring residence hall accommodations must submit an online Application for Student Housing along with the $100.00 housing application fee. After payment is received, the housing application fee will remain on file until the student discontinues participation in campus housing. If a student takes a break from housing, either voluntarily or due to a violation of college policy, the student must submit a new application and pay another housing application fee in order to reserve a room for housing. The housing application fee is non-refundable unless EMCC is unable to provide housing due to a lack of availability, in which case, the fee will be refunded upon written request from the student.

To apply for student housing, a student must obtain a Housing Application Form from the Director of Student Housing and pay the proper fees to the Business Office. No student will be allowed to reside in College housing for more than six semesters without approval of the Residence Hall Appeals Committee.

In the event of limited residence hall space, Mississippi residents will be given first preference. A limited number of out-of-state residence hall spaces will be reserved to coincide with scholarship limits for non-residents as established by the MACJC.

ACADEMIC REQUIREMENTS FOR RESIDENCE HALL STUDENTS

All students must be enrolled in and maintain a minimum of 12 semester hours of traditional face-to-face courses to live in the residence hall. Other combinations of traditional face-to-face and online loads equal to 12 hours or more will be considered as appropriate.

Students will be placed on Housing Probation when a regular semester GPA falls below the following criteria:

EMCC Hours Attempted:	Required GPA
0-31	1.50
32 or higher	2.00

Student will be placed on Housing Suspension when a regular semester GPA fails to meet the above criteria while on Housing Probation. A regular semester is defined as a fall or spring semester.

Students who are on a Housing Suspension status cannot reside in the residence halls for one semester following their suspension. Summer semesters can be counted for this purpose.

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 given to the students once they meet with the Dean of Student Affairs/Housing to discuss and sign the study hall agreement. 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). Any person may appeal dismissal from campus housing by doing so in writing to the Director of Student Housing or the Dean of Student Services. Any appeal by a student not meeting these requirements will be directed to the Residence Hall Appeals Committee which will be designated by the President.

GENERAL HOUSING GUIDELINES & REGULATIONS

In order to protect the rights of each individual and to ensure protection of College property, there must be certain guidelines for all to follow. **FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE: DISCIPLINARY PROBATION, MONETARY FINES, DISMISSAL FROM RESIDENCE HALL, AND EXPULSION.**

1. Residents of the College residence halls must be enrolled in at least 12 hours of traditional face-to-face courses to live in the residence hall. Other combinations of traditional face-to-face and online loads equal to 12 hours or more will be considered as appropriate. All resident students of the college must maintain at least 12 semester hours throughout the entire semester.
2. Each resident is responsible for the College property assigned to them. Neither furniture nor equipment should be removed from your room without first securing permission from the Director of Student Housing or the Vice President of the Scooba Campus. Each room occupant will be held accountable for all room furniture and fixtures and all suite occupants will be held accountable for all common areas.
3. All residents must attend any residence hall meetings and will be held responsible for all information set forth.
4. Costs of repairing damage or replacing losses to a residence hall room will be charged to each room occupant unless the party directly responsible is known. Costs of repairing damage to bath and restroom areas will be charged to each suite occupant sharing the restroom area unless the party directly responsible is known. Costs of repairing lounge areas, hallways, and/or the residence hall itself will be charged to all residence hall occupants unless the party directly responsible is known. DAMAGE TO ANY COLLEGE PROPERTY IS CONSIDERED A SERIOUS OFFENSE.
5. The College reserves the right to inspect any living quarters at any time the administration deems it necessary.
6. Possession or use of intoxicating beverages and dangerous drugs is prohibited. Any student who is under the influence of an alcoholic beverage, or has alcoholic beverage in his/her possession, or who has alcoholic beverage containers in his/her room or trash can will receive disciplinary action, possibly be disallowed housing privileges, or may receive the maximum penalty of dismissal from the College.
7. Smoking is not allowed in any residence hall at any time.
8. The College is not responsible for loss or damage of valuables, money, or other personal property. If loss or damage does occur, the residence hall supervisor, Director of Student Housing, security, or the Vice President of Student Services should be notified immediately. Students are strongly encouraged to have their parents check with their home owners insurance regarding renter insurance.

9. Residents are expected to abide by all Federal, State, and Local Laws.

10. Students are responsible for maintaining the cleanliness of their room, restroom, and bath areas. There will be a systematic room inspection each week and/or as needed of all residence halls at which time rooms must be clean, neat and attractive. Failure to maintain rooms, restrooms, and bath areas in a clean and orderly condition may result disciplinary actions.

11. Aluminum foil is not allowed in the residence hall windows. Students must use appropriate curtains or blinds.

12. Permanent fasteners or connectors on the walls, doors, or fixtures are prohibited without the permission of the Residence Hall Supervisor or the Director of Student Housing.

13. Offensive, inappropriate, or obscene materials to include alcohol and drug related material may not be visible anywhere in the residence hall.

14. DECALS are not permitted on any room walls or furniture.

15. Pets are not allowed in the residence halls.

16. Fire alarms, fire extinguishers & other protective equipment are in place for the safety of all students. Any attempt to tamper or abuse such devices is strictly prohibited and will result in disciplinary action.

17. No person should sit on guard rails, in open windows, or hazardous areas of any kind.

18. Students should not carry on conversations with other students through the residence hall windows. Visitation is limited to rooms, the lobby or outside the residence hall.

19. UNAUTHORIZED VISITATION OF MALES IN THE FEMALE RESIDENCE HALL OR FEMALES IN THE MALE RESIDENCE HALLS IS PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION.

20. Male students are allowed to enter the lounge area in Gilbert-Anderson Hall only under those guidelines specified. Females are not allowed to enter any male residence halls due to the absence of proper supervision.

21. Visiting hours are Sunday-Saturday at 8:00 a.m. till 11:00 p.m. you are responsible for your guest & will be held liable for the actions of your guest. All guests must sign-in with the security guard located in the lobby area of the residence halls. There will be NO visitors under the age of 16 allowed past the front lobby unless accompanied by a parent.

22. Loitering in & around the residence halls is prohibited.

23. Overnight visitors in the residence halls must be of the same sex as the room occupant and must be approved 24 hours in advance by the Residence Hall Supervisor or the Director of Student Housing. Overnight guest must be at least 18 years old and are only allowed on Thursday, Friday, and Saturday nights. All visitors are expected to conduct themselves appropriately & comply with the rules of the institution.

24. Only residents will be permitted to enter the residence halls during school hours unless the residence hall supervisor grants permission. Any visitors should be accompanied by a building resident & 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 & 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 & exit the residence hall. On Fridays & Saturdays there will be limited access to enter & 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 & 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 & meals will continue until the withdrawal process has been completed. Keys not turned in will result in forfeiture of the room deposit. _No refunds will be granted until a student has officially completed the withdrawal process._

27. Lost Key - Any time a key is lost, a $45.00 charge will be levied. The lock will be changed to protect the property of all occupants of that room.

28. Grilling/barbecuing is not allowed on campus except for EMCC designated events & faculty/staff supervised functions.

CONSUMER DISCLOSURE

In accordance with the request of the Arkansas Department of Higher Education:

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code 6-61-301.

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Maryland Residents:

If you are a prospective student who will not reside in Mississippi while enrolled in East Mississippi Community College online courses, please be aware that many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. Through such processes, states strive to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for its student citizens. East Mississippi Community College and the Mississippi Virtual Community College have taken steps to protect its students and have been granted authorizations, exemptions and waivers from many states. However, due to authorization and review processes associated with some states, we may be limited in our ability to accept some distance learning course enrollments. East Mississippi Community College is NOT seeking authorizations, exemptions, or waivers in Maryland; therefore, we are unable to offer distance education programs to students residing in this state.

Out-of-State Distance Learning Students:

EMCC reserves the right to not allow residents of other states who are currently not residing in Mississippi to register for online classes, especially if no authorization currently exists between EMCC, the State of Mississippi,

and the student's state of residence.

State Authorization for Online Education

East Mississippi Community College provides distance education programs courses to students in all states under the authority of an agreement with the Mississippi Commission on College Accreditation (MCCA). EMCC strives to provide a dynamic learning environment to ensure the achievement of students' goals by administering instruction, policies, and student support services. To continue this dynamic learning environment for out-of-state students, EMCC through its membership in the regional compact (Southern Region Education Board - SREB), has joined the National Council for State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts, and territories that establish comparable national standards for interstate offering postsecondary distance education. National Council for State Authorization Reciprocity Agreement (SARA) - https://nc-sara.org/

REVISION LIST: