

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE

1156 College Drive
Summit, Mississippi 39666
Phone: 601-276-2000
Fax: 601-276-3888
www.smcc.edu

A public institution supported by
Amite, Pike, Walthall, and Wilkinson Counties

The College reserves the right to change policies stated herein when necessary.
All such changes are effective at such times as the proper authorities determine and may
apply not only to prospective students but also to those who are already enrolled in the
college.

Updated information can be found on our website.

Accreditation

Southwest Mississippi Community College is accredited by the Commission on Colleges
of the Southern Association of Colleges and Schools to award the associate degree.
Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-
4097 or call 404-679-4500 for questions about the accreditation of Southwest Mississippi
Community College.

The Commission is to be contacted only if there is evidence that appears to support an
institution's significant non-compliance with a requirement or standard.

Member of

American Association of Community and Junior Colleges Mississippi Association of
Community and Junior Colleges Mississippi Association of Colleges

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

SESSION 2013-2015

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Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog. Counselors and advisors are available to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other college regulations rests with the student.

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JENNINGS NETTLES, President
ROBERT MORGAN

2013 FALL SESSION

| | |
|--------------------------------------|---|
| Tuesday, April 2 | Early Registration Begins (Returning and Transfer Students) |
| Monday, June 3 | Payment of Fees Begins Early Registration begins (1 st time students) |
| Thursday, August 8..... | Faculty and Staff Preparations |
| Friday, August 9, 3:00 p.m. | Payment of Fees Due to Secure Early Registration On-Campus Courses |
| Monday, August 12, 2:00 p.m. | Dormitories Open |
| Monday, August 12 | Open Registration Begins (Returning, Transfer, and 1st time students) |
| Wednesday, August 14 | Day, Evening and 1st Term On-Campus Accelerated Courses Begin as Scheduled Late Registration Begins, Late Registration Fee Assessed |
| Wednesday, August 21, 3:00 p.m. | Payment of Fees Due to Secure Full-Term Online Courses |
| Wednesday, August 21 | Last day to Add a Day or Evening Course/ Late Registration Ends |
| Friday, August 23 | Last Day to Add a Full-Term Online Course |
| Monday, August 26..... | Full-Term Online Courses begin |
| Monday, September 2..... | Labor Day Holiday Evening Courses will Meet as Scheduled |
| Monday, September 16..... | Registration Begins for Accelerated Online Courses |
| Friday, September 20..... | Last Day to Drop a 1 st Term On-Campus Accelerated Course |
| Wednesday, October 2, 3:00 p.m..... | Mid-Term Grades Due |
| Monday, October 7 | 1 st Term On-Campus Accelerated Courses End |
| Tuesday, October 8..... | 2nd Term On-Campus Accelerated Courses Begin |
| Monday, October 14 | Fall Break Evening Courses will Meet as Scheduled |
| Monday, October 21 | Accelerated Online Courses Begin Last day to Add an Accelerated Online Course |
| Friday, November 8..... | Last Day to Drop a Course Without Academic Penalty (day, evening, full-term online) |
| Friday, November 15 | Last Day to Drop a 2 nd Term On-Campus Accelerated Course |
| Monday-Friday, November 25-29 | Thanksgiving Holiday Evening Courses will not Meet |
| Friday, November 29 | Last Day to Drop an Accelerated Online Course Without Academic Penalty |
| Friday, December 6 | Full-Term Online Courses End |
| Monday, December 9 | 2 nd Term On-Campus Accelerated Courses End |
| Tuesday-Friday, December 10-13 | Final Exams |
| Friday, December 13, 3:00 p.m. | Final Grades Due |
| Friday, December 13 | Accelerated Online Courses End |
| Tuesday, December 17, 3:00 p.m. | Graduation (All Programs) |

2013 WINTER SESSION

| | |
|------------------------------------|---|
| Tuesday, November 5 | Registration and Payment of Fees Begins |
| Friday, December 13 | Winter Term Courses Begin |
| | Last Day to Add a Winter Term Course/ Complete Payment of Fees |
| Wednesday, December 18 | Last Day to Drop a Winter Term Course without Academic Penalty |
| Saturday, December 21 | Winter Term Courses End |

2014 SPRING SESSION

| | |
|---------------------------------|--|
| Tuesday, November 5 | Early Registration and Payment of Fees Begins |
| Monday, January 6, 2:00 p.m. | Dormitories Open |
| Monday, January 6, 3:00 p.m. | Payment of Fees Due to Secure Early Registration On-Campus Courses |
| Tuesday, January 7 | Open Registration (Returning, Transfer, and 1st-time Students) |
| Wednesday, January 8, 3:00 p.m. | Payment of Fees Due to Secure Full-Term Online Courses |
| Wednesday, January 8 | Day, Evening and 1st Term On-Campus Accelerated Courses Begin as Scheduled |
| | Late Registration Begins, Late Registration Fee Assessed |
| Friday, January 10 | Last Day to Add a Full-Term Online Course |
| Monday, January 13 | Full-Term Online Courses Begin |
| Wednesday, January 15 | Last Day to Add a Day or Evening Course/ Late Registration Ends |
| Monday, January 20 | Martin Luther King, Jr. Holiday |
| Monday, February 3 | Registration Begins for Accelerated Online Courses |
| Friday, February 14 | Last Day to Drop a 1 st Term On-Campus Accelerated Course |
| Friday, February 28 | 1 st Term On-Campus Accelerated Courses End |
| Monday, March 3 | 2nd Term On-Campus Accelerated Courses Begin |
| Wednesday, March 5, 3:00 p.m. | Mid-Term Grades Due |
| Monday-Friday, March 10-14 | Spring Holidays Evening Courses will not meet |
| Monday, March 10 | Accelerated Online Courses Begin |
| | Last day to add an accelerated online course |
| Friday, March 28 | Last Day to Drop a Course without Academic Penalty (day, evening, full-term online) |
| Friday, April 11 | Last Day to Drop a 2 nd Term On-Campus Accelerated Course |
| Friday, April 18 | Good Friday Holiday |
| Friday, April 18 | Last Day to Drop an Accelerated Online Course Without Academic Penalty |
| Friday, April 25 | Full-Term Online Courses End |
| Friday, May 2 | Accelerated Online Courses End |
| Monday, May 5 | 2 nd Term On-Campus Accelerated Courses End |
| Tuesday-Friday, May 6-9 | Final Exams |
| Friday, May 9, 3:00 p.m. | Final Grades Due |
| Tuesday, May 13, 11:00 a.m. | A.D.N. Graduation |
| Tuesday, May 13, 3:00 p.m. | Career-Technical Graduation |
| Wednesday, May 14, 3:00 p.m. | Academic Graduation |

2014 SUMMER SESSION

Online Courses

Tuesday, April 2Scheduling and Payment of Fees Begins
Thursday, May 30, 3:00 p.m..... Online Courses Removed
if Payment of Fees is not Complete
Friday, May 31, 3:00 p.m.Last Day to Add an Online Course/
Complete Payment of Fees
Monday, June 3..... Online Courses Begin
Friday, July 12 Last Day to Drop an Online Course
without Academic Penalty
Friday, July 26Online Courses End

Evening Courses (Monday-Wednesday or Tuesday-Thursday)

Tuesday, April 2Scheduling and Payment of Fees Begins
Friday, May 31, 3:00 p.m.Last Day to Complete Payment of Fees
without a Late Fee Assessed
Monday, June 3.....Evening Courses Begin
Late Registration Begins, Late Registration Fee Assessed
Friday, June 7 Last Day to Add an Evening Course/
Complete Payment of Fees with Late Fee
Friday, June 28 Last Day to Drop an Evening Course
without Academic Penalty
Monday-Friday, July 4-5Independence Day Holiday
Friday, July 26 Evening Courses End

Day Courses—Term I

Tuesday, April 2Scheduling and Payment of Fees Begins
Friday, May 31, 3:00 p.m.Last Day to Complete Payment of Fees
without a Late Fee Assessed
Monday, June 3.....Summer Term I Courses Begin
Late Registration Begins, Late Registration Fee Assessed
Tuesday, June 4 Last Day to Add a Summer Term I Course/
Complete Payment of Fees with Late Fee
Friday, June 14Last Day to Drop a Summer Term I Course
without Academic Penalty
Thursday, June 27Summer Term I Courses End

Day Courses—Term II

Tuesday, April 2Scheduling Begins
Friday, June 1 Payment of Fees Begins
Wednesday, July 3, 3:00 p.m.Last Day to Complete Payment of Fees
without a Late Fee Assessed
Monday, July 8.....Summer Term II Courses Begin
Late Registration Begins, Late Registration Fee Assessed
Tuesday, July 9Last Day to Add a SummerTerm II Course/
Complete Payment of Fees with Late Fee
Friday, July 19Last Day to Drop a SummerTerm II Course
without Academic Penalty
Thursday, August 1 Summer Term II Courses End

2014-2015 SCHOOL YEAR

The 2014-2015 calendars can be found online at www.smcc.edu.

CLASS SCHEDULES

MWF Regular Schedule

| | | |
|-------|---------|---------------|
| 8:00 | - 8:50 | First Period |
| 9:00 | - 9:50 | Second Period |
| 10:00 | - 10:50 | Third Period |
| 11:00 | - 11:50 | Fourth Period |
| 11:50 | - 12:40 | Lunch |
| 12:45 | - 2:00 | Fifth Period |
| | | (MW only) |
| 2:10 | - 3:25 | Sixth Period |
| | | (MW only) |

MWF Assembly Schedule

| | | |
|-------|---------|---------------|
| 8:00 | - 8:40 | First Period |
| 8:50 | - 9:30 | Second Period |
| 9:40 | - 10:30 | Assembly |
| 10:40 | - 11:20 | Third Period |
| 11:30 | - 12:10 | Fourth Period |
| 12:10 | - 12:40 | Lunch |
| 12:45 | - 2:00 | Fifth Period |
| | | (MW only) |
| 2:10 | - 3:25 | Sixth Period |
| | | (MW only) |

Tue-Thur Regular Schedule

| | | |
|-------|---------|----------|
| 8:00 | - 9:15 | A Period |
| 9:25 | - 10:40 | B Period |
| 10:50 | - 12:05 | C Period |
| 12:05 | - 12:45 | Lunch |
| 12:45 | - 2:00 | D Period |
| 2:10 | - 3:25 | E Period |

Tue-Thur Assembly Schedule

| | | |
|-------|---------|----------|
| 8:00 | - 8:50 | A Period |
| 9:00 | - 9:50 | B Period |
| 10:00 | - 10:50 | Assembly |
| 11:00 | - 11:50 | C Period |
| 11:50 | - 12:45 | Lunch |
| 12:45 | - 2:00 | D Period |
| 2:10 | - 3:25 | E Period |

Key: M – Monday, T – Tuesday, W – Wednesday, R – Thursday, F – Friday

FALL EXAMINATION SCHEDULE

THURSDAY, DECEMBER 6

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 1 | MWF |
| 10:15 - 12:15 | D | TTH |
| 1:00 - 3:00 | 5 | MWF |

FRIDAY, DECEMBER 7

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 3 | MWF |
| 10:15 - 12:15 | A | TTH |
| 1:00 - 3:00 | C | TTH |

MONDAY, DECEMBER 10

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 2 | MWF |
| 10:15 - 12:15 | 6 | MWF |
| 1:00 - 3:00 | B | TTH |

TUESDAY, DECEMBER 11

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 4 | MWF |
| 10:15 - 12:15 | E | TTH |

SPRING EXAMINATION SCHEDULE

THURSDAY, MAY 2

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 1 | MWF |
| 10:15 - 12:15 | 6 | MWF |
| 1:00 - 3:00 | B | TTH |

FRIDAY, MAY 3

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 5 | MWF |
| 10:15 - 12:15 | C | TTH |
| 1:00 - 3:00 | 2 | MWF |

MONDAY, MAY 6

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | A | TTH |
| 10:15 - 12:15 | 3 | MWF |
| 1:00 - 3:00 | D | TTH |

TUESDAY, MAY 7

| | | |
|---------------|---|-----|
| 8:00 - 10:00 | 4 | MWF |
| 10:15 - 12:15 | E | TTH |

All final exams (day and night classes) are to be given the week specified on the calendar. ANY deviation from this schedule must be cleared with the Vice-President for Academic Affairs.

All accounts must be cleared in the Business Office, Student Services, Library, and Registrar's Office before a student will be permitted to take examinations. Students whose names appear on lists from these offices will have to present a clearance slip from the respective office to the instructor before taking the examination.

GENERAL INFORMATION

MISSION STATEMENT

Southwest Mississippi Community College provides academic, career, and continuing education, meeting the diverse needs of the population at a reasonable cost. SMCC provides community services and promotes economic development through consultative and work-force training.

GOALS

1. To provide a two-year college transfer program applicable to a bachelor's degree.
2. To provide career and technical programs leading to employment or skills enhancement.
3. To provide programs enabling students to overcome specific deficiencies and achieve success.
4. To provide curricula, instruction, guidance, extracurricular activities, and other support services enhancing student development.
5. To provide facilities, technology, methodology, and staff sustaining an appropriate environment conducive to learning.
6. To provide lifelong learning opportunities.
7. To provide facilities and serve supporting cultural, educational, and economic needs.
8. To publicize offerings of the institution and the opportunities it affords.

HISTORY AND GROWTH

In 1918, Southwest Mississippi Community College was a small agricultural high school with a faculty of six who taught a student body of thirty-four. Classes were held in the "Old Hotel" building at "Godbold's Mineral Wells" in the "resort" community of Summit, Mississippi. This was a state as well as a national resort noted for its mineral waters. The first permanent building, Kenna Hall, was built in 1921. This building is still in use today.

The agricultural high school first offered college work in 1929 and the second year courses were added in 1932 when the school became a two-year junior college. The original campus consisted of classroom buildings, dormitories, and a comprehensive farm including dairy, beef, and row-crop operations.

The school has continued to grow and develop. Still located on the original site, the campus now includes twenty-eight buildings, a stadium, and a baseball field located on a sixty acre plot. The buildings are situated around a central lake with walks, bridges and paths connecting the buildings. The remainder of the approximately 855 acres is now a tree farm.

Southwest has had eight presidents: J. M. Kenna, 1918; H. D. Pickens, July, 1947; Clyde H. Snell, July, 1948; Charles C. Moore, July, 1951; H. T. Huddleston, July, 1952; Horace C. Holmes, July, 1972, and Oliver W. Young, July, 2005. J. Steven Bishop was named president July, 2011.

LOCATION

Southwest Mississippi Community College is located about one mile east of the town of Summit, Mississippi. The campus is one of natural beauty covering sixty acres with an abundance of beautiful shade trees, shrubs and flowering plants. The site combines beauty, quietness, restfulness, and the healthy, invigorating atmosphere of the country with all the conveniences offered by the town of Summit and the larger city of McComb, four miles to the south.

ACCREDITATION AND AFFILIATION

Southwest Mississippi Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Mississippi Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The college holds membership in the American Association of Community and Junior Colleges, the Mississippi Association of Colleges, The Mississippi Association of Community and Junior Colleges, and National League for Nursing Accrediting Commission (1-800-669-9656).

ADMINISTRATION

Southwest Mississippi Community College is locally controlled by a Board of Trustees made up of seventeen members representing Amite, Pike, Walthall, and Wilkinson Counties. Administrative officers are listed in the back of this catalog.

NON-DISCRIMINATION

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Rhonda Gibson, Director of Disability Support Services, SMCC, 601-276-3885, Kenna Hall 129; Dr. Bill Ashley, PhD, Vice President for Student Affairs, Title IX Coordinator, & Director of Athletics, 601-276-3717, SMCC, 1156 College Drive, Summit, MS 39666.

REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

Southwest Mississippi Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity including admission or access thereto or in treatment or employment therein by SMCC. All reasonable accommodations must be approved through the Office for Disability Accommodations (ODA) or the Vice-President for Student Affairs, who serves as the 504/ADA Compliance Officer. Students who need assistance in reasonably accommodating a disability in the class-room or on campus, please contact the ODA or the Compliance Officer.

OFFICE OF DISABILITY SUPPORT SERVICES (DSS)

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), Southwest Mississippi Community College provides reasonable accommodations for students with disabilities through the Office of Student Services, which also serves as the Office of Disability Support Services (DSS). The Office of Disability Support Services (DSS) verifies eligibility for accommodations and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by Southwest Mississippi Community College, are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 section 504 and the ADA.

Accommodations/services available include test-taking accommodations, interpreters, note-takers, and readers. In order to receive appropriate and timely accommodations, eligible students should contact the Office of Disability Support Services (DSS) before the semester begins to file an application and submit documentation of disability for review. The Office of Disability Support Services (DSS) is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability.

STUDENTS WITH DISABILITIES

Students requesting special accommodations because of a disability should:

1. Contact the Office of Disability Support Services (DSS), (601) 276-3885 to set up an appointment with the director.
2. Provide recent, valid documentation of the disability to the Office of Disability Support Services (DSS).
3. Explain and discuss in detail what accommodations will be needed.

The ODA will counsel with the student to develop an appropriate plan for the student. The student's instructors will be notified by the ADA and OCR Coordinator concerning the student and the accommodations that will be offered. The request for disability services must be made prior to the semester in which accommodations are needed.

RIGHTS OF PRIVACY/Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Southwest Mississippi Community College receives a request for access. A student should submit to the registrar, division chair, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Southwest Mississippi Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Southwest Mississippi Community College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. 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 responsibilities for Southwest Mississippi Community College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Mississippi Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Southwest Mississippi Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Southwest Mississippi Community College will release directory information to any reasonable inquiry about any student unless the student has notified the registrar’s office in writing. This written request to Southwest Mississippi Community College complies with all provisions of the Federal law entitled Family Educational Rights & Privacy Act (FERPA). Copies of a policy statement indicating the records affected by this law, the student’s rights and obligations and the College’s rights and obligations may be obtained in the Registrar’s Office.

Directory information includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, e-mail address, and other similar information.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The custodian of the records at Southwest Mississippi Community College is the Registrar.

OPERATION OF COLLEGE DURING INCLEMENT WEATHER

Because of the number of students residing on campus, Southwest will not cancel classes due to bad weather (flooding, snow, and ice). Students and faculty who live off campus and commute daily are expected to exercise sound judgment in driving during periods of bad weather. Should extreme weather conditions dictate closing of the college, local radio stations will be advised by proper administrative authority.

BUILDINGS AND FACILITIES

The many modern buildings and facilities on the Southwest Mississippi Community College campus reflect an intensive, continuing building program initiated several years ago. The modernization is apparent in the well-lighted, air conditioned classrooms, properly-equipped laboratories and shops, and convenient living and dining accommodations. The campus is centered around a beautiful pine tree bordered lake. Campus features of particular interest are described below.

ALLIED HEALTH COMPLEX

The Allied Health Complex contains security offices and classrooms and laboratories for Health Information Technology, Massage Therapy, Nurse Assistant, and Practical Nursing.

J.S. BRUMFIELD BUILDING

The J.S. Brumfield Building contains classrooms and offices for the mathematics department.

BRITTE E. HUGHEY ADMINISTRATION BUILDING

Offices of the President, Vice-President for Student Affairs, Vice-President for Admissions/Registrar, Vice-President for Business Affairs, and Vice-President for Academic Affairs are located in this building.

HORACE C. HOLMES STUDENT UNION BUILDING

The Horace C. Holmes Student Union was completed in 2002. This newest building on campus contains 40,000 square feet and houses the 300-500 seat cafeteria, the bookstore, offices, meeting and board rooms, and a 200-seat auditorium.

FINE ARTS BUILDING

The Fine Arts Building contains classrooms for art and music, studios for private voice and piano lessons, practice rooms equipped with pianos, and rehearsal and storage facilities for band, choral, and art equipment and supplies.

Also included is a modern auditorium equipped with a large stage, work and storage space, lighting and sound equipment, and seating capacity for one thousand. It is used for campus functions as well as for community events such as concerts, pageants, and festivals.

HENRY L. LEWIS HEALTH OCCUPATIONS CENTER

The Henry L. Lewis Health Occupations Center is a modern two-story building located in the northwest section of the campus. It houses the Associate Degree Nursing program. It contains two clinical laboratories, three large classrooms, student and faculty lounges, a conference room, a library, and fourteen offices.

Nursing students use the fully-equipped laboratory to practice and refine their nursing skills in simulated clinical settings. This laboratory practice promotes the application of theory and facilitates transition into the clinical situations.

HUMANITIES-SOCIAL SCIENCES BUILDING

The Humanities-Social Sciences Building, completed in 1990, is a modern one-story brick building which faces Lakeside Drive. This building contains ten classrooms, including one computer lab. Also, ten offices provide working areas for both full-time and part-time instructors. Classes which meet in this building are English, history, speech, psychology, sociology, reading, political science, accounting, economics, and foreign language.

KENNA HALL

Kenna Hall, built in 1921, is the oldest building on the campus. It is named for the first president of Southwest, James M. Kenna. Renovated in 1995, this building now houses counseling services, administrative computer support, classrooms, faculty offices, yearbook and newspaper offices and other administrative offices.

REGIONAL WORKFORCE TRAINING CENTER – WORKFORCE DEVELOPMENT

The Regional Workforce Training Center (RWTC), completed in 2012, serves Amite, Pike, Walthall, and Wilkinson counties in a variety of Workforce Development services utilizing a 32,000 square foot facility that has nine (9) classrooms, three (3) computer laboratories, an Emergency Medical Services (EMS) - Basic suite, and a Conference Hall, along with meeting rooms and offices for the staff.

THE WILLIAM C. AND LULA B. FORD LIBRARY

The William C. and Lula B. Ford Library, completed in 1977, provides informational and recreational materials and services that support the aims and objectives of Southwest Mississippi Community College. Access to information is provided through print, media, wireless access, and computer support. The library collection complements all curricula: academic, technical and vocational.

The Library houses an approximately 37,000-volume book collection consisting of reference materials, nonfiction, fiction and biographies, utilizes an automated library system, and provides Internet access, including wireless access for student use. A non-print collection is also available, which includes video tapes, DVD's and CD's. The Library subscribes to over 100 periodicals and newspapers to educate and entertain. A Learning Lab is provided with word processing programs and Internet access to MAGNOLIA (a collection of databases useful in research provided by the state of Mississippi) and MELO (Mississippi Electronic Libraries Online) which contain e-books, journals and scholarly web sites. Other subscription databases are also available. Additional services available include a photocopier, study rooms for group study, and a special collection of "Mississippiana" which is housed in the Mississippi Room.

W. S. BRYAN BUILDING

The W. S. Bryan, Jr. Building was erected on the west side of Bear Lake in 1969 with an addition completed in 1991. Included are eight experimental laboratories, each containing individual research stations; a one-hundred student capacity master lecture auditorium; a computer laboratory; five lecture rooms; faculty offices and a faculty lounge.

PHYSICAL EDUCATION FACILITIES

Athletic and physical education facilities at Southwest include:

The Athletic Field House, completed in 1991, provides offices for the coaches, dressing rooms, equipment, and weight and exercise facilities for the football and baseball teams.

The Basketball Gymnasium is a large facility with a seating capacity of 1600. There are accommodations for visiting athletic teams.

The John I. Hurst Stadium and Monroe McElveen Field are located behind the gymnasium. The stadium was built in 1949 and has modern lighting and a seating capacity of 5000.

The Health and Physical Education facilities include two basketball/tennis courts, a weight room, two handball courts, locker rooms, an office, a classroom and a lounge area.

There are also three paved tennis courts and facilities for volleyball and badminton on campus. Completing the athletic complex are baseball, softball and soccer fields.

SIMMONS BUILDING

The Simmons Building houses the day care facility and provides space for classes for the Child Development Technology program.

STUDENT ACTIVITY FACILITIES

The Student Recreation Building contains recreational facilities, a snack bar, basketball courts, and a large screen television.

The Inter-denominational Chapel houses offices and facilities for church groups of any faith or denomination.

The Observatory provides students and the general public viewing of the universe through a seven inch Starfire refracting telescope.

H.T. HUDDLESTON VOCATIONAL-TECHNICAL BUILDING

The H.T. Huddleston Vocational-Technical Building houses many of our career-technical programs. In addition there are related studies, and Work-Based Learning.

ADMISSIONS

ADMISSION POLICY

Admission to Southwest Mississippi Community College is not denied to any student on the grounds of race, color, or creed; however, when any prospective student seeks admission to the college and has language or academic deficiencies which would make minimum expected progress improbable, the college reserves the right to admit to special programs only those students in kind and number which these programs are capable of helping.

Southwest Mississippi Community College reserves the right to reject any applicant whose character and behavior do not reflect belief in the philosophy of the school.

The Registrar receives applications for admission, evaluates high school transcripts, and informs applicants of their admission status. All required admission information should be submitted at least twenty days before the beginning of the semester in which the student intends to enroll. An applicant is not officially admitted until all admission requirements are met.

Admission to the college does not necessarily guarantee admission to a specific program. Therefore, prospective applicants should check the prerequisites for each program in order to determine eligibility for enrolling in a particular program.

REGULAR ADMISSION

For regular admission to an academic or technical program, an applicant must submit the following to the Office of Admissions:

1. A completed application for admission.*
2. A final official transcript of high school work which indicates date of graduation. An applicant must be a high school graduate, receiving a regular or standard diploma. A student who completed a home-school curriculum must present an official transcript from the certifying association. Home school transcripts should (1) list the school name and address, (2) list all courses taken and dates completed, (3) have a cumulative GPA calculated on a 4.0 point scale, (4) include the graduation date, if the student has graduated, (5) be signed and dated by the —school principal,|| which in most cases will be the parent, and (6) be notarized if grades are conferred by a parent. In cases where a third party home school association or organization validates and confers an official transcript, that official transcript is not required to be notarized. A person who did not graduate from high school with a regular or standard diploma may be admitted on the basis of satisfactory scores on the high school level GED® Test. An official GED® transcript must be received by the Office of Admissions. A transfer student must submit a final official transcript from each college attended. Any coursework listed as “in progress” voids any transcript from being a final transcript.
3. ACT® scores are requested. Students admitted without ACT® scores may be required to take placement tests. Some programs of study may require ACT® scores for admission. Prospective applicants should check the prerequisites for each program in order to determine if ACT® scores are required.
4. Applicants who do did not graduate from high school with a standard or regular diploma or pass the GED® Test may be admitted to Carpentry, Commercial Truck Driving, Heating and Air Conditioning, or Welding if they meet the federal “Ability to Benefit” test requirements.
5. Any applicant who is a graduate of a high school that is not regionally accredited is asked to submit a portfolio of documents showing the applicant’s readiness for college level class work. An official transcript of all high school work is required; ACT® test scores are highly recommended. The Vice-President for Admissions/Registrar will review the documents provided and use them to determine admission eligibility.

*Item 1, to be completed by applicant, may be requested from the admissions office or may be printed from the school's website, www.smcc.edu.

In extenuating circumstances, provisional admission may be granted pending receipt of transcript. Such admission is valid for a period of 10 days.

IRREGULAR ADMISSION

A person who is not pursuing any type of degree or certificate and/or who is attending for personal improvement may be admitted as a special student upon written request.

NOTE: All persons who enroll in semester hour credit programs with the exception of one year vocational/certificate programs must have an official transcript on file at Southwest Mississippi Community College which indicates high school graduation or successful completion of the GED.

1. DUAL ENROLLMENT

Course prerequisites shall be the same for dual enrolled students as for regularly enrolled students. Requirements for dual enrollment are as follows:

- A. Students must submit a completed application for admission.*
- B. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript. A home-schooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian, or custodian, noting that this requirement has been met.
- C. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.
- D. Students must have completed a minimum of fourteen (14) core high school units** and have attained junior status in high school, as documented by an official high school transcript. Students who have not completed the minimum of fourteen (14) core high school units may be considered for the dual enrollment program if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score, and have the required grade point average and recommendations prescribed above.

* An application for admission may be obtained from the admissions office or may be printed from the school's website, www.smcc.edu.

** The 14 prerequisite high school credits, required for dual enrollment, shall be made up of 14 of the 33 units listed in Appendix B of the Mississippi Public School Accountability Standards.

2. EARLY ADMISSION

Requirements for early admission are as follows:

- A. Students must have completed a minimum of fourteen (14) core high school units.
- B. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript. A home-schooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian, or custodian, noting that this requirement has been met.
- C. Students must have a written recommendation from their high school principal and/or guidance counselor that early admission is in the best interest of the student and that the student's age will not prevent him/her from being successful. A home-schooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.

- D. Students must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.

ADMISSION OF INTERNATIONAL STUDENTS

International students must meet the following admission requirements at least six weeks prior to enrollment:

1. Complete the Application for International Admission.
2. Complete the Affidavit of Financial Support for International Students and provide necessary supporting documentation.
3. *Provide official secondary and/or college transcripts with the English translation and the evaluation of that coursework by a reputable American transcript evaluation service.
4. If English is not the native language of the student, a score of at least 61 on the TOEFL iBT (Test of English as a Foreign Language internet-Based Test). This requirement may be waived for international students who transfer from a regionally accredited university/college within the United States and who have completed English Composition (2 semesters) with a “C” or better in each course or by an interview with the Dean of Admissions.
5. Provide proof of medical insurance.

*There are many reputable services in the U.S. which you may utilize including the following:

1. **American Education Research Corporation, Inc., (AERC)**, P.O. Box 996, West Covina, CA 91793-0996, Phone: (626) 339-4404, Fax: (626) 339-9081, Web: www.CredentialsEvaluation.com. Evaluates **and translates** foreign credentials, degrees, and diplomas.
2. **Education Credential Evaluators, Inc.**, P.O. Box 92970, Milwaukee, WI 53202-0970, Phone: (414) 289-3400, Fax: (414) 289-3411. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.
3. **Global Credential Evaluators, Inc.**, P.O. Box 1904, Ocean Springs, MS 39566-1904, Fax: (228) 818-4487, Web: www.gcevaluators.com, Email: gce@gceus.com. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.
4. **International Education Research Foundation, Inc.**, P.O. Box 66940, Los Angeles, CA 90066, Phone: (310) 390-6276, Fax: (310) 397-7686, Web: www.ierf.org, Email: info@ierf.org. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.
5. **Josef Silny and Associates, Inc.**, P.O. Box 248233, Coral Gables, FL 33123, Phone: (305) 666-0233, Fax: (305) 666-4133, Web: www.jsilny.com, Email: info@jsilny.com. Evaluates **and translates** foreign credentials, degrees, and diplomas.
6. **Lisano International: Foreign Educational Credential Evaluation**, P.O. Box 407, Auburn, AL 36831-0407, Phone and Fax: (334) 745-0425, Web: www.Lisano-INTL.com, Email: LisanoINTL@aol.com. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.
7. **World Education Services, Inc.**, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, Phone: 1-800-937-3895 ext. 316, Fax: (212) 966-6395, Email: support@wes.org.

Prospective students should ask for a **detailed (literal) report which provides an exact match with courses listed on the foreign credentials**. Evaluations should be mailed directly from the evaluation service to the Office of Admissions, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666.

TRANSFER STUDENTS

A transfer student is defined as a student who has attended another regionally accredited institution and has attempted credit hours as evidenced by a transcript. Developmental and/or remedial hours are not considered transferable, nor are hours from an institution that is not regionally accredited. Applicants whose records show unsatisfactory scholastic standing may be accepted on a probationary basis if their individual cases indicate that they may deserve special consideration.

Transfer students may be admitted to advanced standing. A transfer student should submit an official transcript from each college attended to the Registrar's Office prior to entrance. The Vice-President for Admissions/Registrar, along with the faculty advisor, evaluates the work to be transferred. Courses equivalent to Southwest courses in description, content, and length are listed as transfer work on the student's Southwest transcript. Advanced standing via other means must meet the same requirements and will be limited in the same manner as stated in other sections of the catalog.

All grades of "D" or above will be accepted as hours attempted and hours passed. If a student has less than a 2.00 GPA on transfer work as determined by the current method of computing grade point average, sufficient quality points must be earned at Southwest in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at Southwest.

A transfer student currently enrolled at another college or university intending to return to that college or university after enrolling for one semester at Southwest (typically during the summer) must submit a transient letter/letter of good standing from his or her current institution. The transient letter/letter of good standing will be used in lieu of an official transcript from the student's current college or university to satisfy admissions requirements for a period of one semester. Current course placement guidelines at Southwest will apply unless the transient letter/letter of good standing specifically lists the courses in which the student has permission to enroll.

READMISSION

A person who has discontinued attendance at SMCC for one semester or more (excluding summer school) must apply for readmission. If, in the meantime, the student has attended other colleges, the schools attended must send official transcripts to SMCC.

CREDIT THROUGH NON-TRADITIONAL MEANS

Southwest Mississippi Community College will allow students to earn credit by non-traditional means via one or more of the following methods up to a total of twenty-four (24) semester hours. Students must have earned a minimum of 16 semester hours of traditional credit at Southwest Mississippi Community College before non-traditional credit will become a part of the Southwest Mississippi Community College academic record. Such credit will not be used in computing grade point averages, nor will traditional letter grades be assigned. In order for a student to receive proper credit, official test score(s) must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

1. ADVANCED PLACEMENT PROGRAM

Students entering Southwest Mississippi Community College from cooperating high schools may earn a maximum of 12 semester hours credit through the College Board's Advanced Placement Program. Credit is to be awarded only for grades of three (3) or higher. Six (6) semester hours or two courses per subject matter area are the maximum allowed. Students with scores of 3 or 4 will receive three (3) semester hours in the appropriate subject matter area. Students with scores of 5 will receive six (6) semester hours in the appropriate subject matter area.

Students must have earned a minimum of 1/4 of the credit hours required to graduate (usually 16 semester hours) at Southwest Mississippi Community College before Advanced Placement credit will become a part of the Southwest Mississippi Community College academic record. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive Advanced Placement credit, official test score(s) must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

NOTE: Each institution has its own Advanced Placement policy. Therefore, students planning to utilize Advanced Placement credit should review the policy of the appropriate institution.

2. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Southwest Mississippi Community College will allow a maximum of twenty-four (24) semester hours' credit by examination. Students must earn at least 16 semester hours of college credit at SMCC before CLEP credit will be recorded on the student's transcript. Credit granted via CLEP scores is not used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive credit for a CLEP examination, the official test score(s) must be on file in the Registrar's Office. Credit will not be given for courses where failing grades have been previously earned. Determining eligibility for credit is the responsibility of the Vice-President for Admissions & Records in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

3. MILITARY CREDIT

Students entering Southwest Mississippi Community College after service in the military may be awarded institutional credit if the student's experiences in the military are equivalent to courses taught at SMCC. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive course credit for military service, an official transcript from the military detailing the student's experiences and ACE recommendations for those experiences must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

EXPENSES

Fees listed below are current as of publication of this catalog. Please visit our website for latest information.

ALL FEES ARE DUE AT TIME OF REGISTRATION unless otherwise stated, and are for one 18-week semester. So far as is possible, the living expenses will not exceed the amounts listed below, but the RIGHT IS RESERVED TO MAKE INCREASES IN THE EVENT IT BECOMES MANDATORY.

By the end of the ninth week of school, all fees must be paid and all admission requirements completed.

Estimate total costs by adding fees based on place of residence as shown, book rental, plus (as applicable) room, board, and special departmental and laboratory fees listed below:

FULL-TIME STUDENTS TOTAL AMOUNT

| | | |
|------------------------|--|-------------|
| Mississippi residents: | | \$ 1,200.00 |
|------------------------|--|-------------|

| | | |
|---|-------------|--|
| General fee/Full-time tuition (12 – 19 hours) | \$ 1,100.00 | |
| Student Services fee (per student) | \$ 50.00 | |
| Technology Fee (per student) | \$ 50.00 | |

| | | |
|-------------------------|--|-------------|
| Out-of-state residents: | | \$ 2,550.00 |
|-------------------------|--|-------------|

| | | |
|---|-------------|--|
| General fee/Full-time tuition (12 – 19 hours) | \$ 1,100.00 | |
| Out-of-state fee | \$ 1,350.00 | |
| Student Services fee (per student) | \$ 50.00 | |
| Technology Fee (per student) | \$ 50.00 | |

Room and board:

| | | |
|------------------------|-------------|-------------|
| 5-day meal ticket..... | \$ 1,505.00 | \$ 1,505.00 |
| 7-day meal ticket..... | \$ 1,630.00 | \$ 1,630.00 |

| | | |
|---------------------------------|-----------|-----------|
| Commuter Lunch Meal Ticket..... | \$ 325.00 | \$ 325.00 |
|---------------------------------|-----------|-----------|

Book rental (All full-time students:

| | | |
|--|-----------|-----------|
| price does not include paperbacks) | \$ 125.00 | \$ 125.00 |
|--|-----------|-----------|

***Rental books not returned by four weeks after the term ends, will be assessed the full purchase price of the book.** At that time the borrower forfeits the right to return the overdue book, and the book will no longer be accepted at the Bookstore. All fines and fees, as well as the full purchase price of the book, then become due and payable at the Business Office.

| | | |
|-------------------------------|----------|----------|
| **LATE REGISTRATION FEE | \$ 50.00 | \$ 50.00 |
|-------------------------------|----------|----------|

| | | |
|--|--|-----------|
| Overload Fee (per semester hour greater than 19) | | \$ 110.00 |
|--|--|-----------|

| | | |
|---|--|-----------|
| SPECIAL MUSIC DEPARTMENT FEES (Non-Music majors only) | | \$ 150.00 |
|---|--|-----------|

LABORATORY FEES

If a student is enrolled in a vocational course or pursuing a certificate, there will be a \$100.00 lab fee.

Senior citizens (65 and over) are admitted without a general fee charge on a space available basis to regular academic day classes and regular academic night classes only if there are enough paying students to organize the class. Senior citizens are subject to the \$50.00 student services fee and \$50.00 technology fee per semester. All students must pay the tuition charged for short term non-credit and shop courses.

PART-TIME DAY STUDENTS (less than 12 hours)

Mississippi residents:

| | |
|----------------------------|-------------------------------|
| General fee | \$ 110.00 (per semester hour) |
| Book rental | \$ 125.00 |
| Student Services fee | \$ 50.00 (per student) |
| Technology fee | \$ 50.00 (per student) |

Non-residents of Mississippi:

| | |
|--|-------------------------------|
| General fee | \$ 110.00 (per semester hour) |
| Out-of-state fee | \$ 120.00 (per semester hour) |
| Book rental | \$ 125.00 |
| Student Services fee (per student) | \$ 50.00 (per student) |
| Technology fee (per student) | \$ 50.00 (per student) |

EVENING COURSES

Academic and technical evening class fees are assessed at \$110.00 per semester hour for Mississippi residents and \$230.00 per semester hour for out-of-state residents. Evening students are also subject to the \$50.00 student services fee and \$50.00 technology fee. There are no refunds of evening school fees.

DISTANCE LEARNING/ONLINE COURSES

Online class fees are assessed as traditional classes with the addition of a Mississippi Virtual Community College per-course fee. Currently that fee is \$30.00.

REFUNDS

A student who withdraws from school during the first full week of classes will receive a refund of 100 percent of the general fee, the second week, 75 percent; the third week, 50 percent; and the fourth week, 25 percent. After the fourth week, no refund will be made.

A student who moves out of the dormitory during the semester is entitled to a refund of the unused portion of the board for the semester. No refund will be made for the last two weeks of a semester. No refund will be made for room rent.

No refund will be made of any out-of-state, MVCC, technology or student services fees. No refund will be made of special department, CEU, or non-credit fees.

No student will be allowed to officially withdraw until all fees are paid.

Southwest Mississippi Community College is not responsible for any losses that might be incurred in the event of a dormitory fire.

Procedures for Requesting a Refund:

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper procedures are followed. Procedures for requesting a refund are:

1. Write a letter requesting a refund to the Director of Academic Counseling or the Career-Technical Counselor.
2. Attach **supporting documentation** (military orders, physician's letter, etc.)
3. Submit the letter within **six weeks** of the end of the term.

Supporting documentation must include one of the following:

1. Written documentation of call to or enlistment in active military duty or change of military station.
2. Death of the student or member of student's immediate family (parent, spouse, child, sibling).

3. Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.

ROOM RESERVATION

To reserve a room, an applicant should send \$30.00 for a room reservation plus \$50.00 for a key deposit to the Vice-President for Student Affairs. The room reservation deposit is not refundable after July 15. A room reservation form may be obtained from Student Services or may be printed from the school's website, www.smcc.edu. The required key deposit of \$50.00 will be refunded when key is returned

AUDITING

A student may enroll to audit a course for which he/she will receive no credit. The fee for auditing is \$55.00 per semester hour. A student who audits a course is also subject to the \$50.00 student services fee and the \$50.00 technology fee.

NON-CREDIT FEES

Fees may be assessed to individuals or business and industry for non-credit training. An additional fee may be assessed to individuals receiving Continuing Education Units (CEUs) for non-credit training.

FINANCIAL AID

Southwest Mississippi Community College is a low-cost, locally controlled institution; therefore, students wishing to attend should not let financial reasons prevent them from doing so. Through one of the programs listed below, or a combination of programs, all students having need should be able to acquire the necessary funds.

Financial aid is the economic assistance available to help students meet the difference between what they can reasonably be expected to pay and what it will cost to go to college. This economic assistance may be in the form of scholarships, grants, work-study jobs, or a combination of any of these programs.

All federal aid programs available require that the student demonstrate a financial need. To determine this need, the college requires the student to submit the Free Application for Federal Student Aid. A student has to maintain eligibility each semester according to the academic progress policy listed in this catalog. Students without a high school diploma or GED are no longer eligible for financial aid. Ability to Benefit tests are not sufficient.

PELL GRANT AND FSEOG PAYMENTS

Pell grant and FSEOG payments will be figured on the number of days attended until 60 percent of the semester has passed. Refunds will be made the tenth or eleventh week of school.

EMPLOYMENT OPPORTUNITIES AND GRANTS

To the extent possible, the college employs students as library workers, laboratory assistants, cafeteria workers, and secretarial and clerical assistants. Pell grants are available to students who qualify on the basis of need. The Free Application for Federal Student Aid is the application for work and grants. Forms may be obtained from high school counselors or by writing the Financial Aid Director or completing the application on the internet at www.fafsa.ed.gov.

Mississippi Students who do not qualify for a full Pell Grant and are Mississippi residents maintaining a 2.5 grade point average and a minimum 15 composite ACT score should fill out a Mississippi Tuition Assistance Grant application. These MTAG applications must be submitted by September 15 online at www.mississippi.edu.

WORKFORCE INVESTMENT ACT (WIA) AND INDIVIDUAL TRAINING ACCOUNTS (ITAs)

WIA provides ITAs to students certified at the WIN Job Center. ITAs cover tuition, books, and some fees for one to two semesters of job training in a SMCC Career-Technical Program listed on the Eligible Training Provider List. WIA assistance is in addition to other student grants and/or scholarships.

WIA assistance is based on need and ability; however, it is not an entitlement program.

PERFORMANCE SCHOLARSHIPS (BAND, CHEERLEADING, MUSIC, ETC.)

If institutional scholarships exceed the cost of attendance, the balance will be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees.

1. Must be a full-time student or the scholarship will be prorated according to the number of hours enrolled throughout the semester. A part-time student's scholarship could not exceed tuition.
2. Must meet the same academic progress requirements used for federal financial aid. There will not be a probation semester for scholarships.

ACADEMIC SCHOLARSHIPS

Only one academic scholarship will be awarded to a student. If institutional scholarships exceed the cost of attendance, the balance will be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees.

ALL ACADEMIC SCHOLARSHIPS ARE SUBJECT TO THE FOLLOWING STUDENT QUALIFICATIONS:

1. Must be a full-time student
2. Must not have a college degree but must have a high school diploma or equivalent
3. Must maintain an overall 2.5 or higher GPA on all college work. Student with an ACT score of 27 or higher must maintain a 3.0 overall GPA
4. Must not have attended more than three full-time semesters
5. Must successfully complete at least twelve hours for each semester the scholarship was received

Scholarships may be renewed up to three subsequent semesters based on eligibility. It is the student's responsibility to notify the college when eligibility is regained.

Southwest Mississippi Community College awards academic scholarships to qualifying students in the following categories:

ACT Academic Scholarships — Southwest Mississippi Community College awards ACT scholarships to qualifying students in the following categories for Fall and Spring semesters. ACT scholarships are awarded only for scores earned before enrolling in college courses (excluding dual enrollment courses).

A student with an ACT composite score from 20 to 24 is eligible for a one-half academic tuition scholarship. A student who qualifies for this scholarship must maintain a 2.5 or higher overall grade point average.

A student with a composite score from 25 to 26 is eligible for a full academic tuition scholarship. A student who qualifies for this scholarship must maintain a 2.5 grade point average.

A student with a score of 27 to 28 is eligible for a full academic tuition scholarship plus a \$500 bookstore credit. The student must maintain a 3.0 overall grade point average in order to maintain this scholarship. If the student falls below the 3.0 overall GPA, the student's scholarship will be reduced to a full scholarship.

A student with a score of 29 or higher is eligible for full tuition, room and board plus a \$500 bookstore credit. The student must maintain a 3.0 overall grade point average in order to maintain this scholarship. If the student falls below the 3.0 overall GPA, the scholarship will be reduced to a full tuition scholarship.

VALEDICTORIAN — The valedictorian of each graduating class is eligible for an academic tuition scholarship.

ACADEMIC EXCELLENCE—Full-tuition scholarships are awarded to those Mississippi students who are among the top achievers in their Mississippi high school graduating classes. The number of scholarships available per high school is based on the school's Mississippi High School Activities Association classification as follows:

1. Class AAAAAA (6-A) – the top 12 students.
2. Class AAAAA (5-A) — the top 10 students.
3. Class AAAA (4-A) — the top 8 students.
4. Class AAA (3-A) — the top 6 students.
5. Class AA (2-A) and A (1-A) — the top 4 students.
6. Academic Excellence scholarships awarded to students who attend private schools will be based on the classification the school would be in if it were a member of the MHSAA. Academies must be accredited by the Mississippi Association of Independent Schools in order to be eligible to present this scholarship.

OTHER SCHOLARSHIPS

For other scholarships that may be available, please contact the Financial Aid Director at 601-276-3708.

FOUNDATION SCHOLARSHIPS

In order to qualify for a scholarship through the SMCC Foundation, Inc., applicants:

1. Must complete the application for Federal Pell Grant (FAFSA) and have the information sent to Southwest Mississippi Community College.
2. Must be a full-time student.
3. Must complete the SMCC Foundation's scholarship application form and provide all requested information.
4. Must submit the completed application form with all required information by March 31st for the fall semester and by October 31st for the spring semester. No applications will be accepted after those dates.
5. Must have a minimum GPA of 2.5 unless otherwise stated.

AMITE COUNTY FARM BUREAU SCHOLARSHIP was established by Amite County Farm Bureau. Applicants for the Amite County Farm Bureau Scholarship must be residents of Amite County, Mississippi; be a full-time student enrolled at Southwest Mississippi Community College or an incoming freshman from any of the high schools in Amite County; maintain Amite County Farm Bureau membership at primary residence address (provide policy number); and have a minimum score of 18 on the ACT. Sophomores applying for the scholarship must have a 3.0 or higher GPA.

AMOS AND COLLEEN PARKER SCHOLARSHIP was established by Jim and Pinet McBride and provides academic tuition for up to four semesters. Applicants must have a GPA of 2.5 or higher.

API MS CHAPTER PROCESS TECHNOLOGY SCHOLARSHIP was established by the API Mississippi Chapter to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

BETTY JOHNSON BEAR TRACKERS SCHOLARSHIP was established by Patricia Young in honor of counselor, Betty Johnson, to provide tuition to full-time students enrolled at Southwest Mississippi Community College and participating as a Bear Tracker. The student must have a minimum GPA of 3.0 and exemplify all qualities of Bear Trackers.

BP PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students at Southwest Mississippi Community College enrolled in the Process Technology Program of study. Preference will be given to U.S. veterans. Applicants must have a 2.5 or higher GPA.

BRENT JOHNSTON MEMORIAL SCHOLARSHIP was established in memory of Brent Johnston by friends and family, to provide tuition to full-time students enrolled at Southwest Mississippi Community College, actively involved in campus organizations, athletics, and activities.

BUSINESS LEADERS SHOOT FOR TUITION SCHOLARSHIP was established by local business leaders, Mike Bridwell-Amite County Farm Bureau; Charles Bates-The Summit Health & Rehab; Bill Garner-Insurance & Risk Managers; and Justin Stoll-State Farm, to provide tuition to students enrolled full-time at Southwest Mississippi Community College. Applicants must have 2.5 or higher GPA and must successfully make a basketball goal at the designated basketball game.

BUSBY FAMILY MEMORIAL SCHOLARSHIP was established by Mary Alice Busby Jones in honor of her family's long-standing history with Southwest Mississippi Community College to provide tuition to full-time students enrolled at Southwest Mississippi Community College.

CASEY CASANOVA MEMORIAL SCHOLARSHIP was established in memory of Casey Casanova by her mother for music majors with an interest in percussion. Applicants must have a minimum GPA of 3.0 and be a full-time student.

CHAMPION TECHNOLOGIES PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition for full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

DENBURY PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program. Applicants must have a minimum GPA of 3.0.

EASTERN FISHING & RENTAL TOOLS PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

EMMA GRACE HAYES MEMORIAL SCHOLARSHIP was established by Mr. & Mrs. Robert Hayes, Jr., in loving memory of their daughter, Emma Grace Hayes, to provide tuition to a full-time student majoring in education, with priority given to special-education majors. Applicants must have a minimum 3.0 GPA.

FIRST BANK ENDOWED SCHOLARSHIP was established by First Bank to provide tuition to students enrolled full-time at Southwest Mississippi Community College. Applicants must have a 3.0 or higher GPA.

FORTINBERRY PRE-PHYSICAL THERAPY BOOK SCHOLARSHIP was established by Brad and Melissa Fortinberry to provide a book scholarship to a full-time student planning to major in physical therapy. Applicants must have a minimum GPA of 3.5.

FRANCES L. COTTEN MEMORIAL SCHOLARSHIP was established by her family in her memory because of her deep love of Southwest Mississippi Community College to provide tuition to a full-time student. Priority will be given to women entering the ministry.

GIS OILFIELD CONTRACTORS GENERAL SCHOLARSHIP was established by GIS Oilfield Contractors to provide tuition to full-time students enrolled at Southwest Mississippi Community College.

HERITAGE SCHOLARSHIP was established by the Southwest Mississippi Community College Classes of 1959 and 1960 to provide tuition or book fees to full-time students enrolled at Southwest Mississippi Community College.

HOWELL MINISTERIAL SCHOLARSHIP was established to provide tuition to full-time students enrolled at Southwest Mississippi Community College called to the Baptist Ministry.

JEWEL D. RUSHING SCHOLARSHIP was established in his honor to provide tuition to full-time students enrolled at Southwest Mississippi Community College that that display leadership through volunteerism.

J.W. BECK BOOK SCHOLARSHIP was established to provide a book scholarship to a full-time student enrolled at Southwest Mississippi Community College with financial needs that doesn't qualify for other financial assistance.

LT. ROBERT LEE CAMPBELL SCHOLARSHIP was established by Mr. and Mrs. James A. Causey of Liberty, Mississippi for full-time students enrolled at Southwest Mississippi Community College. The scholarship is in honor and memory of Lt. Campbell and the service he rendered to his country during World War II as a United States Air Force Pilot. Lt. Campbell was killed in action and is buried in England. Criteria used for the awarding of this scholarship will include academic record, citizenship, and future plans and goals of the student.

MAC CAMPBELL MEMORIAL SCHOLARSHIP was established by his parents, Ray and Linda Campbell, in his memory to provide tuition to full-time students enrolled at Southwest Mississippi Community College.

MAPP OILFIELD SERVICES PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

MARILYN & MELVIN BRISTER MEMORIAL SCHOLARSHIP FOR MUSIC STUDENTS was established by their daughters in their memory for a full-time student enrolled at Southwest Mississippi Community College majoring in music. Applicants must have a GPA of 3.0 or higher.

MARKET YOUR FUTURE SCHOLARSHIP was established by McComb Market to provide tuition to full-time students enrolled at Southwest Mississippi Community College. Applicants must have a 3.0 or higher GPA. Preference will be given to marketing or business majors.

MASSAGE THERAPY SCHOLARSHIP was established by the students of the Southwest Mississippi Community College Massage Therapy Program in 2009 to provide financial assistance to full-time students enrolled in the massage therapy program at Southwest Mississippi Community College who experience difficulty in purchasing necessary equipment and supplies for the course.

MCCOMB COCA COLA KICK FOR TUITION SCHOLARSHIP was established by McComb Coca Cola Bottling Company to provide tuition to students enrolled full-time at Southwest Mississippi Community College. Applicants must have a 2.5 GPA and kick the field goal at the designated Southwest football game.

MICHAEL J. BARTEE SCULPTURE SCHOLARSHIP was established by Mr. Bartee because of his love for Southwest Mississippi Community College to provide a partial scholarship to full-time students that are enrolled in both a visual art class and welding. Additional criteria are available from the SMCC Foundation Office.

MS ORGANIZATION FOR ASSOCIATE DEGREE NURSING (M-OADN) SCHOLARSHIP was established by the Mississippi Organization for Associate Degree Nursing to provide tuition to full-time students enrolled in the Associate Degree Nursing Program at Southwest Mississippi Community College. This scholarship can be awarded even if the student has already attended four semesters at Southwest.

OLIVER YOUNG SCHOLARSHIP was established by the Southwest Mississippi Community College Alumni Association in honor of Dr. Oliver Young's tireless dedication and service to Southwest Mississippi Community College to provide tuition or book fees to full-time students enrolled at Southwest Mississippi Community College. The student must have a minimum 3.0 GPA.

OSYKA CIVIC CLUB HONOR SOCIETY FOUNDATION SCHOLARSHIP was established by the Osyka Civic Club to provide tuition to full-time students enrolled at Southwest Mississippi Community College with preference given to a female descendant of a past and/or present Osyka Civic Club Member; current resident of the town of Osyka; actively involved in College programs other than academic courses; a returning sophomore. The student must have a minimum 3.0 GPA.

PAT YOUNG SCHOLARSHIP was established by Pat Young to provide tuition to the student(s) kicking for tuition that do not make the field goal attempt. The student must be enrolled full-time at Southwest Mississippi Community College.

PATTY HANCOCK MEMORIAL PROCESS TECHNOLOGY SCHOLARSHIP was established in her memory by her husband to provide tuition to a full-time student enrolled in the Southwest Mississippi Community College Process Technology Program.

PAUL E. GUY HONOR SCHOLARSHIP was established by his children in his memory to provide tuition to a full-time student enrolled at Southwest Mississippi Community College. Preference is given to students that are residents of Pike County. Applicants must have a 3.0 or higher GPA.

PERSEVERANCE SCHOLARSHIP was established by Rebecca Wilson Askew to provide tuition to a full-time student enrolled at Southwest Mississippi Community College in the program leading to the Associate Degree Nursing Program. Applicants must be a Mississippi resident experiencing financial challenges that could potentially interfere with the ability to continue college. Applicants must have purchased a Mississippi Nurses Foundation car tag and have it displayed on personal vehicle at time of application.

PINE BURR & WHISPERING PINES JOURNALISM SCHOLARSHIP was established by the Enterprise-Journal, The Tylertown Times, Southern Herald, Wilk-Amite Record and the Franklin Advocate newspapers to provide tuition to full-time students serving as the editor of the *Pine Burr* campus newspaper and the editor of the *Whispering Pines Yearbook*. Applicants must have a minimum GPA of 3.0 and be referred by the *Pine Burr/Whispering Pines* advisor.

PRODUCTION TECHNICIANS PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program. Applicants must have a minimum 3.0 GPA.

ROBBIE HAMILTON K106 SPORTS SCHOLARSHIP was established by Southwest Broadcasting in honor of Robbie Hamilton at the time of his retirement to provide tuition to full-time students enrolled full-time at Southwest Mississippi Community College. Applicants must have a minimum 2.5 or higher GPA.

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE ALUMNI ASSOCIATION BOOK SCHOLARSHIP was established by the Southwest Mississippi Community College Alumni Association to provide book scholarships to full-time students enrolled at Southwest Mississippi Community College in academic, nursing or other career-technical programs. Third year students are eligible and must be residents of Amite, Pike, Walthall or Wilkinson County. Preference will be given to children of SMCC Alumni.

STOKES ENDOWED SCHOLARSHIP was established by Lamar and Pauline Stokes to provide tuition to full-time students enrolled at Southwest Mississippi Community College. Applicants must have a minimum 2.5 or higher GPA.

SUE CARTER MEMORIAL SCHOLARSHIP was established by Mrs. Carter's family in her memory. Applicants must be enrolled full-time at Southwest Mississippi Community College. Preference will be given to graduates of North Pike High School. Applicants must have a GPA of 2.5 or higher.

THOMPSON SCHOLARSHIP FOR STUDENT LEADERS was established by Dustin Thompson in memory of his mother, Waynette Thornton Thompson. It is funded by contributions from Mr. Thompson and other family members. Applicants must be enrolled full-time at Southwest Mississippi Community College and have proven leadership through involvement in campus organizations and activities. Applicants must have a GPA of 3.0 or higher.

TRISTIN JETT HALL MEMORIAL SCHOLARSHIP was established in his memory by his family for out of state students enrolled in Southwest Mississippi Community College Well Construction Technology Program. For more information on applying for this scholarship, contact the Foundation Office.

WILLIE ANNA SANDIDGE DICKERSON SCHOLARSHIP was established by her family in her memory because of her deep love of Southwest Mississippi Community College for full-time students enrolled at Southwest majoring in Journalism or English. Applicants must submit an original prose or piece of poetry. Preference will be given to Pike or Lincoln county residents. Applicants must have a 3.0 or higher GPA.

WOOD GROUP PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

ZION LODGE #702 BOOK SCHOLARSHIP was established by the members of Zion Lodge #702 to provide a book scholarship to a student enrolled full-time at Southwest Mississippi Community College. Applicants must have a 2.5 or higher GPA.

INSTRUCTIONAL INFORMATION

Published calendar, policies, and regulations apply to all students enrolled in academic, technical, and career courses unless otherwise specified.

THE SEMESTER HOUR

The academic year is divided into two semesters. The fall semester extends from late August through mid-December. The spring semester extends from January through mid-May. Students earn credit in semester hours. Students must attend lecture courses one hour per week for one semester to receive one semester hour credit. Laboratory courses require two to three hours attendance per week per semester hour of credit. Most courses offered at Southwest Mississippi Community College meet three hours per week and provide three semester hours of credit.

GRADING SYSTEM

The final grade represents an evaluation of the student's achievement during a semester's attendance in a course. In addition, regular examinations of one to two hours in length are given according to a definite schedule. At the end of each semester, all students are required to take final examinations.

The evaluation will be expressed according to the following letter system:

| | | |
|----|---|--|
| A | - | EXCELLENT |
| AU | - | AUDIT |
| B | - | GOOD |
| C | - | SATISFACTORY |
| D | - | BELOW AVERAGE |
| F | - | FAILURE |
| I | - | INCOMPLETE |
| P | - | PASS (NO QUALITY POINTS AWARDED) |
| W | - | WITHDRAWAL (NO PENALTY) |
| WF | - | WITHDRAWAL FAILING (SAME AS FAILURE) |
| WH | - | WITHDRAWAL HOLDING (OUTSTANDING ACCOUNT) |
| WP | - | WITHDRAWAL PASSING |

An incomplete must be removed within the first regular semester which follows the grade period reporting "I" or it will automatically become "F".

Questions concerning the accuracy of final grades must be brought to the attention of the Vice-President for Admissions and Records in writing within one semester. Students wishing to contest a grade must contact the appropriate instructor first.

QUALITY POINTS

A minimum of 128 quality points and 64 hours is required of academic students for graduation. Quality points are determined by semester averages and calculated as follows:

| Grade | Quality Points per Sem. Hr. |
|-------|-----------------------------|
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |

GRADE POINT AVERAGE

The grade point average (G.P.A.) is figured by dividing the total number of quality points by the total number of semester hours attempted.

ACADEMIC PROBATION

Any student who does not earn at least a 1.500 grade point average for work attempted during a given semester will be placed on academic probation at the end of that semester. Any student who does not earn at least a 1.500 grade point average for work attempted during an academic probation semester will be placed on academic suspension at the end of that semester. A student placed on academic suspension will not be allowed to attend the following (fall or spring) semester. A student on academic suspension may attend during the summer semester at the discretion of the Vice-President for Academic Affairs.

***See academic guidelines for dormitory students under Student Affairs and Campus Life.**

COURSE LOAD

The normal course load for students is fifteen to eighteen semester hours. Any student enrolling in twenty or more hours must obtain special permission from his or her advisor and have the approval of the Vice-President for Academic Affairs. In addition, each hour above nineteen will cost \$100.00.

CLASSIFICATION OF STUDENTS

Students are classified according to these standards:

Freshman — A student who has completed fewer than 24 semester hours.

Sophomore — A student who has completed 24 or more semester hours.

FULL-TIME STUDENTS

Students registering for twelve or more semester hours are classified as full-time students.

SATISFACTORY ACADEMIC PROGRESS POLICY

Southwest Mississippi Community College (SMCC) is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student's eligibility to receive federal Title IV student aid for their chosen program of study. Federal Title IV student aid programs available at SMCC are:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-study Programs (FWS)

To maintain student financial aid eligibility, the student must progress satisfactorily toward completing a chosen academic or career-technical program.

Qualitative Requirement – GPA and % of Hours Passed

SAP will be measured according to the following criteria:

| Cumulative Semester Hours Attempted* | Cumulative Grade Point Average (GPA) | Percentage of Semester Hours Passed* |
|--------------------------------------|--------------------------------------|--------------------------------------|
| 1 – 29 | 1.500 | 66.7% |
| 30 – 59 | 1.750 | 66.7% |
| 60 and above | 2.000 | 66.7% |

*All attempted classes will count in hours attempted (including classes from which the student withdrew – Grade “W”).

Any student who fails to meet the satisfactory progress standards will be placed on financial aid warning for one semester. During this warning semester, a student will continue to be eligible for Title IV funds. Only one semester of warning will be granted to students. However, a student on financial aid warning will not be eligible for federal work-study during the warning semester of attendance.

If the minimum SAP standards are not achieved upon completion of the warning semester, then all federal aid will be suspended for the next semester of attendance unless the student completes the appeals process. An Academic Plan will be assigned to each student with probation status.

If a student fails to meet the goals of an academic plan financial aid will be suspended unless appealed to the financial aid appeals committee. To appeal, a student must complete the appeals application and submit it to the financial aid office. Once the committee makes their decision, the Financial Aid Director will contact you in writing.

A student's entire academic record will be evaluated to determine eligibility for financial aid, whether or not financial aid was received for all semesters or the student was granted an Academic Restart. Students transferring from another school on financial aid suspension or probation will be placed on financial aid warning for the first semester at SMCC.

Quantitative Requirement – Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college, will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students attempting ninety-six semester hours without receiving a degree or certificate will be suspended automatically from financial aid. Once a student has attempted ninety-six semester hours and has received a degree or certificate, the Financial Aid Office must approve a second degree. There are no provisions for financial aid beyond the second degree and/or certificate.

Other Required Considerations

All coursework for students, including any semesters that students did not receive financial aid, will be included in the SAP review.

Incompletes: A grade of "I" incomplete will count as an "F" in all financial aid calculations. Once the incomplete is removed, the actual earned grade will be used. The student will need to advise the financial aid office when the change is made.

Repeats: Students may repeat a passing courses one time with a "D" or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible.

Add – Drops: Title IV financial aid will not be adjusted after the first week of classes. However, all attempted classes, including dropped courses, will count toward your GPA and percent needed to continue eligibility.

Withdrawals: Students may withdraw from a class and receive no credit with a grade of "W". Classes from which students withdraw will count in the hours attempted.

Developmental Courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

CLASS ATTENDANCE AND ABSENCES

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.

The college may excuse absences under three circumstances: hospitalization of the student, death in the student's immediate family, or participation by the student in a school-sponsored activity.

A student whose absence is excused by the college will be allowed to make up any work missed during that excused absence, but only if the student notifies the instructor of the situation on the day of the student's return to class.

When a student's absences (whether excused or not) exceed the equivalent of two weeks of the scheduled meetings for a class, that student will be dropped from that class. If this action happens after the deadline for dropping the class without penalty, that student will receive a grade of "F" for that class.

Being dropped from a class might reduce a student's status from full-time to part-time and thereby affect, among other things, that student's scholarships, financial aid, athletic eligibility, and eligibility to reside in the dormitories.

TARDIES

A tardy is defined as arriving after the regularly scheduled time for a class to begin. Three tardies will constitute one absence.

HONOR ROLL

A student's grade point average (GPA) determines his/her academic standing. Students who obtain a 3.5 GPA on a minimum of fifteen hours for any semester will be placed on the honor roll for that semester.

GRADUATION HONORS

Certificate Programs: Students graduating from a certificate program with a cumulative program GPA from 3.5 to 3.99 will graduate with honors. Those with a cumulative program GPA of 4.00 will graduate with highest honors.

Degree Programs: Students in an Associate of Arts or Associate of Applied Science degree program who attain a cumulative grade point average from 3.40 to 3.499 will graduate with distinction; those who attain a cumulative grade point average from 3.50 to 3.749 will graduate with honors; those who attain a cumulative grade point average from 3.75 to 3.999 will graduate with high honors; and those who attain a cumulative grade point average of 4.0 will graduate with highest honors.

STUDENT RESPONSIBILITIES

All colleges establish certain requirements which must be met prior to admission and/or before a degree is granted. These regulations concern such things as programs of study, course descriptions, majors, and campus residence requirements, but **THE STUDENT HIMSELF IS RESPONSIBLE FOR FULFILLING THEM.**

NOTE: Any student who, with intent to defraud Southwest Mississippi Community College, knowingly and willfully falsifies, conceals or covers up by trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or entry, shall be subject to immediate suspension and/or dismissal from the institution.

Miss. Code 97-7-10, 1988.

The student is also responsible for being acquainted with all regulations and procedures as stated in the catalog, student handbook, and other official publications of the college. For this reason, it is important for each student to be familiar with these publications.

REGISTRATION

Dates of particular interest, including the last day to register, add classes, or drop with a grade of “W”, are published in the college catalog. All class schedules are considered permanent after the last day to add a class.

LATE REGISTRATION

It is very important that students register during the regular days provided for registration. A late registration fee will be charged to any student registering after the scheduled date.

CHANGE OF SCHEDULE

Students should consult with their faculty advisor whenever making any changes to their class schedule. During the late registration period each semester, a student may withdraw from a course without receiving a grade and/or register for another course. A grade of “W” will be recorded as the student’s grade for a class dropped after the last day to register or add a course but before the last day to drop a course without penalty. The grade of “W” is not used in computing grade point averages. No changes of schedule are permitted after the last day to drop a course without penalty. For details on how to drop or add a course, consult the Student Handbook or www.smcc.edu.

AUDIT STATUS

A student may not change a course from “credit” to “audit” after the last day stated in the school catalog to drop a course. A student may not change from “audit” to “credit” after the last day designated for entering a course. The student who audits a course is not allowed to take any tests or to receive any grades.

WITHDRAWAL

If a student withdraws from school prior to the last date to withdraw from school without penalty, the record will show a “W” for withdrawal. If the student withdraws after the last date to withdraw from school without penalty, the record will show a “WP” (withdrawal passing) or “WF” (withdrawal failing) for each course depending upon what the grade was at the nine-week reporting period unless specific program policies state otherwise.

To withdraw officially from the college, the student must secure a formal WITHDRAWAL form from the counselor. Failure to withdraw properly will forfeit the student’s right to any refund due and will result in his/her grade on each subject being recorded as “Failure” on his/her permanent record. A student must pay all fees due to complete withdrawal. A student will not be allowed to withdraw from school during final exam week.

***Rental books not returned by four weeks after the term ends, will be assessed the full purchase price of the book.** At that time the borrower forfeits the right to return the overdue book, and the book will no longer be accepted at the Bookstore. All fines and fees, as well as the full purchase price of the book, then become due and payable at the Business Office.

DISTANCE LEARNING

Southwest Mississippi Community College participates in the Mississippi Virtual Community College (MSVCC). Most academic and some career-technical classes are taught online through the MSVCC each of the three semesters, fall, spring, and summer. The calendar and available classes are listed at www.msvcc.org. To find more information or to schedule a class for next term, go to the distance learning link on our website.

Students taking online courses are expected to fulfill admissions requirements, be regular in attendance, and generally meet the same requirements as persons attending traditional classes. The intent of distance learning courses is to provide a quality program of instruction for students who are not available for traditional class attendance during normal hours.

REQUIREMENTS FOR GRADUATION

Associate of Arts

To be awarded the Associate of Arts degree, a student

1. Must be entitled to an honorable dismissal;
2. Must have attained a scholastic average of 2.00 or better on all work attempted, as well as a 2.00 GPA on all work attempted at SMCC;
3. Must have completed a minimum of sixty-four semester hours** of acceptable college work, which must include the SMCC thirty-five hour basic core;
4. Must have completed a minimum of 25 percent of the required hours (usually 16 semester hours) at SMCC; and
5. Must have attended Southwest Mississippi Community College at least one semester.

Associate of Applied Science

1. To be awarded the Associate of Applied Science degree, a student
2. Must be entitled to an honorable dismissal;
3. Must have attained a scholastic average of 2.00 or better on all work attempted in the program of study he/she has followed; and
4. Must have completed a minimum of sixty-four hours** following one of the prescribed technical programs of study included in the SMCC catalog. These 64 hours must include a total of 15 semester hours of general education courses which must contain one or more courses from each of the following four areas.
 - A. Humanities or fine arts,
 - B. The social or behavioral sciences,
 - C. Natural sciences or mathematics and
 - D. A component designed to develop oral/written communication skills.
5. Must have completed a minimum of 25 percent of the required hours (usually 16 semester hours) at SMCC; and
6. Must have attended Southwest Mississippi Community College a minimum of one semester.

**A maximum of 24 hours of non-traditional credit may be applied toward graduation with a maximum of 16 earned by correspondence or extension credit.

Certificates of Completion

To be awarded a certificate of completion, a student

1. Must be entitled to an honorable dismissal;
2. Must have attained a scholastic average of 2.00 or better on all work attempted in the program of study he/she has followed; and
3. Must have followed and satisfactorily completed one of the specialized vocational programs of study included in the SMCC Catalog;
4. Must have completed a minimum of 25 percent of the requirements at SMCC;
5. Must have attended Southwest Mississippi Community College a minimum of one semester.

APPLICATION FOR GRADUATION

An application for graduation should be submitted to the Registrar's office within one week after the last day to add classes for the semester of graduation

A student may make application for graduation under provisions of the current catalog or the catalog under which he/she entered Southwest Mississippi Community College, provided that catalog is dated no more than two years prior to the expected graduation and current statutes, rules, regulations, policies, or procedures permit.

TRANSCRIPTS

Graduates of Southwest Mississippi Community College are entitled to copies of their academic record without charge. Transcripts will not be issued to students who have not met all financial obligations to the school.

SCHOLASTIC RESTART POLICY

Southwest Mississippi Community College encourages the enrollment of previous students who have decided to continue their education. Too often, these students were not serious about their studies during their early endeavors at SMCC. Scholastic restart is a way to remove previously earned grades from consideration when computing grade point average or when assessing graduation status at Southwest Mississippi Community College. Below are the requirements for participating in the scholastic restart program.

The student should complete a Declaration of Scholastic Restart and submit it to the registrar.

Scholastic restart may be declared only one time at SMCC.

The student must not have been enrolled for five academic years (60 months) prior to applying for scholastic restart.

The student must re-enroll at Southwest Mississippi Community College and successfully complete at least one semester before any grades are removed from calculations.

Scholastic restart does not affect eligibility for federally funded financial aid.

The student will not be allowed to specify the grades that will be forgiven. NO grades prior to the restart semester will be counted for graduation or grade point average calculation. All grades will remain on the transcript with a special notation for forgiven grades.

Other colleges or universities may not honor the scholastic restart. Please check with those institutions for individual policies.

A student who has received a degree or certificate is not eligible for scholastic restart. The registrar is responsible for providing the necessary interpretations on questions not expressly answered in this policy.

WORKFORCE DEVELOPMENT SERVICES

Located in the Regional Workforce Training Center, the Workforce Development personnel provide a variety of services and act as liaisons between Southwest Mississippi Community College, the business community, and the workforce. A team approach is used in offering Business, Industrial, workforce and basic skills training; Adult Basic Education (ABE) and General Educational Development (GED) free preparatory classes; Testing and Assessment services along with Pearson VUE testing; a Dropout/Educational Recovery Program; an Institute for Learning in Retirement program; and a Workforce Investment Act (WIA) program. All services are designed to serve incumbent and prospective members of the workforce, business and industry, and WIA eligible Career & Technical students. Log onto the Southwest Mississippi Community College website, www.smcc.edu, and click on "Workforce" for more information.

Workforce Training

Southwest Mississippi Community College meets the business/industry and community educational and training needs through a variety of continuing education courses and other services for the workforce. These courses are not applicable to the Associate of Arts degree, the Associate of Applied Science degree, or the Certificate of Completion, nor are they transferable. They are usually established as a result of the job specific needs. Southwest Mississippi Community College facilities and personnel are available to any group which has an educational training need on the community college level.

Although these short term specific training course are non-credit and not applicable to a degree from the college, they are offered to supplement or provide continuing education and training programs within business and industry. These courses are specifically designed for the purpose of upgrading the knowledge and skills of current or prospective business and industry employees.

An individual, association, or business group desiring business or industry related continuing education or training programs should contact Workforce Development in the Regional Workforce Training Center (RWTC). Classes may be held at the Southwest Mississippi Community College RWTC or at the place of business if enough interest exists. There may be some entrance requirements for the Workforce training courses. Anyone desiring to enroll in these courses may register through Workforce Development in the Regional Workforce Training Center.

Contact Workforce Development in the Regional Workforce Training Center for more information.

Institute for Learning in Retirement

Southwest Mississippi Community College's Institute for Learning in Retirement (SMCC-ILR) offers classes for retirees or individuals over 50 years of age who are interested in combining learning with social activities. Members pay an annual fee and course fees as they are offered. The SMCC-ILR is membership driven, giving participants an opportunity to plan educational and social events to meet their particular needs. For more information, contact the Workforce Development Center in the Regional Workforce Training Center.

Continuing Education Units

Continuing Education Units (CEUs) may be awarded to those taking non-credit training programs/activities that meet established guidelines. Appropriate approval for awarding CEUs must be determined prior to a program/activity starting. For more information contact the Workforce Development Center in the Regional Workforce Training Center.

Testing and Assessment Center

The General Educational Development (GED) test, Test for Adult Basic Education (TABE), ASSET, Career Readiness Certificate, and CHOICES Interest Inventory are administered through the Regional Workforce Training Center.

Southwest Mississippi Community College is a Pearson VUE authorized test center.

Small Business Development Assistance

For assistance, please call 1-800-725-7232 or log onto www.mssbdc.org for more information that may be helpful in starting your own small business.

Adult Basic Education

Adult Basic Education (ABE) and General Educational Development (GED) classes are free and available to Mississippians 17 years of age or older (by September 1), who are not enrolled in any public, private, or home school programs. These classes help individuals enhance basic reading, writing, or math skills and prepare to take the GED test. For more information, contact Workforce Development in the Regional Workforce Training Center.

Dropout Recovery

The purpose of the Dropout Recovery Initiative is to “reclaim lost potential.” Anyone who has not completed high school is encouraged to prepare for and take the GED. Once the GED is completed, free counseling is available to help individuals plan continued education. For more information, contact Workforce Development in the Regional Workforce Training Center.

WIA

The WIA Educational Coordinator located in Kenna Hall provides case management and related services for students certified at the WIN Job Center to receive an Individual Training Account (ITA). An ITA covers tuition, books, and some fees for one to two semesters of job training in a SMCC Career-Technical Program listed on the ETPL. ITA recipients include adult, dislocated worker, and youth students enrolled in approved SMCC Career-Technical Programs. For more information contact Workforce Development in the Regional Workforce Training Center.

STUDENT AFFAIRS AND CAMPUS LIFE

HOUSING

Rooms are provided in dormitories for both men and women students. Rooms are furnished with single beds, dressers or chests, desks, chairs, and wireless internet. Each student is responsible for his/her own sheets, towels, pillows, and blankets. Reservations for rooms in the dormitories should be made by applying to the Vice-President for Student Affairs and enclosing a \$30.00 room fee along with a \$50 key deposit. A room reservation form may be picked up from the Student Services Office. The dormitory and cafeteria will close on weekends except when special programs or activities are being held on campus.

ACADEMIC GUIDELINES FOR DORMITORY STUDENTS

All students must be enrolled in a minimum of twelve semester hours to live in the dormitory.

Any student who is enrolled at Southwest Mississippi Community College must maintain a 1.50 GPA or better to be eligible for campus housing. **IN COMPUTING THE GRADE POINT AVERAGE FOR CAMPUS HOUSING ELIGIBILITY, ONE HOUR ACTIVITY COURSES WILL NOT BE COUNTED.** The Vice President for Student Affairs will send all dormitory students a written compliance reminder with these GPA standards at mid-term. If the students are still in non-compliance at the end of the semester, they will lose campus housing privileges until their GPA is raised to a minimum of 1.5.

Any person may appeal dismissal from campus housing. Such appeal must be in writing within five school days of the dismissal and directed to the Vice-President for Student Affairs.

RECREATION

The social life of the campus is directed by a committee of the faculty and the Student Government Association. All social functions must have the approval of the Student Activities Committee.

MEALS

Meals are served in the college cafeteria at regular hours. A schedule for meals will be posted in the cafeteria at the beginning of the semester. Visitors who eat in the cafeteria are required to pay for their meals.

MAIL

A post office is maintained on the campus in the Horace C. Holmes Student Union for the convenience of the students. Mail should be addressed to the individual as follows: John Doe, Box 9999, Southwest Mississippi Community College, Summit, Mississippi 39666.

Students wishing to obtain a post office box should apply at the bookstore in the Horace C. Holmes Union.

HEALTH SERVICES

Students who need professional medical care or treatment are referred to local physicians or to the local hospital. In emergency situations, the college will assist in securing the services of a physician and then contact parents or nearest relatives. Expenses for professional care or treatment are the responsibility of the student or parents.

CULTURAL OPPORTUNITIES

Periodically, opportunities may be provided for students to attend operas, plays, exhibitions, or other events.

SCHOOL PUBLICATIONS

STUDENT HANDBOOK. This publication includes regulations and general information to acquaint the student with various phases of campus life. Each student receives a copy at registration, or he/she may request one from the Vice-President for Student Affairs. The student is responsible for becoming familiar with this handbook.

THE PINE BURR. This student newspaper is published by the students under the direction of a faculty member and affords an opportunity for expression of student opinion and for the development of journalistic skills.

THE WHISPERING PINES. The school yearbook is published each year, with faculty guidance, by students who have shown interest in and demonstrated an ability for this work.

STUDENT IDENTIFICATION CARD

A student identification card is issued by the administration to each student upon registration. This card, which will serve as admission ticket to all school-sponsored athletic activities on campus and must be worn at all times while on campus.

AUTOMOBILE REGISTRATION AND PARKING

All privately owned or operated vehicles for use on campus must be registered and must bear an official registration decal. Cars must be parked in designated areas.

GUIDANCE

Southwest Mississippi Community College recognizes that almost all beginning college students need assistance in making educational, vocational, and personal adjustments. Provision is made for this help through the office of the Vice-President for Student Affairs. The entire faculty work together to promote the optimum development of each student. Inherent in the guidance program is the recognition of the principle that the purpose of guidance is to aid each student to help himself/herself through self-understanding and awareness of potential.

Qualified counselors are available in Kenna Hall. This office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

PERSONAL COUNSELING: Many college students have personal problems that may interfere with their academic work. The counseling staff provides an atmosphere in which students may discuss concerns with the assurance of confidentiality. Records will be released only with the permission of the student.

REQUIRED DEVELOPMENTAL COURSES

Southwest Mississippi Community College adheres to an “open admissions” policy consistent with all appertaining laws. It also embraces the philosophy that students be provided opportunities for learning experiences, e.g., developmental courses, counseling, tutorial assistance, etc., that will help students succeed in achieving their educational goals.

Southwest Mississippi Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure students success.

Developmental courses at SMCC consist of the following:

| | |
|----------------|--|
| ENG 0123 | Developmental English |
| REA 1213 | Reading Improvement and Effective Study I |
| REA 1223 | Reading Improvement and Effective Study II |
| MAT 0123..... | Beginning Algebra |

These courses are required for students with deficiencies. Low scores on ACT/orientation tests will result in the student’s being placed in developmental courses. In addition, if competencies specified in course syllabi are not met with at least a “C” average, the student must repeat the course(s) until such competencies are met. Developmental courses do not satisfy degree or program requirements.

COURSE PLACEMENT GUIDELINES

ENGLISH

| | |
|-----------------------------|----------|
| greater than or equal to 16 | ENG 1113 |
| less than or equal to 15 | ENG 0123 |

READING

| | |
|-----------------------------|---------------------------|
| greater than or equal to 16 | No Reading Class Required |
| less than or equal to 15 | REA 1213 |

MATH

| | |
|--|----------|
| greater than or equal to 19 and a grade of “C” or better in high school Algebra II or a grade of “C” or better in MAT 1233 | MAT 1313 |
| greater than or equal to 17 and a grade of “C” or better in high school Algebra I or a grade of “C” or better in MAT 0123 | MAT 1233 |
| less than or equal to 16 or no high school algebra | MAT 0123 |

NATURAL SCIENCE

| | |
|-----------------------------|----------|
| greater than or equal to 17 | BIO 2513 |
| less than or equal to 16 | BIO 1113 |

NOTE: Southwest Mississippi Community College does not require a minimum ACT score for admission to programs designed for transfer to senior institutions.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Governance

Southwest Mississippi Community College students are encouraged to participate in the institutional decision-making process. The college values the students' thoughts and suggestions in the decision-making process. The governance for the student body is through an active Student Government Association, which is presided over by a president, a vice president, a secretary, a treasurer and various student representatives. All students are encouraged to write up suggestions or recommendations and give them to one of their Student Government Association Officers. The officers will present them in their SGA meeting and vote to forward each suggestion or recommendation to the school's administrative staff. If the SGA casts a majority vote for sending a suggestion or recommendation to the administration, the SGA sponsor will present it to the administrative staff and report their response to the SGA. The SGA provides many activities for improved student life. The SGA officers and representatives serve on various college committees to help determine the direction of the institution.

Due Process in Student Discipline

To protect its fundamental legal and moral integrity and the constitutional rights of its students, and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases. Although disciplinary hearings on campus are not entirely analogous to adversary proceedings in courts of law, they should be conducted in a fair and judicious manner, with the aim of lessening the likelihood of error or prejudice. The procedure should incorporate the basic elements of what has become commonly recognized as due process. (See Student Handbook for student discipline procedures and responsibilities.)

STUDENT COMPLAINT PROCEDURE

Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Students who fail to use existing appeals committees will forfeit their right to future due process.

Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college must take the following steps within five school days of the incident:

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3.
2. Contact the Vice-President for Student Affairs, College Drive, Summit, MS 39666.
3. Express the nature of the complaint and pertinent information in writing to the Vice-President for Student Affairs.

The Vice-President for Student Affairs will either handle the complaint personally or will refer it to the appropriate person for disposition. A written response will be made to the student within 15 business days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. This appeal must be made within 3 business days after the decision by the investigating officer. The grievance committee will be appointed by the President of the college and will consist of two administrators and two faculty not directly involved in the alleged problem, and the original investigating official. The decision of the grievance committee is considered final. A written response will be made to the student within 5 business days.

No adverse action will be taken against a student for filing a complaint.

ORGANIZATIONS

ALUMNI ASSOCIATION

The Southwest Mississippi Community College Alumni Association promotes cordial relations between the school and its alumni. The association meets on Homecoming Day. The executive committee of the association meets at the College in January, July, and October of each year, with the exact date set by the president with the approval of the executive committee.

HONOR SOCIETY

Chartered in the spring of 1966, the Omicron Delta Chapter of Phi Theta Kappa, a national community college honor society, offers membership to students achieving and maintaining high academic standing. To be admitted into Phi Theta Kappa, a student must complete fifteen academic hours in one semester and must have an overall average of 3.50. To continue in the society, the student must maintain an overall 3.00 average.

STUDENT GOVERNMENT ASSOCIATION

All regularly enrolled full-time students of Southwest Mississippi Community College are members of the Student Government Association. A student council, composed of four Student Government officers, four sophomore class officers, and four freshman class officers, is charged with directing the activities of the Student Government Association. The purpose of this association is to bring about a better understanding among students and faculty; to sponsor social activities; to encourage scholarship, leadership, and citizenship, and to contribute to the betterment of the school and its educational program.

STUDENT PROFESSIONAL ORGANIZATIONS AND CLUBS

Several organizations are available, and all students are urged to identify with some of them. The MOSA (Mississippi Organization of A.D.N. Student Association), MASN (Mississippi Association of Student Nurses), and SNO (Student Nurses Organization) are organizations available to nursing students. PBL (Phi Beta Lambda) is an organization available to selected technical students. HOSA (Health Occupation Students of America) is available to LPN students. Delta Epsilon Chi is available to Marketing Management Students. Future Educators of America is open to students interested in pursuing careers in education.

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.

The Southwest Mississippi Community College Foundation is a non-profit corporation chartered in 1973 by the state of Mississippi to operate exclusively for the benefit of Southwest Mississippi Community College. Its purpose is to solicit, receive, accept and hold, administer, invest, and disburse any and every kind of property for educational, scientific, literary, research, and service activities. The goal of the Foundation is to allow Southwest Mississippi Community College to better serve the students and community by supplementing public funds with private financial support.

RELIGIOUS ORGANIZATIONS

Religious life is fostered on the campus of Southwest. These denominational organizations are found on the campus: the Baptist Student Union, the Wesley Foundation, and the Catholic Campus Ministry.

The work of the Baptist Student Union is carried on through a BSU Council elected by the Baptist students, and a full-time BSU director is provided by the local Baptist churches of the school district. Any Baptist student is a member of the BSU provided he/she is active in either the local church, his/her own home church, or any phase of the local campus program such as Vespers, Morning Watch, Noonday services, or BSU choir.

The Wesley Foundation is the campus organization for Methodist students. It is affiliated with the United Methodist Church and directed by the pastor.

VETERANS' INFORMATION

All past academic and attendance records pertaining to students who receive benefits from the Veterans' Administration (VA) are kept in a fireproof vault in the Registrar's Office. They are available for inspection by the Veterans' Administration any time during regular office hours. The VA representative is located in Student Services.

Students who receive veterans' assistance must meet the same admission requirements as other students who are applying for admission to Southwest Mississippi Community College. Students are not certified to the Veterans' Administration until these requirements are met, as checked on the student's permanent record.

All VA forms pertaining to a VA student are kept on file, as well as previous education records. Each permanent record shows previous education and training for which credit was granted. Proper credit is also recorded on the enrollment certification submitted to the VA.

Students who are enrolling at Southwest Mississippi Community College for the first time, but who have attended another post secondary institution will be certified for one term. Students must have official transcripts on file from all prior schools attended prior to certification for the second term.

The grading system is as defined under Instructional Information. The last day to add, drop, or change courses is shown in the school calendar and is included in the school catalog each year.

If these requirements are not met, the VA will be notified that satisfactory progress has not been made by the student. VA students are subject to the general policy of the school with regard to academic suspension and readmission.

The attendance requirements are listed in the college catalog. The attendance records are kept in the teachers' grade books which are turned in to the Registrar's Office at the end of each year and stored. A student dismissed for unsatisfactory attendance may enroll the next semester on probation. Unsatisfactory attendance during a probation semester will result in suspension.

All changes in a student's status will be reported to the VA. This includes unsatisfactory progress and dismissal for unsatisfactory attendance, placement on academic probation, and academic dismissal.

Upon satisfactory completion of the prescribed program of study, the veteran or eligible person is given a diploma or certificate by the school indicating the approved course and with notation that the program was satisfactorily completed.

Students receiving VA educational benefits must enroll in ONLY those courses listed in their declared major or program of study.

ACADEMIC PROGRAMS OF STUDY

REQUIREMENTS AT SENIOR INSTITUTIONS

Mississippi's eight public universities* require minimum ACT scores and certain high school courses for admission of candidates. Those who fail to meet the requirements must attain an average of "C" or better in the following before transferring to one of these universities:

| Course: | Semester hours |
|--|----------------|
| English | 6 |
| College Algebra, Trigonometry, Calculus, or Quantitative Reasoning | 3 |
| Laboratory Science | 6 |
| Transferable Electives | 9 |
| | 24 |

*University of Mississippi; Mississippi State University;

University of Southern Mississippi; Delta State University;

Jackson State University; Alcorn State University; Mississippi Valley State University; Mississippi University for Women.

The suggested programs of study which follow are correlated with the senior institutions in Mississippi. Students who plan to transfer to an out-of-state institution should obtain the recommended program of study for that institution and, with the assistance of a faculty advisor or counselor, make any necessary adjustments.

Note also that the University of Mississippi and the University of Southern Mississippi now require from six to twelve hours of foreign language for their liberal arts majors and/or Bachelor of Arts candidates.

SUGGESTED ACADEMIC PROGRAMS OF STUDY LEADING TO THE ASSOCIATE OF ARTS DEGREE

Southwest Mississippi Community College does not offer a major in any academic field of study. Therefore, a student who wishes to pursue a bachelor's degree in any field must transfer to a senior college or university which will specify the minimum and maximum number of credits for the major.

The suggested academic programs of study which follow are intended to provide the student a guide to the general education courses which should be taken during the freshman and sophomore years.

REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE OF ARTS DEGREE

A student may meet the requirements for graduation with an Associate of Arts (AA) degree by completing a minimum of sixty-four semester hours which must include the basic core listed below:

BASIC CORE

| Course | Semester Hours | Credit |
|------------------------------------|----------------|--------|
| ENG 1113-1123 | 6 | 6 |
| MAT 1313, 1323, 1613, or 1753..... | 3 | 3 |
| SPT 1113 | 3 | 3 |
| *Laboratory Science | 8 | 8 |
| **Humanities | 6 | 6 |
| ***Fine Arts | 3 | 3 |
| ****Social Science | 6 | 6 |
| *****Reading Competency | | |

*Laboratory Science may be selected from biology, chemistry, physics, or physical science.

**Humanities may be selected from history, literature, foreign language, philosophy, or honors forum.

***Fine Arts may be selected from art appreciation, music appreciation or theatre appreciation

****Social science may be selected from economics, political science, psychology, sociology, geography or criminal justice.

*****Students may demonstrate reading competency by

1. scoring 16 or above on the reading section of the American College Test (ACT) or
2. making a satisfactory grade on a reading placement test or
3. successfully completing REA 1213 or REA1223

NOTE: Any student who wishes to pursue a Bachelor of Arts degree should consider taking four semesters of a foreign language.

A maximum of four semester hours of activity courses may apply toward an AA degree. These include any course beginning with MUO prefix, piano and voice for non-music majors, musical theatre workshop, and any one-hour course with the HPR prefix except HPR 1711.

The basic core described above is designed to serve both students whose formal education ends at the community college level and those whose training will later become highly specialized. Both types of students need broad educational backgrounds—one type because they lack a high degree of specialization and the other in order to understand and appreciate the relationship of their specialties to the complex society in which they will live.

GENERAL STUDIES

Advisors: Brumfield, Coney, Dancisin, Elliott, Gazzo, Giles, L. Holmes, Lambuth, Lewman, McLaughlin, McMahon, O'Rourke, Reeves, Riddle

| | |
|---|-----------|
| English Composition..... | 6 |
| College Algebra (MAT 1313 or higher)..... | 3 |
| Laboratory Science | 8 |
| History | 6 |
| Fine Arts | 3 |
| Public Speaking | 3 |
| Social Science | 6 |
| *Electives..... | <u>29</u> |
| | 64 |

* Electives may be chosen from any academic area, excluding ENG 0123, MAT 0123, MAT 1233, REA 1213, REA 1223, and CHE 1113.

Due to variations in the curriculum, please consult the catalog of the institution you plan to attend after SMCC.

PRE-ART

Advisor: McGehee

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---|----------------|
| ART 1313 Drawing I | 3 | ART 1113 Art Appreciation or | |
| BIO 1111 Principles of Biology I Lab ... | 1 | MUS 1113 Music Appreciation | 3 |
| BIO 1113 Principles of Biology I | 3 | ART 1323 Drawing II | 3 |
| ENG 1113 English Composition I..... | 3 | BIO 1121 Principles of Biology II Lab.. | 1 |
| MAT 1313 College Algebra | 3 | BIO 1123 Principles of Biology II | 3 |
| Social Science Elective | <u>3</u> | ENG 1123 English Composition II | 3 |
| | 16 | Social Science Elective | <u>3</u> |
| | | | 16 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--------------------------------|----------------|----------------------------------|----------------|
| ART 1433 Design I..... | 3 | ART 1443 Design II..... | 3 |
| ART 2713 Art History I..... | 3 | ART 2723 Art History II..... | 3 |
| SPT 1113 Public Speaking | 3 | CSC 1113 Computer Concepts | 3 |
| History Elective | 3 | History Elective | 3 |
| Language Elective | 3 | Language Elective..... | <u>3</u> |
| Approved Elective | <u>3</u> | | 15 |
| | 18 | | |

PRE-BIOCHEMISTRY (ACS Certification)

Advisor: Ferguson

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-------------------------------|------|-------------------------------|----------------|
| BIO | 1130 | General Biology I Lab..... | 0 | BIO | 1140 | General Biology II Lab | 0 |
| BIO | 1134 | General Biology I..... | 4 | BIO | 1144 | General Biology II..... | 4 |
| CHE | 1211 | General Chemistry I Lab | 1 | CHE | 1221 | General Chemistry II Lab..... | 1 |
| CHE | 1213 | General Chemistry I | 3 | CHE | 1223 | General Chemistry II | 3 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1613 | Calculus I | 3 | MAT | 1623 | Calculus..... | 3 |
| SPT | 1113 | Public Speaking | <u>3</u> | Social Science Elective | | | <u>3</u> |
| | | | 17 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|------------------------------|----------------|---------------------------|------|-------------------------------|----------------|
| CHE | 2422 | Organic Chemistry I Lab..... | 2 | CHE | 2432 | Organic Chemistry II Lab..... | 2 |
| CHE | 2423 | Organic Chemistry I..... | 3 | CHE | 2433 | Organic Chemistry II..... | 3 |
| MAT | 2613 | Calculus III..... | 3 | MAT | 2623 | Calculus IV | 3 |
| PHY | 2515 | Engineering Physics I*..... | 5 | MAT | 2913 | Differential Equations | 3 |
| Humanities Elective | | | 3 | PHY | 2525 | Engineering Physics II* | 5 |
| Fine Arts Elective | | | <u>3</u> | Humanities Elective | | | <u>3</u> |
| | | | 18 | | | | 19 |

*General Physics I and II may be substituted for Engineering Physics I and II for a **non-ACS degree plan**.

PRE-BIOLOGY, PRE-MEDICAL, PRE-DENTAL

Advisors: Ferguson, Gabler, K. May

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| BIO 1130 General Biology I Lab..... | 0 | BIO 1140 General Biology II Lab | 0 |
| BIO 1134 General Biology I..... | 4 | BIO 1144 General Biology II..... | 4 |
| CHE 1211 General Chemistry I Lab | 1 | CHE 1221 General Chemistry II Lab..... | 1 |
| CHE 1213 General Chemistry I | 3 | CHE 1223 General Chemistry II | 3 |
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| MAT 1313 College Algebra | 3 | MAT 1323 Trigonometry | 3 |
| Foreign Language | <u>3</u> | Fine Arts Elective | <u>3</u> |
| | 17 | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|--|----------------|
| CHE 2422 Organic Chemistry I Lab..... | 2 | BIO 2921 Microbiology Lab..... | 1 |
| CHE 2423 Organic Chemistry I..... | 3 | BIO 2923 Microbiology..... | 3 |
| PHY 2414 General Physics I | 4 | CHE 2432 Organic Chemistry II Lab..... | 2 |
| SPT 1113 Public Speaking | 3 | CHE 2433 Organic Chemistry II..... | 3 |
| Humanities Elective | 3 | PHY 2424 General Physics II | 4 |
| Social Science Elective | <u>3</u> | Humanities Elective | 3 |
| | 18 | Social Science Elective | <u>3</u> |
| | | | 19 |

*Some institutions require Calculus I.

**Microbiology from SMCC may only count as elective hours at other institutions. A higher-level microbiology may be required. Please consult the catalog of the institution you plan to attend after SMCC.

PRE-BUSINESS ADMINISTRATION

Advisor: Brock

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|-------------------------------------|----------------|---------------------------------------|----------------|
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| MAT 1313 College Algebra | 3 | PSY 1513 General Psychology..... | 3 |
| Fine Arts Elective | 3 | SPT 1113 Oral Communications | 3 |
| History Sequence | 3 | History Sequence | 3 |
| Laboratory Science | <u>4</u> | Laboratory Science | <u>4</u> |
| | 16 | | 16 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| ACC 1213 Principles of Accounting I | 3 | ACC 1223 Principles of Accounting II ... | 3 |
| ECO 2113 Principles of Economics I | 3 | BAD 2323 Business Statistics | 3 |
| MAT 1513 Business Calculus I | 3 | BAD 2413 Legal Environment of | |
| Elective | 3 | Business | 3 |
| Literature Elective | 3 | CSC 1123 Microcomputer | |
| Social Science Elective | <u>3</u> | Applications | 3 |
| | 18 | ECO 2123 Principles of Economics II | <u>3</u> |
| | | | 15 |

USM accepts ACC 1223 as one of their required global history and culture requirement (ANT 221 or GHY 341 or any foreign language).

PRE-CHEMISTRY (ACS Certification) AND PRE-POLYMER SCIENCE

Advisor: Ferguson

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| CHE 1211 General Chemistry I Lab | 1 | CHE 1221 General Chemistry II Lab..... | 1 |
| CHE 1213 General Chemistry I | 3 | CHE 1223 General Chemistry II | 3 |
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| MAT 1613 Calculus I | 3 | MAT 1623 Calculus II | 3 |
| SPT 1113 Public Speaking | 3 | Humanities Elective | 3 |
| Humanities Elective | <u>3</u> | Social Science Elective | <u>3</u> |
| | 17 | | 16 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|--|----------------|
| CHE 2422 Organic Chemistry I Lab..... | 2 | CHE 2432 Organic Chemistry II Lab..... | 2 |
| CHE 2423 Organic Chemistry I | 3 | CHE 2433 Organic Chemistry II | 3 |
| MAT 2613 Calculus III..... | 3 | MAT 2623 Calculus IV | 3 |
| PHY 2515 Engineering Physics I*..... | 5 | MAT 2913 Differential Equations | 3 |
| Foreign Language | 3 | PHY 2525 Engineering Physics II* | 5 |
| Social Science Elective | <u>3</u> | Fine Arts Elective | <u>3</u> |
| | 19 | | 19 |

*General Physics I and II may be substituted for Engineering Physics I and II for a **non-ACS degree plan**.

PRE-COMPUTER ENGINEERING/SOFTWARE ENGINEERING

Advisor: D. Richardson

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---------------------------------------|----------------|
| CHE 1211 General Chemistry I Lab | 1 | CSC 2144 Computer Programming II | |
| CHE 1213 General Chemistry I | 3 | with C++ | 4 |
| CSC 2134 Computer Programming I | | ENG 1123 English Composition II | 3 |
| with C++ | 4 | MAT 1623 Calculus II | 3 |
| ENG 1113 English Composition I..... | 3 | SPT 1113 Public Speaking..... | 3 |
| MAT 1613 Calculus I | 3 | History Sequence | <u>3</u> |
| History Sequence | <u>3</u> | | 16 |
| | 17 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|-------------------------------------|----------------|---------------------------------------|----------------|
| BIO 1130 General Biology I Lab..... | 0 | MAT 2623 Calculus IV | 3 |
| BIO 1134 General Biology I..... | 4 | MAT 2913 Differential Equations | 3 |
| MAT 2613 Calculus III..... | 3 | PHY 2525 Engineering Physics II | 5 |
| PHY 2515 Engineering Physics I..... | 5 | Fine Arts Elective | 3 |
| Social Science Elective | <u>3</u> | Social Science Elective | <u>3</u> |
| | 15 | | 17 |

PRE-COMPUTER SCIENCE

Advisor:

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|--------------------------|------|--------------------------------|----------------|-------------------------------|------|-------------------------------|----------------|
| BIO | 1111 | Principles of Biology Lab I... | 1 | CHE | 1211 | General Chemistry I Lab | 1 |
| BIO | 1113 | Principles of Biology I..... | 3 | CHE | 1213 | General Chemistry I | 3 |
| CSC | 2134 | Computer Programming I | | CSC | 2144 | Computer Programming II | |
| | | with C++ | 4 | | | with C++ | 4 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1613 | Calculus I..... | 3 | MAT | 1623 | Calculus II..... | 3 |
| Fine Arts Elective | | | <u>3</u> | Social Science Elective | | | <u>3</u> |
| | | | 17 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|----------------------------|----------------|-----------------|------|------------------------------|----------------|
| MAT | 2613 | Calculus III..... | 3 | MAT | 2623 | Calculus IV | 3 |
| PHY | 2515 | Engineering Physics I..... | 5 | PHY | 2525 | Engineering Physics II | 5 |
| History Elective | | | 3 | SPT | 1113 | Public Speaking..... | 3 |
| Literature Elective | | | 3 | Electives | | | <u>6</u> |
| Social Science Elective | | | <u>3</u> | | | | 17 |
| | | | 17 | | | | |

PRE-CRIMINAL JUSTICE

Advisors: Ginn, Weathers

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|---------------------------------|----------------|--------------------------------|------|------------------------------|----------------|
| CRJ | 1313 | Introduction to Criminal | | CRJ | 1383 | Criminology | 3 |
| | | Justice..... | 3 | ENG | 1123 | English Composition II | 3 |
| CRJ | 1363 | Introduction to Corrections ... | 3 | SPT | 1113 | Public Speaking..... | 3 |
| ENG | 1113 | English Composition I..... | 3 | Fine Arts Elective | | | 3 |
| MAT | 1313 | College Algebra or | | Natural Science Elective | | | <u>4</u> |
| MAT | 1753 | Quantitative Reasoning | 3 | | | | 16 |
| Social Science Elective | | | <u>3</u> | | | | |
| | | | 15 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|--------------------------------|------|-----------------------------|----------------|-------------------------------|------|---------------------------|----------------|
| CRJ | 2313 | Police Operations | 3 | CRJ | 1323 | Police Administration and | |
| CRJ | 2333 | Criminal Investigation..... | 3 | | | Organization..... | 3 |
| Literature Sequence | | | 3 | CRJ | 2323 | Criminal Justice..... | 3 |
| History Sequence | | | 3 | CRJ | 2513 | Juvenile Justice..... | 3 |
| Natural Science Elective | | | <u>4</u> | Social Science Elective | | | 3 |
| | | | 16 | Literature Sequence | | | 3 |
| | | | | History Sequence | | | <u>3</u> |
| | | | | | | | 18 |

PRE-DENTAL HYGIENE

Advisor: K. May

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-----------------|------|---------------------------------|----------------|
| BIO | 1134 | General Biology I..... | 4 | BIO | 1144 | General Biology II..... | 4 |
| CHE | 1211 | General Chemistry I Lab | 1 | CHE | 1221 | General Chemistry II Lab..... | 1 |
| CHE | 1213 | General Chemistry I | 3 | CHE | 1223 | General Chemistry II | 3 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1313 | College Algebra or | | SOC | 2113 | Introduction to Sociology | 3 |
| MAT | 1753 | Quantitative Reasoning | 3 | Elective | | | <u>3</u> |
| PSY | 1513 | General Psychology | <u>3</u> | | | | 17 |
| | | | 17 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|------------------------------|----------------|---------------------------|------|-------------------------------|----------------|
| BIO | 2511 | Anatomy & Physiology I | | BIO | 2521 | Anatomy & Physiology II | |
| | | Lab | 1 | | | Lab | 1 |
| BIO | 2513 | Anatomy & Physiology I | 3 | BIO | 2523 | Anatomy & Physiology II | 3 |
| BIO | 2921 | Fundamentals of | | EPY | 2513 | Child Psychology | 3 |
| | | Microbiology Lab | 1 | FCS | 1253 | Nutrition | 3 |
| BIO | 2923 | Fundamentals of | | SPT | 1113 | Public Speaking..... | 3 |
| | | Microbiology..... | 3 | Humanities Elective | | | <u>3</u> |
| Elective | | | 3 | | | | 16 |
| Fine Arts Elective | | | 3 | | | | |
| Humanities Elective | | | <u>3</u> | | | | |
| | | | 17 | | | | |

NOTE: If the student plans to enter a dental hygiene program at the end of his/her freshman year, he/she should consult his/her advisor for the appropriate curriculum changes.

PRE-ELEMENTARY EDUCATION, - SPECIAL EDUCATION

Advisor: G. May

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 Institutes of Higher Learning (IHL) offer elementary education programs in which candidates obtain the Mississippi K-6 licensure with add on licenses for grades 7-12 in the two endorsement areas by earning an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C.

Admission to the senior college does not constitute admission to a teacher education program. To be admitted to a teacher education program at a state-approved Mississippi university, a student must have completed a minimum core of 44 to 48 hours, must have attained a 2.5 minimum grade point average (a requirement by the State Department of Education), and must have passed the PRAXIS I test with required scores or have made, prior to entering college, a 21 composite on the ACT with no subscore less than 18. For complete requirements concerning specific courses and admission requirements to a Mississippi education program, students must consult the catalog of their chosen four-year institution.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|---------------------------------|----------------|-----------------|------|---------------------------------|----------------|
| BIO | 1111 | Principles of Biology I Lab ... | 1 | BIO | 1121 | Principles of Biology II Lab .. | 1 |
| BIO | 1113 | Principles of Biology I | 3 | BIO | 1123 | Principles of Biology II | 3 |
| ENG | 1113 | English Composition I | 3 | ENG | 1123 | English Composition II | 3 |
| HPR | 1213 | Personal & Community | | PSY | 1513 | General Psychology | 3 |
| | | Health | 3 | | | Fine Arts Elective | 3 |
| LLS | 1311 | Orientation | 1 | | | History Sequence | <u>3</u> |
| MAT | 1313 | College Algebra | 3 | | | | 16 |
| | | History Sequence | <u>3</u> | | | | |
| | | | 17 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|------------------------------|----------------|-----------------|------|------------------------------|----------------|
| ART | 1913 | Art for Elementary Teachers | | EPY | 2513 | Child Psychology | 3 |
| | | Or | | MAT | 1733 | Geometry, Measurement & | |
| MUS | 2513 | Music for Elementary | | | | Probability | 3 |
| | | Teachers | 3 | SPT | 1113 | Public Speaking | 3 |
| GEO | 1113 | World Geography | 3 | | | Endorsement Electives* | 6 |
| MAT | 1723 | Real Number System | 3 | | | Literature Sequence | <u>3</u> |
| PHY | 2243 | Physical Science | 3 | | | | 18 |
| | | Endorsement Electives* | 3 | | | | |
| | | Literature Sequence | <u>3</u> | | | | |
| | | | 18 | | | | |

* Contact advisor for approved electives for endorsements.

For specific course requirements students should consult the institution to which they plan to transfer

PRE-ENGINEERING (NON-COMPUTER/SOFTWARE)

Advisor: D. Richardson

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-----------------|------|--------------------------------|----------------|
| ART | 1113 | Art Appreciation or | | CHE | 1221 | General Chemistry II Lab* | 1 |
| MUS | 1113 | Music Appreciation | 3 | CHE | 1223 | General Chemistry II* | 3 |
| CHE | 1211 | General Chemistry I Lab | 1 | CSC | 2144 | Computer Programming II | |
| CHE | 1213 | General Chemistry I | 3 | | | with C++ | 4 |
| CSC | 2134 | Computer Programming I | | ENG | 1123 | English Composition II | 3 |
| | | with C++ | 4 | MAT | 1623 | Calculus II | 3 |
| ENG | 1113 | English Composition I | 3 | SPT | 1113 | Public Speaking | <u>3</u> |
| MAT | 1613 | Calculus I | <u>3</u> | | | | 17 |
| | | | 17 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|-----------------------------|----------------|-----------------|------|-------------------------------|----------------|
| EGR | 2413 | Engineering Mechanics I: | | MAT | 2623 | Calculus IV | 3 |
| | | Statics | 3 | MAT | 2913 | Differential Equations | 3 |
| MAT | 2613 | Calculus III | 3 | PHY | 2525 | Engineering Physics II | 5 |
| PHY | 2515 | Engineering Physics I | 5 | | | Social Science Elective | <u>6</u> |
| Humanities Elective | | | <u>6</u> | | | | 17 |
| | | | 17 | | | | |

*Chemistry II may not be needed; consult the proposed senior college catalog.

**PRE-ENGLISH, - FOREIGN LANGUAGE, - COMMUNICATION,
- AMERICAN STUDIES, - JOURNALISM, - LIBERAL ARTS,
- LIBRARY SCIENCE, AND - LINGUISTICS**

Advisors: Coney, Mabry, McLaughlin, McMahon, O'Rourke

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|-----------------------|---|-----------------------|
| BIO 1111 Principles of Biology I Lab ... | 1 | BIO 1121 Principles of Biology II Lab.. | 1 |
| BIO 1113 Principles of Biology I | 3 | BIO 1123 Principles of Biology II | 3 |
| LIS 1121 The Electronic Library | 1 | ENG 1123 English Composition II | 3 |
| ENG 1113 English Composition I..... | 3 | HPR 1111 Activities | 1 |
| SPT 1113 Public Speaking | 3 | MAT 1313 College Algebra or | |
| Foreign Language | 3 | MAT 1753 Quantitative Reasoning | 3 |
| History Sequence | <u>3</u> | Foreign Language | 3 |
| | 17 | History Sequence | <u>3</u> |
| | | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|-------------------------------------|-----------------------|---|-----------------------|
| ART 1113 Art Appreciation or | | HPR 1121 Activities | 1 |
| MUS 1113 Music Appreciation..... | 3 | PSY 1513 General Psychology..... | 3 |
| PHY 2241 Physical Science Lab | 1 | SOC 2113 Introduction to Sociology..... | 3 |
| PHY 2243 Physical Science..... | 3 | Approved Elective | 3 |
| PSC 1113 Federal Government..... | 3 | Foreign Language | 3 |
| Foreign Language | 3 | Literature Sequence | <u>3</u> |
| Literature Sequence | <u>3</u> | | 16 |
| | 16 | | |

PRE-ENVIRONMENTAL SCIENCE

Advisor: Kuntz

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|-----------------------|--|-----------------------|
| BIO 1130 General Biology I Lab..... | 1 | BIO 1140 General Biology II Lab | 1 |
| BIO 1134 General Biology I..... | 3 | BIO 1144 General Biology II..... | 3 |
| CHE 1211 General Chemistry I Lab | 1 | CHE 1221 General Chemistry II Lab..... | 1 |
| CHE 1213 General Chemistry I | 3 | CHE 1223 General Chemistry II | 3 |
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| HIS 1163 World Civilization I | 3 | HIS 1173 World Civilization II | 3 |
| MAT 1313 College Algebra | <u>3</u> | MAT 1323 Trigonometry | <u>3</u> |
| | 17 | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|-----------------------|--|-----------------------|
| CHE 2422 Organic Chemistry I Lab..... | 2 | CHE 2432 Organic Chemistry II Lab..... | 2 |
| CHE 2423 Organic Chemistry I..... | 3 | CHE 2433 Organic Chemistry II..... | 3 |
| CSC 2134 Programming I | 4 | PHY 2424 General Physics II | 4 |
| ENG 2423 World Literature I | 3 | SPT 1113 Public Speaking..... | 3 |
| MAT 1613 Calculus I | 3 | Fine Arts Elective | 3 |
| PHY 2414 General Physics I | <u>4</u> | Social Science Elective | <u>3</u> |
| | 19 | | 18 |

PRE-FORESTRY

Advisor: K. May

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-----------------------|------|------------------------------|----------------|------------------------|------|-------------------------------|----------------|
| BIO | 1130 | General Biology I Lab..... | 0 | BIO | 1140 | General Biology II Lab | 0 |
| BIO | 1134 | General Biology I..... | 4 | BIO | 1144 | General Biology II..... | 4 |
| CHE | 1211 | General Chemistry I Lab..... | 1 | CHE | 1221 | General Chemistry II Lab..... | 1 |
| CHE | 1213 | General Chemistry I..... | 3 | CHE | 1223 | General Chemistry II..... | 3 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1313 | College Algebra | 3 | MAT | 1513 | Business Calculus I | 3 |
| History Sequence..... | | | <u>3</u> | History Sequence | | | <u>3</u> |
| | | | 17 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|--|------|------------------|----------------|--|------|--------------------------------|----------------|
| MAT | 2323 | Statistics | 3 | CSC | 1113 | Introduction to Computers..... | 3 |
| Approved Science Lab Requirement | | | 2 | PHY | 2414 | General Physics I..... | 4 |
| Approved Science Requirement..... | | | 6 | SPT | 1113 | Public Speaking..... | 3 |
| Approved Social Science Elective | | | 3 | Approved Science Elective | | | 3 |
| Fine Arts Elective | | | <u>3</u> | Approved Social Science Elective | | | <u>3</u> |
| | | | 17 | | | | 16 |

Qualified students may begin the math sequence with the appropriate calculus course.

Note: Students planning to transfer to universities should consult with the forestry advisor concerning a required summer session at the senior institution for the summer preceding the junior year.

Note: Students should select business/science/social science electives in close consultation with the forestry advisor.

Note: Specific curricula are available for majors in management of forest and wildlife, environmental conservation, wildlife and fisheries science, law enforcement, wood industries management, and wood materials science. Students interested in majoring in one of these areas should contact the forestry curriculum advisor.

PRE-HEALTH INFORMATION MANAGEMENT

Advisor: K. May

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-----------------------|------|--------------------------------|----------------|-----------------------------|------|------------------------------|----------------|
| CSC | 1113 | Computer Concepts* or | | ENG | 1123 | English Composition II | 3 |
| CSC | 1123 | Computer Applications I* | 3 | SPT | 1113 | Public Speaking..... | 3 |
| ENG | 1113 | English Composition I..... | 3 | Elective***** | | | 3 |
| MAT | 1313 | College Algebra or | | Humanities Elective** | | | 3 |
| MAT | 1323 | Trigonometry..... | 3 | Social Science Elective**** | | | <u>3</u> |
| PSY | 1513 | General Psychology | 3 | | | | 15 |
| Humanities Elective** | | | <u>3</u> | | | | |
| | | | 15 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-----------------------|------|---------------------------------|----------------|-----------------|------|-------------------------------|----------------|
| ACC | 1213 | Principles of Accounting I | 3 | BIO | 2521 | Anatomy & Physiology II | |
| BIO | 2511 | Anatomy & Physiology I | | | | Lab | 1 |
| | | Lab | 1 | BIO | 2523 | Anatomy & Physiology II | 3 |
| BIO | 2513 | Anatomy & Physiology I | 3 | MAT | 2323 | Statistics | 3 |
| Elective***** | | | 6 | Elective***** | | | <u>6</u> |
| Fine Arts Elective*** | | | <u>3</u> | | | | 13 |
| | | | 16 | | | | |

*Courses should include computer concepts, forms of I/O, recording data and programming languages

**History, literature, foreign language, journalism, or philosophy

***Art appreciation, music appreciation, or theatre appreciation

****Anthropology, economics (ECO 2113, ECO 2123), political science, or sociology

*****Management (MMT 2213), Business Communication (BAD 2813), or Additional Computer Science (CSC 1123, BOT 1133)

NOTE: Due to variations in the curriculum, the student should consult the institution he/she plans to attend upon graduation or transfer from SMCC.

PRE-HISTORY, - POLITICAL SCIENCE

Advisor: Ginn

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|--|----------------|
| BIO 1111 Principles of Biology Lab I... | 1 | BIO 1121 Principles of Biology Lab II..... | 1 |
| BIO 1113 Principles of Biology I..... | 3 | BIO 1123 Principles of Biology II..... | 3 |
| ENG 1113 English Composition I..... | 3 | CSC 1113 Introduction to Computers or | |
| MAT 1313 College Algebra or | | CSC 1123 Microcomputer Applications | 3 |
| MAT 1753 Quantitative Reasoning | 3 | ENG 1123 English Composition II | 3 |
| SPT 1113 Public Speaking | 3 | Foreign Language | 3 |
| Foreign Language | 3 | History Sequence | 3 |
| History Sequence | 3 | Math Elective higher than MAT 1313 | 3 |
| | 19 | | 19 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|--|----------------|
| ECO 2213 Principles of Economics I | 3 | BAD 2413 Legal Environment of Business | 3 |
| HPR 1213 Personal & Community Health..... | 3 | Elective | 6 |
| Fine Arts Elective | 3 | Foreign Language | 3 |
| Foreign Language | 3 | History Sequence | 3 |
| History Sequence | 3 | Literature Sequence | 3 |
| Literature Sequence | 3 | | 18 |
| | 18 | | |

*Electives should be chosen from the following: ECO 2113, ECO 2123, CSC 1113, CSC 1123, BOT 1133, MMT 2243.

PRE-MATHEMATICS

Advisor: D. Richardson

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|---------------------------------------|----------------|
| CSC 2134 Computer Programming I | 4 | ENG 1123 English Composition II | 3 |
| ENG 1113 English Composition I..... | 3 | MAT 1623 Calculus II..... | 3 |
| MAT 1613 Calculus I..... | 3 | Fine Arts Elective | 3 |
| History Sequence* | 3 | History Sequence* | 3 |
| Laboratory Science | 4 | Laboratory Science | 4 |
| | 17 | | 16 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|-----------------------------------|----------------|---------------------------------------|----------------|
| ENG 2423 World Literature I | 3 | ENG 2433 World Literature II | 3 |
| MAT 2613 Calculus III..... | 3 | HPR 1111 Activities I** | 1 |
| SPT 1113 Public Speaking | 3 | MAT 2623 Calculus IV | 3 |
| Foreign Language Sequence | 3 | MAT 2913 Differential Equations | 3 |
| Social Science | 3 | Foreign Language Sequence | 3 |
| | 15 | Social Science | 3 |
| | | | 16 |

*HIS 1113 and HIS 1123 or HIS 1163 and HIS 1173

**or any one-hour activity

PRE-MEDICAL TECHNOLOGY AND PRE-CLINICAL LABORATORY SCIENCES

Advisor: K. May

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-----------------|------|-------------------------------|----------------|
| BIO | 1130 | General Biology I Lab..... | 0 | BIO | 2511 | Anatomy & Physiology I | |
| BIO | 1134 | General Biology I..... | 4 | | | Lab | 1 |
| CHE | 1211 | General Chemistry I Lab | 1 | BIO | 2513 | Anatomy & Physiology I..... | 3 |
| CHE | 1213 | General Chemistry I | 3 | CHE | 1221 | General Chemistry II Lab..... | 1 |
| ENG | 1113 | English Composition..... | 3 | CHE | 1223 | General Chemistry II | 3 |
| HIS | 1163 | World Civilization I | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1313 | College Algebra or | | ENG | 2433 | World Literature II | 3 |
| MAT | 1753 | Quantitative Reasoning | <u>3</u> | PSY | 1513 | General Psychology..... | <u>3</u> |
| | | | 17 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------------------------|------|-------------------------------|----------------|-----------------------------|------|-------------------------------|----------------|
| BIO | 2521 | Anatomy & Physiology II | | BIO | 2921 | Microbiology Lab..... | 1 |
| | | Lab | 1 | BIO | 2923 | Microbiology | 3 |
| BIO | 2523 | Anatomy & Physiology II | 3 | CHE | 2432 | Organic Chemitry II Lab | 2 |
| CHE | 2422 | Organic Chemistry I Lab | 2 | CHE | 2433 | Organic Chemistry II..... | 3 |
| CHE | 2423 | Organic Chemistry I..... | 3 | Fine Arts Elective | | | 3 |
| SPT | 1113 | Public Speaking | 3 | Humanities Elective** | | | <u>3</u> |
| Humanities Elective** | | | 3 | | | | 15 |
| Social Science Elective*** | | | <u>3</u> | | | | |
| | | | 18 | | | | |

**Recommended Humanities Electives: Western Civilization, Philosophy

***Recommended Social Science Electives: Political Science, Economics, Sociology

NOTE: Due to variations in the curriculum, the student should consult the institution he/she plans to attend upon graduation or transfer from SMCC.

Anatomy and Physiology I **IS** required for Clinical Laboratory Sciences, but it will only serve as an elective for Medical Technology.

PRE-MUSIC

Advisors: Dale, Elliott, Lambuth

INSTRUMENTAL

Advisor: Dale, Mathena

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|---|----------------|---------------------------|------|--|----------------|
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MUA | 1172 | Brass for Music Education Majors I or | | MUA | 1182 | Brass for Music Education Majors II or | |
| MUA | 1472 | Percussion for Music Education Majors I or | | MUA | 1482 | Percussion for Music Education Majors II or | |
| MUA | 1872 | Woodwinds for Music Education Majors I..... | 2 | MUA | 1882 | Woodwinds for Music Education Majors II..... | 2 |
| MUA | 1571 | Piano for Music Education Majors I..... | 1 | MUA | 1581 | Piano for Music Education Majors II..... | 1 |
| MUO | 1111 | Band I..... | 1 | MUO | 1121 | Band II | 1 |
| MUS | 1211 | Music Theory I Lab..... | 1 | MUS | 1221 | Music Theory II Lab | 1 |
| MUS | 1213 | Music Theory I..... | 3 | MUS | 1223 | Music Theory II..... | 3 |
| MUS | 1910 | Recital I..... | 0 | MUS | 1133 | Fundamentals of Music | 3 |
| SPT | 1113 | Public Speaking | 3 | MUS | 1920 | Recital II..... | 0 |
| Humanities Elective | | | 3 | Humanities Elective | | | 3 |
| Fine Arts Elective | | | 3 | | | | 17 |
| | | | 20 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|--|----------------|-------------------------------|------|---|----------------|
| BIO | 1111 | Principles of Biology Lab I... 1 | | BIO | 1121 | Principles of Biology II Lab.. 1 | |
| BIO | 1113 | Principles of Biology I | 3 | BIO | 1123 | Principles of Biology II | 3 |
| MUA | 1741 | Voice for Non-Majors I..... | 1 | MAT | 1313 | College Algebra or | |
| MUA | 2172 | Brass for Music Education Majors III or | | MAT | 1753 | Quantitative Reasoning | 3 |
| MUA | 2472 | Percussion for Music Education Majors III or | | MUA | 1751 | Voice for Non-Majors II..... | 1 |
| MUA | 2872 | Woodwinds for Music Education Majors III | 2 | MUA | 2182 | Brass for Music Education Majors IV or | |
| MUA | 2571 | Piano for Music Education Majors III | 1 | MUA | 2482 | Percussion for Music Education Majors IV or | |
| MUO | 2111 | Band III..... | 1 | MUA | 2882 | Woodwinds for Music Education Majors IV | 2 |
| MUS | 1323 | Music Survey | 3 | MUA | 2581 | Piano for Music Education Majors IV | 1 |
| MUS | 2211 | Music Theory III Lab | 1 | MUO | 2121 | Band IV | 1 |
| MUS | 2213 | Music Theory III..... | 3 | MUS | 2223 | Music Theory IV | 3 |
| MUS | 2910 | Recital III | 0 | MUS | 2221 | Music Theory IV Lab | 1 |
| Social Science Elective | | | 3 | MUS | 2920 | Recital IV | 0 |
| | | | 19 | Social Science Elective | | | 3 |
| | | | | | | | 19 |

Instrumental Music Education Majors are required to participate in the SMCC Marching Band and Concert Band, participation in other performing ensembles is encouraged, including choir, stage band, stel pans and small singing ensemble.

PRE-MUSIC

PIANO-VOICE

Advisors: Elliott, Lambuth

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|--|----------------|---------------------------|------|---|----------------|
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MUA | 1571 | Piano for Music Education Majors I or | | MUA | 1581 | Piano for Music Education Majors II or | |
| MUA | 1771 | Voice for Music Education Majors I..... | 1 | MUA | 1781 | Voice for Music Education Majors II..... | 1 |
| MUA | 1572 | Piano for Majors I or | | MUA | 1582 | Piano for Majors II or | |
| MUA | 1772 | Voice for Majors I..... | 2 | MUA | 1782 | Voice for Majors II..... | 2 |
| MUO | 1211 | Choir I..... | 1 | MUO | 1221 | Choir II..... | 1 |
| MUS | 1211 | Music Theory I Lab..... | 1 | MUS | 1221 | Music Theory II Lab | 1 |
| MUS | 1213 | Music Theory I..... | 3 | MUS | 1223 | Music Theory II..... | 3 |
| MUS | 1910 | Recital I..... | 0 | MUS | 1920 | Recital II..... | 0 |
| SPT | 1113 | Public Speaking | 3 | MUS | 1123 | Music Survey for Majors..... | 3 |
| Humanities Elective | | | 3 | Humanities Elective | | | <u>6</u> |
| Fine Arts Elective | | | <u>3</u> | | | | 20 |
| | | | 20 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|---|----------------|-------------------------------|------|--|----------------|
| BIO | 1111 | Principles of Biology Lab I... 1 | | BIO | 1121 | Principles of Biology II Lab.. 1 | |
| BIO | 1113 | Principles of Biology I..... | 3 | BIO | 1123 | Principles of Biology II | 3 |
| MUA | 2571 | Piano for Music Education Majors III or | | MAT | 1313 | College Algebra or | |
| MUA | 2771 | Voice for Music Education Majors III | 1 | MAT | 1753 | Quantitative Reasoning | 3 |
| MUA | 2572 | Piano for Majors III or | | MUA | 2581 | Piano for Music Education Majors IV or | |
| MUA | 2772 | Voice for Majors III | 2 | MUA | 2781 | Voice for Music Education Majors IV | 1 |
| MUO | 2211 | Choir III | 1 | MUA | 2582 | Piano for Majors IV or | |
| MUS | 1323 | Music Survey | 3 | MUA | 2782 | Voice for Majors IV | 2 |
| MUS | 2211 | Music Theory III Lab | 1 | MUO | 2221 | Choir IV | 1 |
| MUS | 2213 | Music Theory III | 3 | MUS | 2221 | Music Theory IV Lab | 1 |
| MUS | 2910 | Recital III | 0 | MUS | 2223 | Music Theory IV | 3 |
| Social Science Elective | | | <u>3</u> | MUS | 2920 | Recital IV | 0 |
| | | | 18 | Social Science Elective | | | <u>3</u> |
| | | | | | | | 18 |

PRE- NURSING (B.S.)

Advisor: C. Griffin

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-----------------|------|------------------------------|----------------|
| BIO | 1134 | General Biology I..... | 4 | CSC | 1123 | Computer Applications I..... | 3 |
| CHE | 1211 | General Chemistry I Lab | 1 | ENG | 1123 | English Composition II | 3 |
| CHE | 1213 | General Chemistry I | 3 | FCS | 1253 | Nutrition..... | 3 |
| ENG | 1113 | English Composition I..... | 3 | PSY | 1513 | General Psychology..... | 3 |
| MAT | 1313 | College Algebra or | | Electives | | | <u>3</u> |
| MAT | 1753 | Quantitative Reasoning | 3 | | | | 15 |
| SPT | 1113 | Public Speaking | <u>3</u> | | | | |
| | | | 17 | | | | |

17

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|---------------------------|------|--------------------------------|----------------|---------------------------|------|-------------------------------|----------------|
| BIO | 2511 | Anatomy & Physiology I | | BIO | 2521 | Anatomy & Physiology II | |
| | | Lab | 1 | | | Lab | 1 |
| BIO | 2513 | Anatomy & Physiology I | 3 | BIO | 2523 | Anatomy & Physiology II | 3 |
| EPY | 2533 | Human Growth and | | BIO | 2921 | Microbiology Lab..... | 1 |
| | | Development | 3 | BIO | 2923 | Microbiology..... | 3 |
| SOC | 2113 | Introduction to Sociology..... | 3 | MAT | 2323 | Statistics | 3 |
| Humanities Elective | | | 3 | SOC | 2143 | Marriage and Family | 3 |
| Fine Arts Elective | | | <u>3</u> | Humanities Elective | | | <u>3</u> |
| | | | 16 | | | | 17 |

16

17

Students should consult the transfer institution of their choice to verify course requirements.

Students are advised to take SOC 2143, Marriage and Family, and BAD 2323 or MAT 2323, Statistics, to meet the requirements for the nursing programs at the University of Southern Mississippi and the University of Mississippi Medical Center.

The suggested curriculum is applicable for the UMC Medical Center and all Schools of Nursing in the state except USM. The B.S. Nursing Curriculum at the University of Southern Mississippi has undergone a major change. Please consult their catalog for courses needed.

PRE-OCCUPATIONAL THERAPY

Advisor: K. May

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---------------------------------------|----------------|
| BIO 1134 General Biology I..... | 4 | BIO 1144 General Biology II..... | 4 |
| CHE 1211 General Chemistry I Lab | 1 | ENG 1123 English Composition II | 3 |
| CHE 1213 General Chemistry I | 3 | MAT 2323 Statistics | 3 |
| ENG 1113 English Composition I..... | 3 | PSY 1513 General Psychology..... | 3 |
| MAT 1313 College Algebra | 3 | History Sequence | <u>3</u> |
| History Sequence | <u>3</u> | | 16 |
| | 17 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|--|----------------|
| BIO 2511 Anatomy & Physiology I | | BIO 2521 Anatomy & Physiology II | |
| Lab | 1 | Lab | 1 |
| BIO 2513 Anatomy & Physiology I | 3 | BIO 2523 Anatomy & Physiology II | 3 |
| PHY 2414 General Physics I | 4 | EPY 2513 Child Psychology | 3 |
| PSC 1113 American National | | SOC 2113 Introduction to Sociology | 3 |
| Government..... | 3 | Electives | <u>6</u> |
| SPT 1113 Public Speaking | 3 | | 16 |
| Fine Arts Elective | <u>3</u> | | |
| | 17 | | |

Electives should be chosen from the following: ECO 2113, ECO 2123, HIS 1113, HIS 1123, HIS 2213, HIS 2223, HPR 1213, HPR 2213

PRE-PARALEGAL

Advisor: P. Young

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---|----------------|
| BIO 1111 Principles of Biology | | BIO 1121 Principles of Biology II | |
| Lab I..... | 1 | Lab | 1 |
| BIO 1113 Principles of Biology I | 3 | BIO 1123 Principles of Biology II | 3 |
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| MAT 1313 College Algebra or | | Fine Arts Elective | 3 |
| MAT 1753 Quantitative Reasoning | 3 | Foreign Language | 3 |
| Foreign Language | 3 | History Sequence | <u>3</u> |
| History Sequence | <u>3</u> | | 16 |
| | 16 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|----------------------------------|----------------|
| ECO 2113 Principles of Economics I | 3 | HPR 1121 Activities II | 1 |
| HPR 1111 Activities I..... | 1 | PSC 1113 Federal Government..... | 3 |
| SOC 2113 Introduction to Sociology..... | 3 | PSY 1513 General Psychology..... | 3 |
| Foreign Language | 3 | SPT 1113 Public Speaking..... | 3 |
| Literature Sequence | 3 | Foreign Language | 3 |
| Mathematics or Science Elective* | <u>3</u> | Literature Sequence | <u>3</u> |
| | 16 | | 16 |

*Math must be higher than MAT 1313.

PRE-PHARMACY

Advisor: Ferguson

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|--|----------------|
| BIO 1130 General Biology I Lab..... | 0 | BIO 1140 General Biology II Lab | 0 |
| BIO 1134 General Biology I..... | 4 | BIO 1144 General Biology II..... | 4 |
| CHE 1211 General Chemistry Lab I..... | 1 | CHE 1221 General Chemistry Lab II..... | 1 |
| CHE 1213 General Chemistry I..... | 3 | CHE 1223 General Chemistry II..... | 3 |
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| MAT 1313 College Algebra | 3 | MAT 1323 Trigonometry | 3 |
| Humanities Elective | <u>3</u> | Humanities Elective | <u>3</u> |
| | 17 | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|---|----------------|
| CHE 2422 Organic Chemistry Lab I..... | 2 | BIO 2921 Fundamentals of Microbiology Lab..... | 1 |
| CHE 2423 Organic Chemistry I..... | 3 | BIO 2923 Fundamentals of Microbiology..... | 3 |
| ECO 2123 Principles of Economics II* .. | 3 | CHE 2432 Organic Chemistry Lab II..... | 2 |
| MAT 1613 Calculus I..... | 3 | CHE 2433 Organic Chemistry II..... | 3 |
| PHY 2414 General Physics I | 4 | MAT 2323 Statistics | 3 |
| SPT 1113 Public Speaking | 3 | PHY 2424 General Physics II | 4 |
| Fine Arts Elective | <u>3</u> | Social Science Elective | <u>3</u> |
| | 21 | | 19 |

NOTE: Pharmacy schools also require an additional 24 hours or pre-requisites that must be taken at a university.

PRE-PHYSICAL EDUCATION

Advisors: Carter, B. Holmes, Kuyrkendall, Phillips

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---------------------------------------|----------------|
| ENG 1113 English Composition I..... | 3 | ENG 1123 English Composition II | 3 |
| HPR 1213 Personal & Community Health..... | 3 | HPR 2213 Safety & First Aid | 3 |
| MAT 1313 College Algebra or | | PSY 1513 General Psychology..... | 3 |
| MAT 1753 Quantitative Reasoning | 3 | History Sequence | 3 |
| History Sequence | 3 | Laboratory Science Elective | <u>4</u> |
| Laboratory Science Elective | <u>4</u> | | 16 |
| | 16 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| HPR 1121 Activities | 1 | HPR 2111 Activities | 1 |
| HPR 1313 Introduction to Physical Education | 3 | SOC 2143 Marriage & Family Living | 3 |
| SOC 2113 Introduction to Sociology..... | 3 | Fine Arts Elective | 3 |
| SPT 1113 Public Speaking | 3 | Elective | <u>2</u> |
| Literature Elective | 3 | | 16 |
| Elective | <u>3</u> | | |
| | 16 | | |

Due to variations in the curriculum, please consult the catalog of the institution you plan to attend after SMCC.

PRE-PHYSICAL THERAPY

Advisor: Kuntz

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|------------------------|------|-------------------------------|----------------|------------------------|------|--------------------------------|----------------|
| BIO | 1134 | General Biology I..... | 4 | BIO | 1144 | General Biology II..... | 4 |
| CHE | 1211 | General Chemistry I Lab | 1 | CHE | 1221 | General Chemistry II Lab | 1 |
| CHE | 1213 | General Chemistry I | 3 | CHE | 1223 | General Chemistry II | 3 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| MAT | 1313 | College Algebra | 3 | MAT | 1323 | Trigonometry | 3 |
| History Sequence | | | <u>3</u> | History Sequence | | | <u>3</u> |
| | | | 17 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|------------------------------|----------------|-----------------|------|---------------------------------|----------------|
| BIO | 2511 | Anatomy & Physiology I | | BIO | 2521 | Anatomy & Physiology II | |
| | | Lab | 1 | | | Lab | 1 |
| BIO | 2513 | Anatomy & Physiology I | 3 | BIO | 2523 | Anatomy & Physiology II | 3 |
| PHY | 2414 | General Physics I | 4 | PHY | 2424 | General Physics II | 4 |
| SPT | 1113 | Public Speaking | 3 | SOC | 2113 | Introduction to Sociology | 3 |
| Fine Arts Elective | | 3 | | Electives | | 6 | |
| Social Science Elective | | 3 | | | | | 17 |
| | | | 17 | | | | |

PRE-PHYSICS

Advisor:

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|------------------------|------|-------------------------------|----------------|------------------------|------|--------------------------------|----------------|
| CHE | 1211 | General Chemistry I Lab | 1 | CSC | 2144 | Computer Programming II | |
| CHE | 1213 | General Chemistry I | 3 | | | with C++ | 4 |
| CSC | 2134 | Computer Programming I | | CHE | 1221 | General Chemistry II Lab | 1 |
| | | with C++ | 4 | CHE | 1223 | General Chemistry II | 3 |
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| HPR | 1111 | Activities I..... | 1 | HPR | 1121 | Activities II | 1 |
| MAT | 1613 | Calculus I | 3 | MAT | 1623 | Calculus II..... | 3 |
| Foreign Language | | | <u>3</u> | Foreign Language | | | <u>3</u> |
| | | | 18 | | | | 18 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|----------------------------|----------------|-------------------------------|------|------------------------------|----------------|
| MAT | 2613 | Calculus III..... | 3 | MAT | 2623 | Calculus IV | 3 |
| PHY | 2515 | Engineering Physics I..... | 5 | MAT | 2913 | Differential Equations | 3 |
| SPT | 1113 | Public Speaking | 3 | PHY | 2525 | Engineering Physics II | 5 |
| Fine Arts Elective | | | 3 | Foreign Language | | | 3 |
| Foreign Language | | | 3 | Social Science Elective | | | <u>3</u> |
| Social Science Elective | | | <u>3</u> | | | | 17 |
| | | | 20 | | | | |

PRE-PSYCHOLOGY

Advisor:

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|--|----------------|
| BIO 1111 Principles of Biology Lab I... 1 | | BIO 1121 Principles of Biology II Lab* 1 | |
| BIO 1113 Principles of Biology I..... 3 | | BIO 1123 Principles of Biology II* 3 | |
| ENG 1113 English Composition I..... 3 | | ENG 1123 English Composition II 3 | |
| MAT 1313 College Algebra or | | SOC 2113 Introduction to Sociology 3 | |
| MAT 1753 Quantitative Reasoning 3 | | Elective 3 | |
| PSY 1513 General Psychology 3 | | History Sequence <u>3</u> | |
| History Sequence <u>3</u> | | | 16 |
| | 16 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|---|----------------|
| CSC 1113 Introduction to Computers 3 | | ART 1113 Art Appreciation or | |
| EPY 2533 Human Growth and 3 | | MUS 1113 Music Appreciation 3 | |
| Development 3 | | EPY 2513 Child Psychology 3 | |
| SPT 1113 Public Speaking 3 | | Literature Sequence 3 | |
| Literature Sequence 3 | | Social Science Elective*** <u>3</u> | |
| Social Science Elective*** <u>3</u> | | | 12 |
| | 15 | | |

*Students seeking the Bachelor of Science degree should substitute Physical Science with lab for BIO 1123/1121.

**Social Science elective should be chosen from ECO, PSC or GEO courses.

***Students seeking the Bachelor of Arts degree should schedule 12 hours of foreign language beginning with the freshman year.

PRE-SECONDARY EDUCATION

Advisor: G. May

Given the diversity of the various programs in education, few four-year institutions offer a specific major listed as secondary education. Therefore, see your advisor for details.

PRE-SOCIAL WORK

Advisor: Hedges

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|---|----------------|
| BIO 1111 Principles of Biology Lab I... 1 | | BIO 1121 Principles of Biology II Lab.. 1 | |
| BIO 1113 Principles of Biology I..... 3 | | BIO 1123 Principles of Biology II 3 | |
| ENG 1113 English Composition I..... 3 | | ENG 1123 English Composition II 3 | |
| MAT 1313 College Algebra or | | PSY 1513 General Psychology..... 3 | |
| MAT 1753 Quantitative Reasoning 3 | | Fine Arts Elective 3 | |
| SOC 2113 Introduction to Sociology..... 3 | | History Sequence <u>3</u> | |
| History Sequence..... <u>3</u> | | | 16 |
| | 16 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|--|----------------|
| CSC 1113 Introduction to Computers 3 | | ECO 2113 Economics..... 3 | |
| SOC 2143 Marriage & Family Living ... 3 | | PSC 1113 Federal Government..... 3 | |
| SPT 1113 Public Speaking 3 | | SWK 1113 Social Work: A Helping | |
| Foreign Language 3 | | Profession..... 3 | |
| Literature Sequence <u>3</u> | | Foreign Language 3 | |
| | 15 | Literature Sequence 3 | |
| | | Social Science Elective <u>3</u> | |
| | | | 18 |

PRE-VETERINARIAN

Advisor: Gabler

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| BIO 1134 General Biology I..... 4 | | BIO 1144 General Biology II..... 4 | |
| CHE 1211 General Chemistry I Lab 1 | | CHE 1211 General Chemistry II Lab..... 1 | |
| CHE 1213 General Chemistry I 3 | | CHE 1223 General Chemistry II 3 | |
| ENG 1113 English Composition I..... 3 | | ENG 1123 English Composition II 3 | |
| MAT 1313 College Algebra 3 | | MAT 1323 Trigonometry 3 | |
| History Elective <u>3</u> | | SPT 1113 Public Speaking..... <u>3</u> | |
| | 17 | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|----------------|---|----------------|
| BIO 2921 Microbiology Lab 1 | | CHE 2432 Organic Chemistry II Lab..... 2 | |
| BIO 2923 Microbiology..... 3 | | CHE 2433 Organic Chemistry II..... 3 | |
| CHE 2422 Organic Chemistry I Lab..... 2 | | PHY 2424 General Physics II 4 | |
| CHE 2423 Organic Chemistry I..... 3 | | PSY 1513 General Psychology..... 3 | |
| PHY 2414 General Physics I 4 | | SOC 2113 Introduction to Sociology..... 3 | |
| Foreign Language 3 | | Fine Arts Elective <u>3</u> | |
| History Elective <u>3</u> | | | 18 |
| | 19 | | |

*One year of Foreign Language will substitute for Medical Vocabulary as recommended by Mississippi State University.

**CAREER-TECHNICAL
PROGRAMS OF STUDY**

ASSOCIATE DEGREE NURSING PROGRAM

Director: Temple

Advisors: Andrews, Boyd, Deer, Greer, Hollis, Lindsey, McLean, Myers, Nelson, Rand-Achord, Sandifer-Cook, Smith-Clayton, Wilkinson, Young

The Associate Degree Nursing (ADN) program is designed to provide educational opportunities to qualified students for a career as registered nurses, thereby helping to meet the expanding health care needs of the community. The curriculum includes a balance of general education, current nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree, and those that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may deny any application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in application process, or addiction to alcohol or other drugs. The ADN program is accredited by the Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, P.O. Box 2336, Jackson, MS 39211, Phone: (601) 432-6501; and the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, Phone (404) 975-5000.

PURPOSE

The purpose of the ADN program is to prepare individuals to give client care in beginning staff level positions as providers of care, managers of care, and members within the discipline of nursing and interdisciplinary team.

GENERAL REQUIREMENTS

ADMISSION CRITERIA:

1. Apply for regular admission and be accepted by SMCC, Admissions Office, 1156 College Drive, Summit, MS 39666.
2. Submit an application to the ADN Division, 1156 College Drive, Summit, MS, 39666, via notarized application.
3. Submit official transcripts from high school, GED, and/or college for all colleges courses attempted to SMCC Admissions Office.
4. An ACT composite score of at least 18 and grade point average (GPA) of 2.00 is required. All students are required to complete eleven (11) hours of pre-requisite college work with a grade of C or better:
 - A. BIO 2511/2513 (Anatomy & Physiology I),
 - B. BIO 2521/2523 (Anatomy & Physiology II),
 - C. MAT 1233 (Intermediate Algebra) or higher math course
Beginning Spring 2014: MAT 1313 (College Algebra) or higher math course
5. Complete the Test of Essential Academic Skills (TEAS) assessment test. The cost, date, time and place of testing can be located at www.atitesting.com. A copy of TEAS scores must be submitted with application.

All students are responsible for ensuring that all information pertaining to the admission process is completed by the designated application deadline.

APPLICATION DEADLINES:

Fall Semester – March 1st

Spring Semester – October 1st

ACCEPTANCE CRITERIA:

To be considered for acceptance into the ADN program, the applicant's file in the ADN Office must be complete. Qualified applicants will be considered by the admissions committee on a competitive basis using the following criteria:

- GPA of prerequisite courses
- ACT composite score
- TEAS score
- Number of prerequisites taken at SMCC
- Residency
- Students who are entering a nursing program for the first time

Students who have an ACT score of 21 or higher, 3.00 GPA on prerequisite courses, and have met all admission requirements may be considered for early admission.

Enrollment in any given class is limited, and therefore selection for each class is based on available space, completion of admission requirements, and meeting the prioritized acceptance criteria. **Completion of the application process and course work does not in itself guarantee admission to the ADN program.**

Criminal background checks including fingerprinting (MS Code Section 43-11-13[5][6][iii]) may deny students access to clinical agencies and disqualify the student from participation in the program.

Students selected for admission into the ADN program must submit proof of the following items: physical examination; two Measles, Mumps, Rubella (MMR) vaccinations or positive MMR titer; two Varicella (chicken pox) vaccinations or positive Varicella titer; TB skin tests (two-step); negative drug screen as specified by the ADN Division; Hepatitis B Vaccine or signed declination statement; and a current American Heart Association Health Care Provider Course. All items should remain current for the full school year (August – May). Students admitted to any nursing courses must adhere to the current catalog policies and the ADN program of study.

Within two weeks following written notification of the applicant's admission status, the applicant must present the signed notification letter to the ADN Admission Committee declaring intent to enter the next scheduled class. Failure to comply with this requirement negates the applicant's priority status and vacancies will be filled based on available class slots using the acceptance criteria.

PROMOTION POLICIES:

In addition to the college probation and suspension policy, a grade point average of 2.0 in each course in nursing is required. A student must maintain a "C" or better average in each nursing course and make a minimum score of 90 on a dosage calculation test in each nursing course, make a minimum score of 78 on a skills proficiency test in each nursing course, and pass all clinical skills in order to continue in the program. Students must make a "C" or better in Microbiology (BIO 2923, BIO 2921) to progress to NUR 2115-2125. Clinical testing or dismissal from the program may occur at any time during a nursing course when a critical criterion has been violated as outlined in the ADN Student Policy Handbook. A failure in clinical testing constitutes an "F" for that course. A student enrolled in nursing is required to be full-time (12 semester hours) for each semester of nursing.

Students wishing to apply for readmission to the program should do so no later than one year from the last course successfully completed. Readmission is considered on a competitive basis and space availability for that course. Students are not allowed readmission into LPN to RN Transition (NUR 1316).

The ADN Faculty believes that the nursing profession is a client-centered, helping relationship, the goals of which are conservation of health and support of the client's ability to meet his/her needs. Therefore, the nursing faculty reserves the right to admit and retain only those students who demonstrate physiological and psychological evidence of performing safe acts of nursing (see core performance standards posted on nursing webpage at www.smcc.edu).

TRANSFER/READMISSION POLICY:

Acceptance of transfer credit or readmission to the program is based on the ADN policies related to transfer and readmission and is determined on an individual basis and space availability. The transfer/readmission policy is available upon request and can be found on the nursing webpage at www.smcc.edu. Students are responsible for providing the necessary materials by the deadline for evaluation by the nursing admission committee and director. Students readmitted to any nursing course must adhere to the current catalog policies and the ADN program of study for the year readmitted.

FEES AND EXPENSES

The regular college fees are listed in the General Information section of the catalog. There are additional costs specific to the ADN Division. These additional costs are estimated only and are subject to change.

| | |
|--|-------------|
| Books/Online Resources | \$ 1,500.00 |
| Uniforms and Accessories | \$ 300.00 |
| Pin/Pictures | \$ 150.00 |
| Transportation to clinical (approximate cost per month) | \$ 80.00 |
| Clinical Experiences (overnight stay, meals) | \$ 300.00 |
| Laboratory Fees (per semester) | \$ 375.00 |
| Malpractice Insurance (\$15 per year) | \$ 30.00 |
| Assessment Tests | \$ 450.00 |
| CPR, Health Requirements, Criminal Background Check | \$ 475.00 |
| State Board Licensure Exam | \$ 300.00 |
| Drug Testing Fee | \$ 65.00 |
| Organizational Dues | \$ 20.00 |

ASSOCIATE DEGREE NURSING CURRICULUM

PREREQUISITE COURSES

| | | | |
|-----|------|---|------------------|
| BIO | 2511 | Anatomy & Physiology I Lab | 1 semester hour |
| BIO | 2513 | Anatomy & Physiology I | 3 semester hours |
| MAT | 1233 | Intermediate Algebra or higher | 3 semester hours |
| MAT | 1313 | College Algebra or higher (Beginning Spring 2014) | 3 semester hours |
| BIO | 2521 | Anatomy & Physiology II Lab | 1 semester hour |
| BIO | 2523 | Anatomy & Physiology II | 3 semester hours |

FIRST YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|--|----------------|-----------------|------|---|----------------|
| *BIO | 2921 | Fundamentals of Microbiology Lab | 1 | NUR | 1215 | Introduction to Health and Illness Concepts | 5 |
| *BIO | 2923 | Fundamentals of Microbiology..... | 3 | NUR | 1225 | Introduction to Health and Illness Concepts | 5 |
| ENG | 1113 | English Composition I..... | 3 | PSY | 1513 | General Psychology..... | 3 |
| NUR | 1119 | Foundations of Nursing..... | <u>2</u> | SOC | 2113 | Introduction to Sociology..... | <u>3</u> |
| | | | 16 | | | | 16 |

LPN TO RN BRIDGE OPTION***

| Summer Term | | Semester Hours |
|-------------|---------------------------------|----------------|
| NUR | 1316 LPN to RN Transition | 6 |

SECOND YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours | |
|----------------|------|---|----------------|---------------------------------------|------|--|----------------|---|
| EPY | 2533 | Human Growth and Development | 3 | NUR | 2215 | Mental Health/Nursing Management/Medical-Surgical Nursing III..... | 5 | |
| NUR | 2115 | Maternal Child Nursing/ Medical-Surgical Nursing II.. | 5 | NUR | 2225 | Mental Health/Nursing Management/Medical-Surgical Nursing III..... | 5 | |
| NUR | 2125 | Maternal Child Nursing/ Medical-Surgical Nursing II.. | 5 | | | | | |
| SPT | 1113 | Public Speaking | 3 | **Humanities/Fine Arts Elective | | | | 3 |
| | | | 16 | | | | 13 | |

Total Semester Hours = 72

*BIO 2921, BIO 2923 are prerequisites to NUR 2115, 2125.

**Humanities/Fine Arts elective may be selected from history, literature, foreign language, philosophy, theatre appreciation, music appreciation, art appreciation, or English Composition II.

***The student must also seek credit for 13 credit hours through the Registrar's office in order to meet the 19 credit hour requirement for the first year of associate degree nursing program.

Current changes related to the Associate Degree Nursing Program may be reviewed at the College's Website: www.smcc.edu.

CAREER-TECHNICAL EDUCATION

Vice-President: J. Smith

It should be noted that career-technical programs are designed for persons who are preparing to seek employment after completion of the program. Persons who plan to transfer to a four year institution should request that the senior institution evaluate those technical courses to determine whether they would be accepted for transfer.

Special courses will be offered when the demand and interest are shown for such courses. Evening classes will be offered in any of the technical courses when it becomes evident that there is sufficient demand (minimum of 10 students). In the event of updates and changes in the curriculum, the student's advisor will make the necessary schedule changes.

AREA OF CONCENTRATION

From those technical programs offered by the college, the student will choose an area of concentration, or primary field of study, for emphasis during his/her enrollment at the institution. The minimum number of credits required in the area of concentration is forty-five; the maximum number of credits allowed in the area of concentration is fifty-four.

COMPETENCY TESTING

All entering first year career and technical students who enroll in a program which offers a one-year certificate must complete a test(s) to determine levels of achievement in basic skills.

TUITION, FEES, AND EXPENSES

Major costs are stated in the General Information section of the catalog; however, since each program has particular expenses for tools, books, and materials, an applicant should consult the instructor before entering the program to gain a more accurate understanding of the cost of the program.

ATTENDANCE

Students are required to attend all classes unless excused according to the school policy as stated under the CLASS ATTENDANCE AND ABSENCES section of this catalog. Each student is responsible for keeping their own record of time missed from classes and for adhering to the attendance requirements.

RELATED STUDIES LAB

The objective of the Related Studies Lab is to enable students to overcome academic deficiencies in the basic skills of reading vocabulary and comprehension, arithmetic, and language arts. Career and technical students who indicate a low proficiency score (i.e., below the tenth grade level) on the Test of Adult Basic Skills Education (TABE) are encouraged to attend the Related Studies Lab a minimum of 3 hours per week in the area(s) as indicated by the test. Because this is an individualized, self-paced program, students may not be required to attend the lab a full term but only until he/she achieves the 10th grade level in the area(s) of low proficiency.

The TABE will be given to all entering first year career and technical students who have not taken the ACT.

TECHNICAL ELECTIVES

Worked--Based Learning (WBL) is an approved technical elective for any/all Technical Programs.

PROVISIONS FOR ADVANCED PLACEMENT CREDIT IN CAREER-TECHNICAL INSTRUCTION

1. Southwest Mississippi Community College will grant credit for selected courses in Associate of Applied Science and Certificate Programs under the following conditions:
2. The applicant meets all college admissions requirements and is enrolled full-time in good standing in one of SMCC's Career-Technical Programs, and
3. The applicant has maintained at least a "B" average in the related high school course for which articulated credit is requested, and
4. The application is signed by the secondary instructor and career-technical director verifying the applicant has met the terms of the articulation agreement, and
5. The applicant must make a "C" or better on a comprehensive examination designed and administered by the post-secondary faculty in that subject area.
6. The applicant must complete sixteen (16) semester hours at SMCC and request that this advanced placement credit become a part of his/her academic record.
7. Such credit will not be used in computing grade point averages, nor will traditional letter grades be assigned.

This articulation agreement will be reviewed regularly by the articulation team. A high school graduate may request advanced placement upon enrollment.

No advanced placement credit will be awarded to high school graduates who do not enroll within twenty-four (24) months following high school graduation.

When all provisions have been met for approval of advanced placement credit, a "P" will be posted on the student's SMCC transcript for each approved course.

There will be no charge for Advanced Placement Credit for Career-Technical instruction.

AUTOMOTIVE TECHNOLOGY

Advisor: Troxler

The postsecondary Automobile Technology instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis and repair of engines, fuel, electrical, cooling, brake, drive train, air conditioning, and suspension systems. Instruction is given in repair of individual components such as transmissions, engines and suspension with computerized information systems.

An Associate of Applied Science degree can be obtained after successful completion of two years.

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|----------------|-----------------------------|-----------------|--------------------------------------|
| ATT 1124 | Electrical Systems 4 | ATT 1134 | Advanced |
| ATT 1214 | Brakes 4 | | Electrical/Electronic |
| ATT 1424 | Engine Performance I..... 4 | | Systems 4 |
| ATT 1715 | Engine Repair..... 5 | ATT 2334 | Steering and Suspension |
| ATT 1811 | Introduction, Safety, and | | Systems 4 |
| | Employability..... <u>1</u> | ATT 2434 | Engine Performance II 4 |
| | 18 | ENG 1113 | English Composition I..... 3 |
| | | | Math/Science Elective <u>3</u> |
| | | | 18 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|-------------------------------------|--------------------------------|-----------------|--|
| ATT 2614 | Heating & Air Conditioning.. 4 | ATT 1314 | Annual Drive Trains/ |
| ATT 2325 | Automatic Transmissions/ | | Transaxels 4 |
| | Transaxles 5 | ATT 2444 | Engine Performance III 4 |
| Humanities/Fine Arts Elective | 3 | SPT 1113 | Public Speaking..... 3 |
| Electives | <u>4</u> | | Social Science Elective <u>3</u> |
| | 16 | | 14 |

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

**Baseline competencies are taken from the high school Automotive Service Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

APPROVED ELECTIVES:

Other electives that are instructor approved

Special Problem in Automotive Technology (ATT 291(1-3))

Supervised Work Experience in Automotive Technology (ATT 292(1-6))

Work-Based Learning (WBL 191(1-3), WBL 192(1-3), WBL 193(1-3),

WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3))

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

Advisor: D. Martin

The Business and Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management including e-business, international marketing, and multimedia presentations. This program prepares students for careers in dynamic marketing professions. A combination of class work and practical experience is stressed. Completion of the two-year program leads to an associate's degree in Applied Science.

Career Opportunities: Professional Sales, Public Relations, Advertising, Human Resource Management, Buyer, Retail Management, Merchandising, Marketing, E-Commerce, Management, Marketing Research and Entrepreneur/Business Owner.

ADMISSION REQUIREMENTS:

In addition to the general admission requirements, priority will be given to students who have a minimum of 16 composite score on the ACT or equivalent ASSET score. All applicants must present documentation of their ACT scores.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|-------------------------------------|----------------|
| ENG 1113 English Composition I..... | 3 | BAD 2413 Legal Environment of | |
| MMT 1113 Principles of Marketing..... | 3 | Business | 3 |
| MMT 1753 Marketing Seminar..... | 3 | MMT 1123 Marketing Management | 3 |
| MMT 2423 Retail Management | 3 | MMT 1313 Personal Selling..... | 3 |
| Computer Related Elective | 3 | MMT 1413 Merchandising..... | 3 |
| Social/Behavioral Science Elective | 3 | Humanities/Fine Arts Elective | 3 |
| | 18 | | 15 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---------------------------------------|----------------|--|----------------|
| MMT 1323 Advertising..... | 3 | MMT 2213 Principles of Management..... | 3 |
| MMT 2513 Entrepreneurship..... | 3 | MMT 2233 Human Resource | |
| MMT 2613 International Marketing..... | 3 | Management..... | 3 |
| Accounting Elective..... | 3 | MMT 2313 E-Commerce Marketing | 3 |
| Math/Science Elective | 3 | Oral Communications Elective | 3 |
| **Restricted Elective | 3 | **Restricted Elective | 3 |
| | 18 | | 15 |

**RESTRICTED ELECTIVES

ECO 2113 Principles of Economics I (Macroeconomics)

ECO 2123 Principles of Economics II (Microeconomics)

MMT 291(1-6) Internship in Business and Marketing Management Technology

WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and

WBL 293(1-3) Work-Based Learning

Or other instructor approved related technical course or academic course

BUSINESS AND OFFICE RELATED TECHNOLOGY

Advisors: Boyte, Campbell, Rutland, Tynes

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through the following areas of concentrations:

Accounting Technology

Health-Care Data Technology

Microcomputer Technology

Office Systems Technology

Students have the opportunity to join Phi Beta Lambda, a professional student organization, for a \$30.00 annual membership fee.

ADMISSION REQUIREMENTS:

Priority will be given to students in the Business and Office Related Technology program that have a minimum of 16 on the ACT or an ASSET score of at least 40. Students must provide counselors or advisors either an ACT score or an ASSET score prior to orientation and registration.

Students who lack entry level skills in Math, English, Science, Speech, etc. will be required to take intermediate courses. These courses do not satisfy degree or program requirements.

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

Students are required to complete the MS-CPA-2 (Mississippi-Career Planning and Assessment System - 2nd revision) upon exiting the BOT program.

ACCOUNTING TECHNOLOGY

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|----------------|-------------------------------|-----------------|--------------------------------------|
| ACC 1213 | Principles of Accounting or | ACC 1223 | Principles of Accounting II or |
| BOT 1433 | Business Accounting 3 | BOT 1443 | Advanced Business |
| BOT 1113 | Document Formatting and | | Accounting 3 |
| | Production 3 | BOT 1143 | Word Processing 3 |
| BOT 1133 | Microcomputer Applications. 3 | BOT 1813 | Electronic Spreadsheets 3 |
| BOT 1213 | Personal and Professional | BOT 2413 | Computerized Accounting 3 |
| | Development 3 | BOT 2813 | Business Communications 3 |
| BOT 1313 | Applied Business Math 3 | ENG 1113 | English Composition I <u>3</u> |
| BOT 1713 | Mechanics of | | 18 |
| | Communication <u>3</u> | | |
| | 18 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--------------------------------------|-------------------------------|-----------------|--|
| BOT 2133 | Desktop Publishing 3 | BOT 2473 | Cost Accounting 3 |
| BOT 2323 | Database Management 3 | BOT 2833 | Integrated Computer |
| BOT 2423 | Income Tax Accounting 3 | | Applications 3 |
| BOT 2463 | Payroll Accounting 3 | CTE 2001 | CPAS Review 1 |
| Math/Science Elective <u>3</u> | | SPT 1113 | Public Speaking 3 |
| 15 | | | Humanities/Fine Arts Elective 3 |
| | | | Social Science Elective <u>3</u> |
| | | | 16 |

HEALTH-CARE DATA TECHNOLOGY

FRESHMAN YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|----------------|------|---|-----------------|------|------------------------------------|
| BOT | 1113 | Document Formatting and Production..... | ACC | 1213 | Principles of Accounting I or |
| | | 3 | BOT | 1433 | Business Accounting..... |
| BOT | 1133 | Microcomputer Applications..... | BOT | 1143 | Word Processing..... |
| BOT | 1313 | Applied Business Math..... | BOT | 1623 | Medical Office Terminology II..... |
| BOT | 1413 | Records Management..... | | | 3 |
| BOT | 1613 | Medical Office Terminology I..... | BOT | 2743 | Medical Office Concepts..... |
| | | 3 | BOT | 2813 | Business Communications..... |
| BOT | 1713 | Mechanics of Communication..... | ENG | 1113 | English Composition I..... |
| | | <u>3</u> | | | <u>3</u> |
| | | 18 | | | 18 |

SOPHOMORE YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|----------------------------|------|------------------------------------|------------------------------------|------|---------------------------------------|
| BOT | 2413 | Computerized Accounting..... | BOT | 2663 | Advanced Coding..... |
| BOT | 2523 | Medical Machine Transcription..... | BOT | 2673 | Medical Insurance Billing..... |
| | | 3 | BOT | 2753 | Medical Information Management..... |
| BOT | 2643 | CPT Coding..... | | | 3 |
| BOT | 2653 | ICD Coding..... | BOT | 2833 | Integrated Computer Applications..... |
| SPT | 1113 | Public Speaking..... | | | 3 |
| Math/Science Elective..... | | <u>3</u> | CTE | 2001 | CPAS Review..... |
| | | 18 | | | 1 |
| | | | Humanities/Fine Arts Elective..... | | 3 |
| | | | Social Science Elective..... | | <u>3</u> |
| | | | | | 19 |

MICROCOMPUTER TECHNOLOGY

FRESHMAN YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|------------------------------|------|--|---------------------------------|------|-------------------------------|
| BOT | 1113 | Document Formatting and Production..... | ACC | 1213 | Principles of Accounting I or |
| | | 3 | BOT | 1433 | Business Accounting..... |
| BOT | 1133 | Microcomputer Applications..... | BOT | 1123 | Keyboard Skillbuilding..... |
| BOT | 1213 | Personal and Professional Development..... | BOT | 1143 | Word Processing..... |
| | | 3 | BOT | 1813 | Electronic Spreadsheets..... |
| BOT | 1313 | Applied Business Math..... | BOT | 2813 | Business Communications..... |
| BOT | 1713 | Mechanics of Communication..... | | | 3 |
| | | 3 | Computer Related Elective*..... | | <u>3</u> |
| Social Science Elective..... | | <u>3</u> | | | 18 |
| | | 18 | | | |

SOPHOMORE YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|---------------------------------|------|-------------------------------|------------------------------------|------|---------------------------------------|
| BOT | 2133 | Desktop Publishing..... | BOT | 2833 | Integrated Computer Applications..... |
| BOT | 2323 | Database Management..... | | | 3 |
| BOT | 2413 | Computerized Accounting..... | CTE | 2001 | CPAS Review..... |
| BOT | 2823 | Communication Technology..... | | | 1 |
| ENG | 1113 | English Composition I..... | SPT | 1113 | Public Speaking..... |
| | | 3 | | | 3 |
| Computer Related Elective*..... | | <u>3</u> | Computer Related Elective*..... | | 3 |
| | | 18 | Humanities/Fine Arts Elective..... | | 3 |
| | | | Math/Science Elective..... | | <u>3</u> |
| | | | | | 16 |

*COMPUTER RELATED ELECTIVES

| | | |
|-----|------|---|
| IST | 1113 |Fundamentals of Information Technology |
| IST | 1124 |Information Technology Foundations |

OFFICE SYSTEMS TECHNOLOGY

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-----------------------------|----------------|-----------------|------|------------------------------|----------------|
| BOT | 1113 | Document Formatting and | | ACC | 1213 | Principles of Accounting or | |
| | | Production..... | 3 | BOT | 1433 | Business Accounting | 3 |
| BOT | 1133 | Microcomputer Applications. | 3 | BOT | 1123 | Keyboard Skillbuilding | 3 |
| BOT | 1213 | Personal and Professional | | BOT | 1143 | Word Processing | 3 |
| | | Development..... | 3 | BOT | 1813 | Electronic Spreadsheets..... | 3 |
| BOT | 1313 | Applied Business Math | 3 | BOT | 2813 | Business Communications | 3 |
| BOT | 1413 | Records Management..... | 3 | ENG | 1113 | English Composition I..... | <u>3</u> |
| BOT | 1713 | Mechanics of | | | | | 18 |
| | | Communication..... | <u>3</u> | | | | |
| | | | 18 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|------------------------------|----------------|-----------------|------|-------------------------------------|----------------|
| BOT | 2133 | Desktop Publishing | 3 | BOT | 1513 | Machine Transcription | 3 |
| BOT | 2323 | Database Management | 3 | BOT | 2723 | Administrative Office | |
| BOT | 2413 | Computerized Accounting | 3 | | | Procedures..... | 3 |
| BOT | 2823 | Communications | | BOT | 2833 | Integrated Computer | |
| | | Technology | 3 | | | Applications | 3 |
| SPT | 1113 | Public Speaking | 3 | CTE | 2001 | CPAS Review..... | 1 |
| Math/Science | | Elective | <u>3</u> | | | Social Science Elective | 3 |
| | | | 18 | | | Humanities/Fine Arts Elective | <u>3</u> |
| | | | | | | | 16 |

CARPENTRY (RESIDENTIAL)

Advisor: Cornacchione

Residential Carpentry is an instructional program designed to prepare students for entry level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

A one year certificate will be awarded to a student who successfully completes the required program of study.

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher, or an average of 36 on the ASSET Test.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|------------------------------|----------------|-----------------|------|--------------------------------|----------------|
| CAV | 1116 | Foundations..... | 6 | CAV | 1245 | Ceiling and Roof Framing | 5 |
| CAV | 1133 | Blueprint Reading | 3 | CAC | 1316 | Interior Finishing..... | 6 |
| CAV | 1236 | Floor and Wall Framing | 6 | CAV | 1413 | Roofing | 3 |
| CAV | 2133 | Advanced Cabinet Making.... | <u>3</u> | CAV | 1513 | Exterior Finishing..... | <u>3</u> |
| | | | 18 | | | | 17 |

COMMERCIAL TRUCK DRIVING

Advisor: Magee

CURRICULUM:

The Commercial Truck Driving program provides classroom and hands-on instruction and training in the operation of commercial vehicles, both straight and combination. Classroom studies cover introductions for commercial vehicles, hazardous materials, general knowledge, combination vehicles, air brakes, cargo security, DOT regulations, logbook and map reading. Hands-on training consists of learning pre-trip, during trip, and post-trip inspection. Training also consists of learning to drive commercial vehicles safely on all types of highways and streets.

Commercial Truck Driving is an eight week program. Participants are awarded a certificate upon successful completion of 240 hours of training. Employment opportunities for Commercial truck drivers are numerous in Mississippi and other neighboring states as trainees and drivers.

The truck driving program is an eight week program. Normal class hours are 8:00 a.m. – 3:30 p.m., Monday – Friday. Students in this program do not qualify for Pell Grants.

PROGRAM ADMISSION REQUIREMENTS:

1. Must be at least 21 years of age upon completion of the program
2. Must hold a valid Driver's License
3. Must meet general admission requirements for the College
4. Must complete a Truck Driving program application
5. Must provide an official copy of driving record detailing:
 - a. No more than 1 speeding ticket in the last 3 years
 - b. No reckless driving tickets in the last 3 years
 - c. No DUI's in the last 10 years
 - d. No more than 2 accidents in the last 3 years
6. Must provide a copy of a recent DOT Physical with Drug Screen detailing you are:
 - a. Physically and mentally competent
 - b. Drug Free
7. Must have a high school diploma or GED, or meet the Ability to Benefit ASSET scores
8. Must be able to drive a manual transmission vehicle
9. Must attend an interview
10. Must be recommended by the WIN Job Center selection committee if WIA funded
11. Must get a Background check if accepted into the program

COURSE SEQUENCE:

| | | | Semester Hours |
|-----|------|---|----------------|
| DTV | 1114 | Commercial Truck Driving I | 4 |
| DTV | 1124 | Commercial Truck Driving II | 4 |
| DTV | 1137 | Commercial Truck Driving Internship | 7 |
| | | | 15 |

COSMETOLOGY

Advisors: Jones, Muise

Cosmetology is a twelve month program of study designed to prepare the student to care for the hair, complexion, and hands by giving shampoos, rinse, and scalp treatments; styling, setting, cutting, dyeing, tinting, permanent waving, and bleaching hair; giving facials, manicures, and hand and arm massages, with emphasis on hygiene, sanitation, customer relations, and salon management.

The curriculum is designed to comply with the standard of the State Board for Cosmetology and the requirement for 1500 contact hours for students. Students are required to receive 230 hours of theory (a minimum of six hours per week) throughout the entire period of instructions, conducted in a separate classroom by a licensed instructor, 1200 hours of supervised skill training and clinic work, and seventy hours assigned at the instructor's discretion as needs of individual students dictate. Successful completion of the cosmetology program entitles students to a Cosmetology Certificate and qualifies them for licensing examinations as cosmetologists, estheticians, manicurists, or wig specialists conducted by the State Cosmetology Board. The State Board for Cosmetology requires students to score 85 percent or more on each course, both theory and practical segments, in order to qualify for taking the licensing examination. Therefore, Southwest Mississippi Community College requires a minimum grade of 85 percent in each course to pass. Students who do not maintain this grade in each course will not be allowed to register the following semester.

The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semester indicated, some courses within a semester are prerequisite to other courses within the same semester.

ADMISSION CRITERIA:

1. The student must complete regular admission to the College. (Application is sent to the Registrar's Office)
2. The student must apply to the Cosmetology Department. (Applications are obtained from and returned to the Cosmetology Department)
3. A minimum TABE score of 10 or ACT composite score of 14 is required
4. Qualified applicants are considered in May of each year for acceptance into the Cosmetology Program. (applications should be submitted prior to April or each year)

FEES AND EXPENSES

Regular college fees are listed in the general information section of this Catalog. The following fees are specific to the Cosmetology program. All fees are subject to change without notice.

| | |
|-----------------------|-----------|
| Cosmetology Kit | \$ 700.00 |
| Books | \$ 200.00 |

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------------|----------------|-----------------|------|-------------------------------|----------------|
| COV | 1122 | Cosmetology Orientation | 2 | COV | 1255 | Cosmetology Sciences II | 5 |
| COV | 1245 | Cosmetology Sciences I | 5 | COV | 1436 | Hair Care II | 6 |
| COV | 1426 | Hair Care I | 6 | COV | 1532 | Nail Care II | 2 |
| COV | 1522 | Nail Care I | 2 | COV | 1632 | Skin Care II | 2 |
| COV | 1622 | Skin Care I | 2 | COV | 1722 | Salon Business I | 2 |
| | | | 17 | | | | 17 |

| Summer Term | | | Semester Hours |
|-------------|------|--------------------------------|----------------|
| COV | 1263 | Cosmetology Sciences III | 3 |
| COV | 1443 | Hair Care III | 3 |
| COV | 1542 | Nail Care III | 2 |
| COV | 1642 | Skin Care III | 2 |
| COV | 1732 | Salon Business II | 2 |
| | | | 12 |

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

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester.

DIESEL EQUIPMENT TECHNOLOGY

Advisor: Esch

The Diesel Equipment Technology Program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

The Diesel Equipment Technology Program is an articulated two-year certificate or technical program designed to provide advanced skills to its students. An Associate of Applied Science degree is awarded upon successful completion of the two year program and a certificate is awarded upon successful completion of the first year. The curriculum for Diesel Equipment Technology is based upon the ASE Certification for Medium/Heavy Truck Technician Training Programs.

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| DET 1213 Hydraulic Brake Systems | 3 | DET 1263 Electrical/Electronic Systems II..... | 3 |
| DET 1223 Electrical/Electronic Systems | 3 | DET 1513 Hydraulics | 3 |
| DET 1364 Diesel Systems I..... | 4 | DET 1614 Preventative Maintenance & Service..... | 4 |
| DET 1713 Power Trains | 3 | DET 2374 Diesel Systems II..... | 4 |
| Math/Science Elective* | 3 | SPT 1113 Public Speaking..... | 3 |
| | 16 | | 17 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---|----------------|
| DET 2253 Steering & Suspension Systems | 3 | DET 2623 Advanced Brake Systems (Air)..... | 3 |
| DET 2273 Electrical/Electronic Systems III | 3 | DET 2813 Air Conditioning & Heating Systems | 3 |
| DET 2383 Diesel Systems III | 3 | Elective | 3 |
| ENG 1113 English Composition I* | 3 | Humanities/Fine Arts Elective | 3 |
| Approved Elective | 3 | Social Science Elective | 3 |
| | 15 | | 15 |

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

**Baseline competencies are taken from the high school Diesel Service Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

APPROVED ELECTIVES:

Introduction to Computer or Computer course
DET 1114 Fundamentals of Equipment Mechanics
DET 2113 Welding for Diesel Equipment Technology
DET 2523 Fluid Power Trains
DET 291(1-3) Special Project in Diesel Equipment Technology
DET 292(1-3) Supervised Work Experience in Diesel Equipment Technology
HST 2223 OSHA I: General Industry Standards

EARLY CHILDHOOD EDUCATION TECHNOLOGY

Advisors: Burkett, McMorris

ADMISSIONS REQUIREMENT:

In addition to the general requirements for technical programs, the following are additional requirements for the Child Development Technology program:

Priority will be given to:

1. Students must have an ACT composite score of 16 and an average of 40 on the ASSET Test
2. Students must complete a program application.
3. Students must have a personal interview with selection committee.
4. Students must provide Form 121 from the Health Department and background check.

PROGRAM DESCRIPTION:

The program provides preparation for paid employment in occupations in child care and guidance at entry, assistant, and management levels. Instructional programs include classroom instruction and supervised laboratory or work experience. Students should develop competencies which enable them to provide services, to teach, and to guide preschool children as related to various child care occupations. Included is the study of:

- child growth and development
- learning experiences for children
- behavior guidance
- health/nutrition and safety
- program planning and management
- parent/child/center relationships
- child abuse and neglect
- regulations and policies relating to child care services —interpersonal relationships and laws
- physical motor development/activity

Jobs are available for workers in public, private or parochial child care programs, including those in:

- industrial/institutional and family day care centers
- other institutions which serve children of all socio-economic levels and abilities —recreational centers
- the home as foster care parents

Job titles include, but are not limited to: —child care services manager

- preschool teacher
- child caregiver
- family day care provider
- nanny professional
- home visitor
- foster care parent
- after school caregiver

FEES AND EXPENSES

The regular college fees are listed in the general information section of this Catalog. These are additional costs specific to the Early Childhood Education Technology program. These additional costs are an estimate only and are subject to change.

| | |
|-------------------------------|-----------|
| Books | \$ 800.00 |
| CPR Certification | \$ 20.00 |
| Uniform and Accessories | \$ 32.00 |

An Associate of Applied Science degree can be obtained after successful completion of the two year program.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|--|----------------|-----------------|------|---|----------------|
| CDT | 1113 | Early Childhood Profession..... | 3 | CDT | 1224 | Child Development II..... | 4 |
| CDT | 1214 | Child Development I..... | 4 | CDT | 1513 | Nutrition for Young Children..... | 3 |
| CDT | 1314 | Creative Arts for Young Children | 4 | CDT | 1713 | Language & Literacy Development for Young Children..... | 3 |
| CDT | 1343 | Child Health & Safety | 3 | CDT | 2714 | Social Studies, Math & Science for Children..... | 4 |
| ENG | 1113 | English Composition..... | <u>3</u> | | | Math/Science Elective* | <u>3</u> |
| | | | 17 | | | | 17 |

* Math/Science Elective must be taken during the first year.

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|---|----------------|-----------------|------|---|----------------|
| CDT | 2233 | Guiding Social & Emotional Behavior | 3 | CDT | 2413 | Atypical Child Development | 3 |
| CDT | 2613 | Methods & Materials | 3 | CDT | 2813 | Administration of Programs for Young Children | 3 |
| CDT | 2915 | Student Teaching I | 5 | CDT | 2925 | Student Teaching II | 5 |
| | | Computer Science Elective | 3 | SPT | 1113 | Public Speaking..... | 3 |
| | | Fine Arts/Humanities Elective | <u>3</u> | | | Social Science | <u>3</u> |
| | | | 17 | | | | 17 |

Practicum students may not take more than 18 hours without special permission from the advisor.

ELECTRICAL TECHNOLOGY

Advisor: B. Van Norman

ADMISSION REQUIREMENTS:

In addition to the general requirements for technical programs, the following are additional requirements for the Electrical Technology program.

1. Student should have a Composite ACT score of 16 or above and an ACT score of 16 in math

CURRICULUM:

The postsecondary Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric-wiring, and D.C. and A.C. motors, controls, and electrical-distribution panels. Instruction in the use of test equipment is included. An Associate of Applied Science degree is awarded upon successful completion of the two year program.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---|----------------|
| EET 1114 DC Circuits | 4 | EET 1123 AC Circuits | 3 |
| ELT 1113 Residential/Light Commercial Wiring..... | 3 | EET 1334 Solid State Devices and Circuits | 4 |
| ELT 1192 Fundamentals of Electricity | 2 | ELT 1123 Commercial and Industrial Wiring | 3 |
| ELT 1213 Electrical Power | 3 | ELT 1223 Motor Maintenance and Troubleshooting | 3 |
| Math/Science Elective | 3 | ELT 1413 Motor Control Systems | 3 |
| Technical Elective**** | <u>3</u> | Social Science Elective | <u>3</u> |
| | 18 | | 19 |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|---|----------------|
| ELT 2613 Programmable Logic Controls..... | 3 | ELT 2424 Solid State Motor Control | 4 |
| Computer Related Elective | 3 | ELT 2623 Advanced Programmable Logic Controllers | 3 |
| Humanities/Fine Arts Elective | 3 | SPT 1113 Public Speaking..... | 3 |
| Technical Elective**** | 3 | Technical Elective**** | <u>3</u> |
| Written Communications Elective | <u>3</u> | | 13 |
| | 15 | | |

*May be selected as computer-related elective.

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

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

****TECHNICAL ELECTIVES

EET 1214 Digital Electronics

ELT 1133 Introduction to the National Electric Code

ELT 291(1-3) Special Project

HST 2223 OSHA I: General Industry Standards

HST 2233 OSHA II: Construction Industry Standards

Approved Computer Programming Language*

WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), WBL 293(1-3),

Work Based Learning I, II, III, IV, V, VI

HEALTH INFORMATION TECHNOLOGY

Advisor: Findley, Artmann

The Health Information Technology program is a two-year technical program leading to an Associate of Applied Science degree designed to train health information professionals with the knowledge and skills to process, analyze, disseminate and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information science. Health Information Technology professionals are responsible for maintaining components of health information systems consistent with the medical, legal, accreditation, and regulatory requirements of the health care delivery system.

Health Information Technology graduates are employed in hospitals, as well as in other healthcare settings, including public/private health agencies, mental health facilities, long-term care, ambulatory care, state and federal health agencies, physician practices and home health agencies.

The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technology program prepares graduates to write the national accreditation examination for the Registered Health Information Technician (RHIT).

ADMISSION REQUIREMENTS:

Priority is given to applicants with an ACT Composite of 16 or higher (or an equivalent score on the ASSET test). Applicants must fill out a program application. Students are admitted on a first come, first serve basis of qualified applicants.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|--|----------------|-----------------|------|---|----------------|
| BIO | 1511 | Principles of Anatomy and Physiology I Lab | 1 | BIO | 1521 | Principles of Anatomy and Physiology II Lab | 1 |
| BIO | 1513 | Principles of Anatomy and Physiology I..... | 3 | BIO | 1523 | Principles of Anatomy and Physiology II | 3 |
| CSC | 1113 | Fundamentals of Microcomputer Applications. | 3 | HIT | 1323 | Health Care Law & Ethics..... | 3 |
| HIT | 1114 | Health Record Systems | 4 | HIT | 1413 | Pathophysiology I..... | 3 |
| HIT | 1213 | Medical Terminology..... | 3 | HIT | 2123 | Alternate Care Systems | 3 |
| ENG | 1113 | English Composition..... | <u>3</u> | HIT | 2913 | Computers in Healthcare | <u>3</u> |
| | | | 17 | | | | 19 |

| Summer Term | Semester Hours |
|-------------------------------------|----------------|
| Humanities/Fine Arts Elective | 3 |
| Oral Communication Elective..... | <u>3</u> |
| | 6 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|--|----------------|-------------------------------|------|---|----------------|
| HIT | 2133 | Health Statistics | 3 | HIT | 2523 | Professional Practice Experience II | 3 |
| HIT | 2142 | Electronic Health Records..... | 2 | HIT | 2625 | Coding Systems II | 5 |
| HIT | 2212 | Pharmacology | 2 | HIT | 2633 | Reimbursement Methodologies..... | 3 |
| HIT | 2423 | Pathophysiology II | 3 | HIT | 2713 | Health Care Supervision..... | 3 |
| HIT | 2513 | Professional Practice Experience I | 3 | HIT | 2812 | Performance Improvement Techniques | 2 |
| HIT | 2615 | Coding Systems I | <u>5</u> | Social Science Elective | | | <u>3</u> |
| | | | 18 | | | | 19 |

HEATING AND AIR CONDITIONING

Advisor: Kyzar

This is a two-year program designed to prepare the student with employable skills in the craft of heating and air conditioning. A two-year certificate will be awarded to a student who successfully completes the two year program.

It is comprised of both classroom instruction and laboratory experiments with students receiving training in welding, the laws of refrigeration, the basic refrigeration cycle, the purpose and operation of compressors, condensers, evaporators, metering devices, and oil coolers. The student learns how to troubleshoot, repair, and install all types of domestic and commercial refrigeration and heating systems. Also, he/she learns to estimate heating and cooling loads, to give job estimates, to care for tools and equipment, and to set up a service shop and safety.

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher, or an average of 36 on the ASSET Test.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|----------------|--|---|--|
| ACV 1003 | Introduction to Heating, Ventilation, and Air..... 3 | ACV 1213 | Controls..... 3 |
| ACV 1125 | Basic Compression..... 5 | ACV 1313 | Refrigeration System..... 3 |
| ACV 1133 | Tools & Piping..... 3 | ACV 1813 | Professional Service Procedures..... 3 |
| ACV 1713 | Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration <u>3</u> | Vocational/Technical Elective*** <u>3</u> | 12 |
| | 14 | | |

SOPHOMORE YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|---|---------------------------------|---|---|
| ACV 2414 | Air Conditioning I..... 4 | ACV 2324 | Commercial Refrigeration..... 4 |
| ACV 2513 | Heating Systems..... 3 | ACV 2424 | Air Conditioning II..... 4 |
| ACV 2624 | Heat Load & Air Properties .. 4 | ACV 2433 | Refrigerant, Retrofit, & Regulations..... 3 |
| Vocational/Technical Elective*** <u>3</u> | 14 | Vocational/Technical Elective*** <u>3</u> | 14 |

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

**Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

ATT 2614 Heating and Air Conditioning
DET 2813 Air Conditioning and Heating
ELT 1192 Fundamentals of Electricity
ELT 1113 Residential/Light Commercial Wiring
BOT 1433 Business Accounting
ELT 2613 Programmable Logic Controllers
ACV 291(1-3) Special Project in Heating, Ventilation, Air Conditioning, and Refrigeration
WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), WBL 293(1-3)
Work-Based Learning I, II, III, IV, V, VI

INFORMATION SYSTEMS TECHNOLOGY COMPUTER NETWORK TECHNOLOGY

Advisor: Miller

The Computer Networking Technology option offers training in telecommunications, network technologies, administration, maintenance, operating systems and network planning, and implementation. Computer Networking graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

ADMISSION REQUIREMENTS:

Priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher. Equivalent ASSET scores will be accepted. Students who do not meet this requirement must take IST 1113 Fundamentals of Information Technology in addition to the required coursework.

In order to avoid confusion, it is recommended that applicants consult with the advisor of this program for pre-scheduling. The maximum number of students shall be limited to twenty.

ADDITIONAL FEE:

The regular college fees are listed in the general information section of this Catalog. This additional cost is specific to the Computer Networking Technology program. This additional cost is an estimate only and is subject to change.

CompTIA Network+ Certification: \$253.00

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-----------------------|------|--------------------------|-----------------------|------------------------|------|-------------------------------------|-----------------------|
| ENG | 1113 | English Composition..... | 3 | IST | 1143 | Security Principles and | |
| IST | 1124 | IT Foundations | 4 | | | Policies | 3 |
| IST | 1134 | Fundamentals of Data | | IST | 1163 | Concepts of Database Design | 3 |
| | | Communications | 4 | IST | 1224 | Network Components..... | 4 |
| IST | 1154 | Web and Programming | | IST | 1244 | Network Administration | |
| | | Concepts..... | 4 | | | Using Microsoft Windows | |
| IST | 1213 | Client Installation and | | | | Server | 4 |
| | | Configuration | 3 | | | Humanities/Fine Arts Elective | 3 |
| | | | 18 | | | | 17 |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|------------------------------|-----------------------|-----------------------------|------|-----------------------------|-----------------------|
| IST | 1624 | Network Security | | IST | 1254 | Network Administration | |
| | | Fundamentals | 4 | | | Using Linux..... | 4 |
| IST | 2224 | Network Planning and | | IST | 1643 | Network Defense and | |
| | | Design | 4 | | | Countermeasures | 3 |
| IST | 2434 | Server Side Programming I... | 4 | IST | 2234 | Network Implementation..... | 4 |
| IST | 2483 | Web Server..... | 3 | SPT | 1113 | Public Speaking..... | 3 |
| Social Science Elective | | | 3 | Math/Science Elective | | | 3 |
| | | | 18 | | | | 17 |

MASSAGE THERAPY

Advisors: Patterson, Russell

The Massage Therapy Curriculum is designed to offer basic training in anatomy, physiology, and kinesiology of the human body. Basic technique modalities include Swedish, Deep Tissue, Chair Massage, Reflexology, Shiatsu, Neuro-muscular, Pre-Natal and Sports Massage. This program is approved and licensed by the Mississippi State Board of Massage Therapy; License #0508. Please be advised that students must pass a Mississippi state board approved licensure examination in order to practice massage therapy. Completion of this program does not assure passage of the exam nor does it authorize graduates to practice massage therapy.

ADMISSIONS REQUIREMENT:

1. An official transcript verifying completion of the twelfth grade from an accredited high school or GED equivalent.
2. Completion of Southwest Mississippi Community College admission requirements.
3. An application for admission to the massage therapy program.
4. Minimum ACT of 17 (composite) with at least 14 in Math, Reading and Science or ASSET equivalent of 41.
5. Prospective students must be 18 years of age to apply for the program.

FEES AND EXPENSES

Additional fees are required and these fees are subject to change at any time.

| | | |
|--------------------------------|--------------------|----------|
| Books | \$ | 450.00 |
| Uniform Scrubs..... | \$ | 125.00 |
| Sheets..... | 4 Sets Twin Sheets | |
| Oils..... | \$ | 20-30.00 |
| State Certification Exam | \$ | 195.00 |
| CPR/1st Aid | \$ | 62.00 |

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-----------------------------|----------------|-----------------|------|-------------------------------|----------------|
| MGV | 1111 | CPR/First Aid OSHA | | MGV | 1244 | Massage Therapy II..... | 4 |
| | | Standards..... | 1 | MGV | 1253 | Massage Therapy II Lab..... | 3 |
| MGV | 1214 | Introduction to Massage | | MGV | 1263 | Massage Clinical II Lab | 3 |
| | | Therapy | 4 | MGV | 1272 | Specialized Modalities | 2 |
| MGV | 1224 | Massage Therapy 1 | 4 | MGV | 1332 | Kinesiology | 2 |
| MGV | 1232 | Massage Therapy I Lab | 2 | MGV | 1353 | Anatomy & Physiology for | |
| MGV | 1281 | Massage Clinical Lab I..... | 1 | | | Massage Therapy II | 3 |
| MGV | 1313 | Anatomy & Physiology for | | MGV | 1511 | Business & Marketing | |
| | | Massage Therapy | 3 | | | of Massage Therapy | 1 |
| MGV | 1343 | Pathology & Medical | | | | | 18 |
| | | Terminology..... | 3 | | | | |
| | | | 18 | | | | |

NURSE ASSISTANT HEALTH CARE ASSISTANT

Advisor: Burch

ADMISSIONS REQUIREMENT:

In addition to regular college admission requirements, the minimum admission criteria for the Nurse Assistant program are as follows:

1. Student must have a high school diploma or GED certificate.
2. Student must have an ACT score of 14 or above, or
3. Student must have a TABE score of 10 or above.
4. Student must turn in an application for Admission to the Nurse Assistant Program.
5. Completion of SMCC Admission requirements.
6. Sign a healthcare criminal history background affidavit.

AFTER ADMISSION and PRIOR TO CLINICALS REQUIREMENTS:

- Fingerprinting and official background check at the cost of \$50.00 to the student.
- There are convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the CNA Program.
- Mississippi Law now requires healthcare professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services, submit to criminal background checks, and fingerprinting prior to beginning any clinical rotation in a licensed healthcare entity. If such fingerprinting or criminal background checks of the student discloses a felony conviction, guilty plea or pleas of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-31-3 (1), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be admitted to such health program of study or will not be eligible to participate in clinical training in a licensed entity. The student's eligibility to participate in the clinical training phases of their healthcare program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing assistant program.

FEES AND EXPENSES

The regular college fees are listed in the general information section of the Catalog. There are additional costs specific to the Nurse Assistant program. These additional costs are an estimate only and are subject to change.

| | |
|---|-----------|
| Books | \$ 200.00 |
| Uniform/Shoes | \$ 150.00 |
| Accessories/Supplies..... | \$ 150.00 |
| Written & Skills Test: for Certification..... | \$ 101.00 |
| Immunizations | \$ 100.00 |
| CPR..... | \$ 45.00 |
| Background Check..... | \$ 50.00 |
| Drug Test | \$ 65.00 |

CURRICULUM:

The Nursing Assistant program prepares the individual to provide direct basic nursing care to clients/residents/patients in prescribed settings under the supervision of a licensed nurse. Inclusive in the nursing assistant title are: Homemaker, Home Health Aide, and Nursing Assistant.

Graduates of the one-semester program will be awarded a completion certificate and may apply for certification by taking and passing the National Nurse Aide Assessment Program (NNAAP) Examination.

A minimum grade of 75 percent is required in each course. Students who do not maintain this grade in each course are dismissed from the program.

| First Semester | | | Semester Hours |
|----------------|------|---|----------------|
| HCA | 1115 | Basic Health Care Assisting | 5 |
| HCA | 1125 | Special Care Procedures | 5 |
| HCA | 1214 | Body Structure and Function..... | 4 |
| HCA | 1312 | Home Health Aide and Homemaker Services | <u>2</u> |
| | | | 16 |

OCCUPATIONAL SAFETY AND HEALTH

Advisor: Flowers

Occupational Safety and Health technicians, also known as safety and health practitioners or occupational health and safety inspectors, help prevent harm to workers, property, the environment, and the general public. They promote occupational health and safety within organizations by advising management on how to increase worker productivity through raising morale and reducing absenteeism, turnover, and equipment downtime while securing savings on insurance premiums, workers' compensation benefits, and litigation expenses.

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------------|------|---|----------------|-----------------|------|---|----------------|
| ENG | 1113 | English Composition I..... | 3 | ENG | 1123 | English Composition II | 3 |
| HST | 1113 | Introduction to Safety and Health | 3 | HST | 1413 | Safety and Health Program Development | 3 |
| HST | 1213 | Governmental Regulatory Agencies..... | 3 | HST | 1423 | Safety and Health Program Management..... | 3 |
| HST | 1313 | Supervisor's Safety | 3 | HST | 1513 | Loss Control | 3 |
| MAT | 1313 | College Algebra or | | SPT | 1113 | Public Speaking..... | <u>3</u> |
| PHY | 2243 | Physical Science Survey I or | | | | | 15 |
| PHY | 2253 | Physical Science Survey II.... | 3 | | | | |
| Humanities/Fine Arts Elective | | | <u>3</u> | | | | |
| | | | 18 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------|------|--|----------------|--------------------------------|------|-------------------------------------|----------------|
| CSC | 1113 | Introduction to Computers | 3 | BAD | 2413 | Legal Environment of Business | 3 |
| HST | 2223 | OSHA I | 3 | HPR | 1213 | Personal and Community Health or | |
| HST | 2323 | Industrial Safety | 3 | HPR | 2213 | Safety and First Aid..... | 3 |
| HST | 2433 | Safety and Health Communications/Training..... | 3 | HST | 2123 | Safety and Health Seminar | 3 |
| Social Science Elective | | | <u>3</u> | HST | 2233 | OSHA II | 3 |
| | | | 15 | HST | 2523 | Safety and Health Auditing ... | 3 |
| | | | | Natural Science Elective | | | <u>3</u> |
| | | | | | | | 18 |

PRACTICAL NURSING

Director: Olander

Advisors: McGowan, K. Stringer, Wilson

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 which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Students that complete the program requirements, 3 semesters, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure. The graduate of the program functions as a provider of care and a member of a profession. This curriculum references the Client Needs Categories from the Test Plan for the National Council Licensure Examination for Licensed Practical/Vocational Nurses®.

LEGAL LIMITATIONS FOR LICENSURE:

Information related to applying for licensure to practice as a Licensed Practical Nurse, upon completion of the Practical Nursing Program, is contained in the Administrative Code Mississippi Board of Nursing, August 12, 2011. The authority of the Mississippi Board of Nursing is to promulgate rules and regulations for the licensure of registered nurses, advanced practice registered nurses, licensed practical nurses, expanded role licensed practical nurses and certified clinical hemodialysis technicians as provided for in the laws of the Miss. Code Ann. Sections 73-15-17 (a), & 73-15-101.

The Mississippi Board of Nursing is a consumer protection agency with the authority to regulate the practice of nursing through licensure as provided for by Miss. Code Ann. of 1972, Annotated, Title 73, Chapter 15. This regulatory board is responsible for the quality of nursing care rendered by the practitioners of nursing to the consumers of health care. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Requirements for Examination Applicants from State-Accredited Mississippi Programs:

Applicants from state accredited Mississippi programs shall be eligible to qualify for licensure by examination and must:

- A. Submit an official transcript to the board from a state accredited Mississippi nursing program showing successful completion of such program.
- B. Submit official documentation of eligibility for graduation to the board if applicant has met all requirements for graduation, but degree has not been formally conferred. Applicant must submit an official transcript within 30 days after the degree is conferred. Failure to submit such transcript shall result in the voiding of the license;
- C. Comply with criminal background checks and fingerprinting in accordance with Miss. Code Ann. Section 73-15-19 (1) and 73-15-21 (1);
- D. Submit completed board-approved application, including the notarized authorization to release information form;
- E. Pay required nonrefundable application fee upon submission of application to the board;
- F. Submit the application by deadline dates established by the board;
- G. Register for the examination with the designated testing service; and
- H. Pay required fee upon examination registration to the designated testing service.

Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

ADMISSION CRITERIA:

In addition to regular college admission requirements, the minimum admission criteria for entrance into the Practical Nursing Program are as follows:

1. Students must have an ACT composite score of 18 with a 17 or higher in math and reading or an equivalent score of 40 or more in Reading and Math on the ASSET Test
2. Students must pass all four preLPN classes and must score a 2.0 or better in three of their four classes to be eligible for admission:
BIO 1513 Principles of Anatomy and Physiology I
BIO 1613 Nutrition*
TAH 1113 Medical Terminology in Allied Health*
CTE 1113 Applied Math for Occupation Education
3. **OR** have approved substantial equivalents**:
BIO 2513/2511 Anatomy & Physiology I and Lab (replaces BIO 1513)
BIO 2523/2521 Anatomy & Physiology II and Lab (replaces BIO 1513)
MAT 1313 College Algebra (replaces CTE 1113)

*Nutrition and Medical Terminology substantial equivalents require course content review and approval from the PN Director.

**Any substantial equivalent being considered must have been completed within the last five years with a grade of C or better.

Students seeking readmission to the program will be considered on an individual basis according to the SMCC Practical Nursing Program Readmission Policy.

ACCEPTANCE CRITERIA:

The admission process is competitive and completion of application is not a guarantee of admission. Specific areas that are evaluated include ACT or ASSET equivalent scores, previous academic course work, and timely submission of all required documents. Priority admission to the LPN program will be granted to applicants who are in-district residents or SMCC students at the time of pre-scheduling.

Applicants are notified by letter of conditional acceptance or non-acceptance into the PN Program. Applicants who are conditionally accepted must comply with all preadmission and preclinical requirements in order to preserve a place in class. Academic and career counseling is available for applicants who are not accepted into the SMCC PN Program.

PRE-ADMISSION REQUIREMENTS:

Students will be conditionally admitted to the LPN program based on their GPA average in all four pre-requisite classes. Students must pass all four classes and must score a 2.0 or better in three of their four classes to be eligible for admission. Note: See requirements for substantial equivalent coursework. Upon completion of the pre-requisite requirements, the student applicant must fulfill the following noted requirements:

- *Freshman orientation AND Practical Nursing orientation session
- *Complete physical using SMCC PN Program Physical Exam Form
- *Current Mantoux 2-step TB Skin Test
(if done annually, need yearly results for the last 2 years)
- *Evidence of 2 immunizations of MMR (measles, mumps, rubella)
- *Positive varicella titer or proof of varicella vaccinations or signed declination
- *Hepatitis immunizations or signed declination
- *VDRL (with results)
- *Copy of current immunization record (Form 121)
- *Current CPR card – Health Care Provider through the American Heart Association

AFTER ADMISSION and PRIOR TO CLINICALS REQUIREMENTS:

Fingerprinting and official background check at the cost of \$50.00 to the student

There are convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the PN Program. For additional information, see below:

Mississippi Law now requires healthcare professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services, submit to criminal background checks, and fingerprinting prior to beginning any clinical rotation in a licensed healthcare entity. If such fingerprinting or criminal background checks of the students discloses a felony conviction, guilty plea or pleas of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-31-3 (I), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be admitted to such health program of study or will not be eligible to participate in clinical training in a licensed entity. The student's eligibility to participate in the clinical training phase of their healthcare program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

READMISSION POLICY:

1. Readmission of a student, regardless of reason for withdrawal or failure, is dependent on letter(s) of recommendation, approval of the Practical Nursing Director and available space in the program. Student must be free from any college restrictions
2. A student may be approved for one program readmission based on the recommendation by an instructor(s) and review by the Practical Nursing Director. Students may apply for a second readmission based on the following criteria:
 - A. a student who withdraws with an 80% or higher average in theory and clinical performance, and has extenuating circumstances such as personal illness or accident, pregnancy, or family crisis
3. Requests for readmission are evaluated on an individual basis. A person seeking readmission to the Practical Nursing Program must write a letter of request to the PN Director. The letter of request must include:
 - A. another completed application and background affidavit
 - B. a request for readmission with the semester and year of anticipated return
 - C. a written statement identifying the reasons that led to failure or withdrawal
 - D. a written "plan of change" if readmitted to the program
4. The PN Director will review the readmission request and interview the student. Student must attend a scheduled interview when requested. Readmission will be denied if a student does not attend a scheduled interview or cancel with (24 hours) notice. The student may be required to take an assessment exam for placement. It may be necessary for courses to be repeated. The PN Director will decide at what point the student will be allowed to enter the program if accepted.
5. Students who have been absent from the program for 12 months or greater may be considered only for readmission as a new student in the first semester of the program.
6. Student may be required to meet additional program requirements necessary to fulfill college policy, program accreditation or clinical affiliation requirements.

GRADING AND PROGRESSION POLICY:

A minimum of 80 percent is required in each PNV course. Students who do not maintain this grade in each course will not be allowed to register for the next semester.

The ratio of lab hours to lectures for practical nursing is 2 to 1. The ratio of clinical hours to lectures for practical nursing is 3 to 1.

NOTE: If necessary, clinical could be scheduled from 3 p.m. until 11 p.m., 7 a.m. until 7 p.m., or on weekends.

Students are admitted on a full time basis only.

All program policies regarding attendance, curriculum requirements and behavior must be met for progression.

FEES AND EXPENSES

The regular college fees are listed in the general information section of the Catalog. There are additional costs specific to the practical nursing program. These additional costs are an estimate only and are subject to change.

| | |
|---|-----------|
| Books | \$ 850.00 |
| Tuition..... | 975.00 |
| Student Service fee | \$ 35.00 |
| Technology fee | \$ 35.00 |
| Clinical Required Background Check..... | \$ 50.00 |
| Drug Screen | \$ 45.00 |
| Uniforms (white)..... | \$ 175.00 |
| Shoes (clinical white)..... | \$ 65.00 |
| Clinical Equipment | \$ 100.00 |
| Red Class shirt | \$ 20.00 |
| Khaki pants | \$ 30.00 |
| Navy Scrubs (for “in class”) | \$ 30.00 |
| ATI Testing..... | \$ 360.00 |
| Lab Skills/Supply Kit..... | \$ 150.00 |
| MS State SNA membership | \$ 25.00 |
| CPR (Loran Cook 601-276-2442 for info)..... | \$ 35.00 |
| Board Review (optional) | \$ 375.00 |
| MS Board Application Fee..... | \$ 60.00 |
| IV Certification Application Fee..... | \$ 20.00 |
| MS State Board Background Check..... | \$ 75.00 |
| NCLEX (Pearson-Vue) fee | \$ 200.00 |
| Physical/Immunizations | \$ 200.00 |
| Class Pin | \$ 40.00 |

Students are expected to provide their own method of travel to clinical affiliations. Students will be responsible for attending assigned clinical sites. No travel or lodging will be covered by the school.**REQUIRED COURSES:**

| | | | |
|-----|------|---|-------------------|
| PNV | 1214 | Body Structure and Function..... | 4 semester hours |
| PNV | 1443 | Nursing Fundamentals and Clinical | 13 semester hours |
| PNV | 1524 | IV Therapy and Pharmacology | 4 semester hours |
| PNV | 1667 | Medical/Surgical Nursing Concepts and Clinical..... | 7 semester hours |
| PNV | 1676 | Alterations in Adult Health Concepts and Clinical | 6 semester hours |
| PNV | 1715 | Maternal-Child Nursing | 5 semester hours |
| PNV | 1815 | Mental Health Nursing | 5 semester hours |
| PNV | 1913 | Nursing Transition | 3 semester hours |

The suggested curriculum outline for both August and January entrance can be found by visiting www.smcc.edu. (from the home page click Departments, Academics, Career & Technical. On the right side of the Career & Technical home page click on Practical Nursing. On the right side of the Practical Nursing home page click on Curriculum.)

PROCESS OPERATIONS TECHNOLOGY

Advisors: J. Wilkinson, Zumbro

The Process Operations Technology programs prepare technicians for employment in the diverse field of process operations in petroleum refineries, power generation facilities, pharmaceutical plants, chemical plants, waste water treatment plants, food and beverage process plants, offshore oil production facilities and a host of other industries. Individuals currently employed as process operations technicians will enhance their ability to perform their duties and increase opportunities to advance.

This curriculum leads to an Associate of Applied Science degree in Process Operations Technology. Graduates are prepared for entry-level positions at any processing facility. They will have acquired the basic technical skills in equipment and systems and have a broadened vocabulary to make the job-specific learning less difficult. They will also process team-building skills, safety awareness, environmental awareness, communication skills, and computer skills that are critical in the workplace. They will have a working knowledge of state and federal regulations on safety and the environment. Through an internship program, students have the opportunity to work in a position related to process technology during which they will receive work-related application of their classroom training.

ADMISSION REQUIREMENTS

1. In addition to the general requirements for technical programs, the following are additional requirements for the process operations technology programs.
2. Students should have a composite ACT score of 18 and a math score of 18 or higher, or an average of 42 on the ASSET Test.

Applicants who do not meet minimum qualifications will be considered for admission on an individual basis.

FEES AND EXPENSES

The regular college fees are listed in the general information section of this Catalog. These are additional costs specific to the Process Operations Technology program. These additional costs are an estimated only and are subject to change.

| | |
|----------------------|-----------|
| Books | \$ 200.00 |
| Steel-Toe Boots..... | \$ 75.00 |

FRESHMAN YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|--------------------------------------|--|----------------|-----------------------------|-------------------------------------|----------------|
| ENG 1113 | English Composition I..... | 3 | PPT 1513 | Safety, Health and Environment..... | 3 |
| PPT 1133 | Introduction to Process Technology | 3 | PPT 1714 | Process Instrumentation I..... | 4 |
| PPT 1424 | Process Technology I (Equipment) | 4 | PPT 2113 | Oil and Gas Production I..... | 3 |
| Computer Applications Elective | | 3 | PPT 2313 | Quality Concepts..... | 3 |
| Humanities/Fine Arts Elective | | <u>3</u> | Math/Science Elective | | <u>3</u> |
| | | 16 | | | 16 |

SOPHOMORE YEAR

| First Semester | | Semester Hours | Second Semester | | Semester Hours |
|----------------|---------------------------------------|----------------|-------------------------------|--|----------------|
| PPT 1434 | Process Technology II (Systems) | 4 | PPT 1444 | Process Technology III (Operations) | 4 |
| PPT 2123 | Oil and Gas Production II | 3 | PPT 2154 | Machine Operations | 4 |
| PPT 2613 | Technical Communication | 3 | PPT 2323 | Process Troubleshooting | 3 |
| PPT 2724 | Process Instrumentation II..... | 4 | PPT 2913 | Special Project in Process Technology..... | 3 |
| SPT 1113 | Public Speaking | <u>3</u> | Social Science Elective | | <u>3</u> |
| | | 17 | | | 17 |

WELDING AND CUTTING

Advisor: Evans

The Welding, Brazing, and Soldering curriculum is designed to prepare the student for entry level employment in the field of welding, brazing, and soldering. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW), and Gas Tungsten Arc Welding (GTAW).

Upon completion of the one year program, the student will be awarded a one year certificate.

ADDITIONAL FEE:

The regular college fees are listed in the general information section of this Catalog. This additional cost is specific to the Welding and Cutting program. This additional cost is an estimate only and is subject to change.

AWS Certification Fee.....\$ 105.00 (\$52.50 per semester)

ADMISSION REQUIREMENTS:

In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher, or an average of 36 on the ASSET Test.

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------|------|-------------------------|----------------|-----------------|------|------------------------------|----------------|
| WLW | 1116 | Shielded Metal Arc | | WLW | 1124 | Gas Metal Arc Welding..... | 4 |
| | | Welding I | 6 | WLW | 1136 | Gas Tungsten Arc | |
| WLW | 1162 | Gas Metal Arc Aluminum | | | | Welding | 6 |
| | | Welding..... | 2 | WLW | 1143 | Flux Cored Arc Welding | 3 |
| WLW | 1226 | Shielded Metal Arc | | WLW | 1171 | Welding Inspection and | |
| | | Welding II | 6 | | | Testing Principles..... | 1 |
| WLW | 1314 | Cutting Processes | 4 | WLW | 1232 | Drawing and Welding | |
| | | | 18 | | | Symbol Interpretation..... | 2 |
| | | | | WLW | 1252 | Advanced Pipe Welding | 2 |
| | | | | | | | 18 |

CAREER/TECHNICAL ELECTIVES:

WLW 191 (1-3) Special Problems in Welding and Cutting

WELL CONSTRUCTION TECHNOLOGY

Advisor: C. Dunn

The Well Construction Technology Program provides classroom and laboratory instruction in the use of rotary drilling and related equipment used in drilling for water, petroleum, and environmental/geo-technical operations. Classroom study covers the rotary rig, power equipment, mechanical maintenance, drilling fluids, hydraulics, and other areas associated with well drilling operations. Laboratory instruction includes hands-on operation of drilling rigs, maintenance of rigs, operation of related equipment, and drilling and completion of various types of wells. Included are basic welding, machine shop operations, hydraulics, and basic industrial electricity.

Graduates of the Well Construction Technology Program are awarded an Associate of Applied Science degree upon successful completion of the two-year program. Successful graduates are eligible to apply for examination for certification from the National Ground Water Association certification (NGWA). After one year of experience, Well Drilling Operations Technicians are eligible to apply for a Mississippi Water Well Contractor's License. Employment opportunities for technicians may exist in firms specializing in drilling for water, petroleum, environmental, and geo-technical operations.

ADMISSION REQUIREMENTS:

1. High School Diploma or GED
2. In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

ADDITIONAL FEE:

The regular college fees are listed in the general information section of this Catalog. There are additional fees specific to the Well Construction Technology program. These additional fees are estimates only and are subject to change without prior notice.

First Year: National Drilling Association Drilling Safety certification \$200.00
Second Year: National Drilling Association Groundwater Knowledge certification \$200.00

FRESHMAN YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|----------------------------------|------|--------------------------------|----------------|-----------------|------|-----------------------------|----------------|
| MAT | 1313 | College Algebra or | | ENG | 1113 | English Composition I..... | 3 |
| PHY | 2243 | Physical Science Survey I or | | WCT | 1145 | Operation of Rotary Rig and | |
| PHY | 2253 | Physical Science Survey II.... | 3 | | | Related Equipment..... | 5 |
| WCT | 1113 | Maintenance Mechanics..... | 3 | WCT | 1313 | Drilling Fluids..... | 3 |
| WCT | 1135 | Rotary Rig and Related | | WCT | 1513 | Geological Formations | 3 |
| | | Equipment..... | 5 | | | | 14 |
| WCT | 1613 | Metal Fabrication for | | | | | |
| | | Well Drilling | 3 | | | | |
| Approved Computer Elective | | | 3 | | | | |
| | | | 17 | | | | |

SOPHOMORE YEAR

| First Semester | | | Semester Hours | Second Semester | | | Semester Hours |
|-------------------------------------|------|--|----------------|------------------------------------|------|-------------------------------------|----------------|
| ELT | 1113 | Residential Wiring | 3 | SPT | 1113 | Public Speaking | 3 |
| WCT | 2223 | Pump Theory and Installation..... | 3 | WCT | 2233 | Well Testing and Completion..... | 3 |
| WCT | 2423 | Water Well Construction..... | 3 | WCT | 2333 | Down-Hole Problems | 3 |
| WCT | 2433 | Environmental and Geotechnical Drilling | 3 | Social Science Elective | | | 3 |
| Humanities/Fine Arts Elective | | | <u>3</u> | Approved Technical Electives | | | <u>6</u> |
| | | | 15 | | | | 18 |

APPROVED TECHNICAL ELECTIVES

| | | |
|-----|-------|--|
| WCT | 1123 | Rotary Drilling Safety |
| WCT | 291-3 | Special Problems in Well Construction Technology |
| WBL | 291-6 | Work Based Learning |

COURSE DESCRIPTIONS

ACCOUNTING (ACC)

ACC 1213 Principles of Accounting I

This course is designed to teach a basic understanding of the meaning and purpose of accounting. Emphasis is placed on the accounting cycle, accounting systems for service and merchandising businesses, and financial statements (assets, liabilities, equity, revenues, and expenses). Four major tests and a comprehensive final are administered during the semester. Three hours of lecture per week.

Credit, three semester hours

ACC 1223 Principles of Accounting II

Prerequisite: ACC 1213. This course is designed to teach accounting for corporations and the basic concepts of managerial accounting. Emphasis is placed on corporations; financial statement analysis; concepts of managerial accounting; accounting systems for manufacturing operations; and decision analysis for planning and control. Four or five objective tests are administered during the semester. Three hours of lecture per week.

Credit, three semester hours

ART (ART)

ART 1113 Art Appreciation

Upon successful completion of this course, the student will have gained an understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art and industrial arts on a conceptual basis). Evaluation is based on results of chapter tests and a final examination. Three hours of lecture per week.

Credit, three semester hours

ART 1313 Drawing I

Upon successful completion of this course, the student will be familiar with design fundamentals, drawing techniques, principles of perspective, and color theory. Use of black and white media, pencil, and charcoal. Grade assessment is based on work done throughout the course. Required of art majors. Three hours of lecture per week.

Credit, three semester hours

ART 1323 Drawing II

Prerequisite: ART 1313, with a minimum grade of C is required before a student is allowed to enroll in ART 1323, Drawing II. Upon successful completion of this course, the student will be able to apply knowledge of fundamental design, drawing techniques, principles of perspective, and color theory to advanced projects. Introduction to color dynamics and precision drawing is used in creative expression. Emphasis on composition. Required of art majors. Three hours of lecture per week.

Credit, three semester hours

ART 1433 Design I

This course is designed 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.

Credit, three semester hours

ART 1443 Design II

This course is designed to provide students with an understanding of color theory and color applications so that there begins to be an informed and intuitive sense of seeing, mixing and applying color and light to design problems.

Credit, three semester hours

ART 1913 Art for Elementary Teachers

Designed for the needs of the elementary education student. Upon successful completion of this course, the student will be able to apply fundamental knowledge of the essentials of public school art and development of children's art. The student will execute projects in a variety of media and have experiences with major forms of two-dimensional art problems. Three hours of combined lecture and laboratory per week.

Credit, three semester hours

BIOLOGY (BIO)

BIO 1111 Principles of Biology I, Laboratory

Co-requisite: BIO 1113. This course, intended for non-science majors, teaches basic laboratory skills, field procedure, classification, scientific measurement, and methodology. After completion of this course, the student will be able to use specific laboratory equipment and analyze problems of biological importance concerning scientific observations, basic chemistry, cell structure, and anatomy and physiology of animal organ systems. Students are evaluated by weekly lab exams, individual lab work, and a comprehensive final exam. Two hours of lab per week.

Credit, one semester hour

BIO 1113 Principles of Biology I, Lecture

Co-requisite: BIO 1111. This course, intended for non-science majors, teaches basic science skills in biology. After completion of this course, the student will be able to analyze problems of biological importance concerning scientific observation, basic chemistry, cell theory, cell structure, and anatomy and physiology of animal organ systems. Student evaluations are based on tests throughout the semester and a final exam. The exams are usually composed of identification and multiple choice questions. Three hours of lecture per week.

Credit, three semester hours

BIO 1121 Principles of Biology II, Laboratory

Co-requisite: BIO 1123. This course, intended for non-science majors, continues the teaching of basic laboratory skills, field procedure, classification, scientific measurement, and methodology. After completion of this course, the student will be able to use specific laboratory equipment and analyze problems of biological importance concerning classification and natural history of the animal kingdom. Plant classification, ecology, economic biology, and environmental problems are also covered. Students are evaluated by weekly lab exams, individual lab work, and a comprehensive final exam. Two hours of lecture per week.

Credit, one semester hour

BIO 1123 Principles of Biology II, Lecture

Co-requisite: BIO 1121. This course, intended for non-science majors, continues the teaching of basic science skills in biology. After completion of this course, the student will be able to analyze problems of biological importance concerning genetics, classification and natural history of the animal kingdom, behavior, plant structure, classification and physiology, ecology, economic biology, and environmental problems. Student evaluations are based on lecture exams covering the unit objectives and basic terminology. Exam format is usually identifications and multiple choice. Three hours of lecture per week.

Credit, three semester hours

BIO 1134 General Biology I

Co-requisite: BIO 1130. This course is designed for life science, pre-professional majors, emphasizing the chemical and cellular basis for life. Upon completion of this course, the student will be able to identify basic prokaryotic and eukaryotic cell structure and be knowledgeable in cell function, cell respiration, photosynthesis, information coding and transfer in cells and genetics. The student will also demonstrate basic laboratory techniques, analyze problems of biological importance and exhibit proficiency in study and application of DNA concepts and manipulation. Three hours of lecture and one two-hour laboratory per week.

Credit, four semester hours

BIO 1144 General Biology II

Co-requisite: BIO 1140. This course is designed for life science, pre-professional majors. It is a continuation of BIO 1134. Upon successful completion of the course students will demonstrate knowledge concerning the unity and diversity of life, organismal complexity, classification, anatomy and physiology, along with biosocial problems and ecology. The student will also be knowledgeable of general concepts concerning classification and natural history of plant and animal kingdoms, along with ecological and environmental issues. Three hours of lecture and one two-hour laboratory per week.

Credit, four semester hours

BIO 1311 Botany I, Laboratory

Co-requisite: BIO 1313. This course is designed to teach basic laboratory skills to the life science major. This course will consist of selected experiments to reinforce the principles taught in BIO 1313. After completion of this course, the student will be able to identify plant cells and tissues, classify plants according to division and differentiate between complete and incomplete flowers.

Credit, one semester hour

BIO 1313 Botany I, Lecture

Co-requisite: BIO 1311. This is an introductory course in college botany designed specifically for pre-professional programs in the biological sciences. This is a lecture/laboratory course in botany emphasizing plant cell structure and function, anatomy and physiology, reproduction, propagation, classification and diversity. After completion of this course, the student will be able to identify plant cells and tissues, classify plants according to division and differentiate between complete and incomplete flowers.

Credit, three semester hours

BIO 1511 Principles of Anatomy & Physiology I, Laboratory

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1513, Principles of Anatomy and Physiology I, Lecture.

Credit, one semester hour

BIO 1513 Principles of Anatomy & Physiology I, Lecture

A lecture course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ systems levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems.

Credit, three semester hours

BIO 1521 Principles of Anatomy & Physiology II, Laboratory

A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1523, Principles of Anatomy and Physiology II, Lecture.

Credit, one semester hour

BIO 1523 Principles of Anatomy & Physiology I, Lecture

A lecture course that provides an introduction to the anatomical and physiological study of the human circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

Credit, three semester hours

BIO 1613 Nutrition

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption.

Credit, three semester hours

BIO 2511 Anatomy & Physiology I, Laboratory

Co-requisite: BIO 2513. Lecture material is reinforced with the use of models, laboratory exercises, audio-visual materials and dissection. Students will master basic laboratory techniques associated with the course. One two-hour laboratory per week.

Credit, one semester hour

BIO 2513 Anatomy & Physiology I, Lecture

Pre-requisite: BIO 1113 or a score of 17 or higher on the Science Reasoning portion of the ACT. Co-requisite: BIO 2511. The purpose of this course is to familiarize the student with the structure and interrelationships of bodily structures. In the first semester, the student begins with the study of the cell and progresses through tissues, skin, bones, muscles, and nerves. Upon completion of the first semester, the student will have mastered the basic concepts of human anatomy and physiology through the nervous system. Five unit tests are given during the semester. Three hours of lecture per week.

Credit, three semester hours

BIO 2521 Anatomy & Physiology II, Laboratory

Co-requisite: BIO 2523. The laboratory time is designed to give students knowledge concerning the physiology of those systems covered second semester and to expose them to standard laboratory tests and values. Models, slides, and audio-visual material are used to supplement the laboratory text. Upon successful completion of the course, the student will be able to recognize the anatomy of the major organ systems studied and understand their physiology. In addition, students will master the basic laboratory techniques associated with the course.

Credit, one semester hour

BIO 2523 Anatomy & Physiology II, Lecture

Co-requisite: BIO 2521. Prerequisite: BIO 2513. This course is a continuation of BIO 2513. The concepts covered this semester concern the endocrine system, the circulatory system, the respiratory system, the digestive system, the urinary system, and the reproductive system. The concepts identified and discussed in these chapters are concerned with the integration and coordination of bodily functions. Upon completion of this course the student will be able to understand and analyze the basic principles concerning the human organ systems. Five unit tests will be given during the semester. Three hours of lecture per week.

Credit, three semester hours

BIO 2921 Microbiology, Laboratory

Co-requisite: BIO 2923. This is an introductory laboratory course designed to teach microbiology laboratory techniques and their application. The student will learn aseptic techniques of handling bacterial cultures; basic bacterial staining techniques; use and care of binocular, bright field microscopes; and morphological and physiological aspects of bacterial identification. Student evaluation will be based upon unit examinations, successful completion of the weekly laboratory exercises, and a comprehensive final exam. Three hours of laboratory experience per week.

Credit, one semester hour

BIO 2923 Microbiology, Lecture

Prerequisite: BIO 1113 or a score of 17 or higher on the Science Reasoning portion of the ACT. Co-requisite: BIO 2921. This is an introductory course in microbiology designed for college students preparing for careers in allied health, interested in health and infectious disease, and for pre-professional science majors. Upon successful completion of this course the student will understand the functional anatomy of procaryotic, eucaryotic, and acellular microbes; bacterial nutrition and cultivation; genetics; and host parasite interaction. Student evaluation will be based upon unit examination, library/computer assignments, and a comprehensive final exam. Three hours of lecture per week.

Credit, three semester hours

BUSINESS (BAD)

BAD 1113 Introduction to Business

This course examines various fields of concentration which a student majoring in business may pursue. Attention is given to the business environment, business organization, economics, management, marketing, accounting, finance, and other dimensions of business. Three hours of lecture per week.

Credit, three semester hours

BAD 2323 Business Statistics

This course includes basic concepts and methods of statistics. Upon successful completion of this course, the student will be able to summarize data using descriptive statistical measures, construct confidence intervals, perform hypothesis tests, and obtain a regression analysis equation. Computers will be utilized for completing class assignments.

Credit, three semester hours

BAD 2413 Legal Environment of Business

This course carefully bridges legal and ethical concepts with their application in the business world. For every legal theory and ethical principle, a relevant and interesting business application follows. Students will learn to recognize legal and ethical issues and apply law and ethics to business decision-making. Upon successful completion of the course the student will be familiar with criminal law, civil law, torts, contracts, agency, the judicial system, business and the constitution, business crimes, product advertising and liability, environmental regulation, contracts, and sales performance and remedies, business forms and capitalization, and employment discrimination. Classroom participation with review of case study. Assessment methods include periodic objective and subjective exams. Three hours of lecture per week.

Credit, three semester hours

BAD 2533 Computer Applications in Business & Industry

An introduction to microcomputer software packages used in business and to the components of an information system to include Windows, spreadsheets, database, word processing, graphics, and electronic communication.

Credit, three semester hours

BAD 2713 Principles of Real Estate

This course is designed to provide a visual summary of the real estate transaction cycle. It gives the student an overview of the different steps involved in the sale of real property and to show how these steps are related to one another. This course is designed to prepare the student for their salespersons' and broker licensing examinations. Upon successful completion of the course, the student will demonstrate basic knowledge and understanding of real property. To meet this objective, students will be tested weekly in the manner of the state real estate examinations. Hands on training will be included. Three hours of lecture per week.

Credit, three semester hours

BAD 2723 Real Estate Law

This course is designed to prepare candidates for their salespersons' and brokers' licensing examinations. Upon successful completion of the course, the student will demonstrate knowledge of the basic rules of real estate law as they apply to real property, easements, zoning regulations, contracts, transferring title, recording, and federal laws affecting real estate. To meet this objective, students will be tested weekly in the manner of the state real estate examinations. Three hours of lecture per week.

Credit, three semester hours

BAD 2733 Real Estate Finance

Prerequisite: BAD 2713 or BAD 2723. This course is designed to prepare candidates for their salespersons' and brokers' licensing examinations. Upon successful completion of the course, the student will demonstrate knowledge of innovative financing devices, changes in the financial market, governmental controls, the money supply, local and national markets, notes and mortgages, deeds of trust, the Federal Reserve System, and other subjects for the real estate investor. To meet this objective, students will be tested weekly in the manner of the state real estate examinations. Three hours of lecture per week.

Credit, three semester hours

BAD 2743 Real Estate Appraisal I

Prerequisite: BAD 2713 or BAD 2723. This course is designed to prepare candidates for their salespersons' and brokers' licensing examinations. Upon successful completion of the course, the student will demonstrate basic knowledge and understanding of methods of real estate appraisal through practical approaches to current architectural trends and construction standards. To achieve this objective, students will be tested weekly in the manner of the state real estate examinations. Three hours of lecture per week.

Credit, three semester hours

BAD 2753 Real Estate Appraisal II

Prerequisite: BAD 2743. Emphasis is placed on income approaches to real estate valuation. Upon successful completion of the course, the student will demonstrate basic knowledge and understanding of the various income approaches to real estate valuation. To meet this objective, the students will be tested weekly in the manner of the state real estate examinations. Three hours of lecture per week.

Credit, three semester hours

BAD 2763 Property Management

Prerequisite: BAD 2713 or BAD 2723. This course deals with the nature of real property management. Upon successful completion of the course, the student will demonstrate basic knowledge and understanding of the major functions of property managers, including legal, interpersonal, maintenance, accounting, and administrative topics as well as specific practices and problems. To meet this objective, students will be tested weekly in the manner of the state real estate examinations. Three hours of lecture per week.

Credit, three semester hours

BAD 2813 Administrative Communications

Prerequisites: ENG 1113, ENG 1123, and keyboarding skills. An oral and written applications-oriented communications course with an emphasis on developing and writing business correspondence, reports, and oral briefings.

Credit, three semester hours

BAD 2853 Business Ethics

An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment.

Credit, three semester hours

CHEMISTRY (CHE)

CHE 1113 Chemistry Survey, Lecture

This course is designed to help the student lacking the background knowledge and skills necessary for enrolling in General Chemistry I (CHE 1213). Upon successful completion of this course, the student will be able to understand basic chemical concepts, atomic theory, and periodic properties. The student will be able to write chemical formulas, write balanced chemical equations, and solve quantitative calculations involving metric conversions, heat transfer, mole conversions, gas laws, and stoichiometry. Testing will consist of unit tests and a comprehensive final exam. This course consists of three hours of lecture per week, but it does not have a laboratory requirement. This course will only count for institutional credit.

Credit, three semester hours

CHE 1211 General Chemistry I, Laboratory

Co-requisite: CHE 1213. This laboratory serves as an extension and application of concepts covered in General Chemistry I lecture. Laboratory safety, proper identification and use of laboratory equipment, and basic laboratory techniques are stressed. Evaluation will be based upon the student's laboratory technique, laboratory data, quizzes, a midterm exam, and a final exam. The laboratory consists of one three-hour session per week.

Credit, one semester hour

CHE 1213 General Chemistry I, Lecture

Co-requisite: CHE 1211. This course deals with the general qualitative and quantitative aspects of matter and is designed for those students following a pre-professional math and science curriculum. Basic areas of instruction include using dimensional analysis to solve metric conversions, mole conversions, and stoichiometry calculations. Calculations involving heat transfer and gas laws will also be emphasized. The student will also be introduced to the principles of atomic theory, chemical bonding, periodic properties, writing and naming chemical formulas, classifying chemical reactions, and writing balanced chemical equations. Students scoring less than 19 on the math section of the ACT should enroll in CHE 1113 prior to enrolling in CHE 1213. Testing will consist of unit tests, quizzes, and a comprehensive final exam. This course consists of three hours of lecture per week and a co-requisite of CHE 1211 laboratory.

Credit, three semester hours

CHE 1221 General Chemistry II, Laboratory

Co-requisite: CHE 1223. The student will test the concepts stressed in General Chemistry II lecture through investigation and experimentation. Experiments include the qualitative analysis of Groups I and II cations, solution properties, acid-base chemistry, chemical kinetics, and electrochemistry. Evaluation will be based upon the student's laboratory technique, laboratory data, quizzes, a midterm exam, and a final exam. The laboratory consists of one three-hour session per week.

Credit, three semester hours

CHE 1223 General Chemistry II, Lecture

Co-requisite: CHE 1221. Prerequisites: CHE 1213 and CHE 1211. This course is a continuation of General Chemistry I (CHE 1213). Upon successful completion of this course, the student will demonstrate basic knowledge of the following concepts: chemical bonding and molecular structure, solutions and colligative properties of matter, acids and bases, chemical equilibria, chemical kinetics, thermodynamics, and electrochemistry. Evaluation will include unit tests, quizzes, and a comprehensive final exam. This class consists of three hours of lecture per week.

Credit, three semester hours

CHE 2422 Organic Chemistry I, Laboratory

Co-requisite: CHE 2423. This laboratory introduces equipment, procedures, techniques required for successful application of concepts covered in Organic Chemistry I lecture. Students will perform melting point determinations, simple and fractional distillations, recrystallizations, acid-base extractions, vacuum filtrations, infrared spectroscopy, gas chromatography, and other techniques in order to successfully conduct experiments, syntheses, and analyses emphasizing procedures and reactions covered in CHE 2423 lecture. Students will be evaluated on laboratory techniques, formal laboratory reports, quizzes, a midterm exam, and a final exam. This lab meets two and one-half hours twice per week.

Credit, two semester hours

CHE 2423 Organic Chemistry I, Lecture

Co-requisite: CHE 2421. Prerequisites: CHE 1223, CHE 1221. This course introduces basic organic functional groups, bonding principles, isomerism, stereochemistry, nomenclature, synthesis and reactions of alkanes, cycloalkanes, alkenes, alkynes, alcohols and alkyl halides. Addition, elimination, rearrangement and substitution mechanisms will be covered. Evaluation will be determined by unit tests and a comprehensive final examination.

Credit, three semester hours

CHE 2432 Organic Chemistry II, Laboratory

Co-requisite: CHE 2433. This laboratory is a continuation of CHE 2422. It will emphasize the synthesis, purification, and analysis of compounds prepared by reactions and mechanisms covered in CHE 2433 lecture. Students will be evaluated on laboratory techniques, quizzes, formal laboratory reports, a midterm exam, and a final exam. This lab meets two and one-half hours twice per week.

Credit, two semester hours

CHE 2433 Organic Chemistry II, Lecture

Co-requisite: CHE 2431. Prerequisite: CHE 2423. This course is a continuation of CHE 2423. Topics include aromaticity, electrophilic aromatic substitution, organometallic chemistry, carbonyl chemistry, amines, carbohydrates, and lipids. IR and NMR spectroscopy are an integral part of the course. Evaluation will be determined by unit tests and a comprehensive final exam.

Credit, three semester hours

COMPUTER SCIENCE (CSC)

CSC 1113 Computer Concepts

This course is designed to instill technological literacy. Upon successful completion of the course, the student will understand computer terminology and will know how the components of a computer system interact with each other. Students will become familiar with selected application software and the use of the Internet. A grade will be assigned based upon results of written objective tests, lab assignments, and a comprehensive examination. Two hours of lecture and two hours of laboratory per week.

Credit, three semester hours

CSC 1123 Computer Applications I

This course explores the use of microcomputers in business. Upon successful completion of this course, the student will have an overview of the operating system and comprehensive knowledge of selected word processing, spreadsheet, database, and presentation software. A grade will be assigned based on the results of written objective tests, laboratory assignments and a final examination. Two hours of lecture and two hours of laboratory per week.

Credit, three semester hours

CSC 2134 Programming I with C++

Prerequisite: A grade of C or better in high school Algebra II and an ACT math score of at least 18 or a grade of C or better in MAT 1233 (Intermediate Algebra). An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing.

Credit, four semester hours

CSC 2144 Programming II with C++

Prerequisite: CSC 2134. Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C++ language.

Credit, four semester hours

CRIMINAL JUSTICE (CRJ)**CRJ 1313 Introduction to Criminal Justice**

History, development, and philosophy of law enforcement in a demographic society, introduction to agencies involved in the administration of criminal justice; career orientation.

Credit, three semester hours

CRJ 1323 Police Administration & Organization

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior.

Credit, three semester hours

CRJ 1363 Introduction to Corrections

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects.

Credit, three semester hours

CRJ 1383 Criminology

The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior are covered.

Credit, three semester hours

CRJ 2313 Police Operations

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division.

Credit, three semester hours

CRJ 2323 Criminal Law

Basic elements of criminal law under the Constitution of the United States, state Constitutions, and federal and state statutes.

Credit, three semester hours

CRJ 2333 Criminal Investigation

Fundamentals, search and recording, collections and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation follow up.

Credit, three semester hours

CRJ 2513 Juvenile Justice

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

Credit, three semester hours

ECONOMICS (ECO)

ECO 2113 Principles of Macroeconomics

This course is designed to teach an introduction to macroeconomics. Emphasis is placed on terms and principles of economics and the economy; macroeconomic measurement and basic concepts; fiscal policy; money, banking, and monetary policy; and international trade. A minimum of four major tests and a comprehensive final are administered during the semester. Three hours of lecture per week.

Credit, three semester hours

ECO 2123 Principles of Microeconomics

A continuation of ECO 2113 designed to teach an introduction to microeconomics. Emphasis is placed on elasticity of supply and demand; the costs of production; pricing and output in different Markey structures; resource markets; and international trade. A minimum of four major tests and a comprehensive final are administered during the semester. Three hours of lecture per week.

Credit, three semester hours

EDUCATIONAL PSYCHOLOGY (EPY)

EPY 2513 Child Psychology

This course is designed to teach the fundamental processes and basic concepts of human growth and development from conception through adolescence. Upon successful completion of this course, the student will demonstrate basic competencies in understanding human development, including physical, intellectual, social and emotional development in the following periods: prenatal, infancy, early childhood, middle childhood, pre-adolescence, and adolescence. Special attention is given to the implications for education. These competencies will be tested by objective and subjective tests administered at least five times during the semester. Lectures will be combined with written and oral reports given by the students to enhance textbook material. Audiovisual presentations and guest speakers are also presented. Three hours of lecture per week.

Credit, three semester hours

EPY 2523 Adolescent Psychology

A study of human growth and development during adolescence. This includes physical, cognitive, emotional and psychosocial development. Also discussed are the roles of culture, education, ethnicity, family and society on the maturing adolescent.

Credit, three semester hours

EPY 2533 Human Growth & Development

This course is designed to teach the fundamental processes and basic concepts of developmental psychology covering the entire life span from conception to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Upon successful completion of the course, the student will demonstrate basic competencies by successful completion of objective and subjective tests on the physical, cognitive, social, emotional, and personality development of human beings in the following age groups: prenatal, childhood, adolescence and youth, middle adult years, old age. The class features a holistic approach for each level of development. Students contribute oral and written reports on current research. Three hours of lecture per week.

Credit, three semester hours

ENGINEERING (EGR)

EGR 2413 Engineering Mechanics I: Statics

Prerequisites: MAT 1323 or equivalent; MAT 1623. By successfully completing the course, the student will acquire an understanding of the mechanics of rigid bodies in static (equilibrium) situations. The student will develop the ability to apply vector methods in analyzing force systems, structures, frames, machines, moments of inertia, and friction effects. The student will apply his/her understanding and abilities in analyzing and solving real-world mechanics problems. Testing methods include unit tests and a comprehensive final exam. Three hours of lecture per week.

Credit, three semester hours

ENGLISH (ENG)

ENG 0123 Intermediate English

Upon successful completion of this course, the student will be able to write complete essays exhibiting unity, coherence, adequate and appropriate development, and comparative freedom from errors in grammar, mechanics, and usage. This course does not satisfy degree or program requirements. Three hours of lecture per week.

Institutional Credit, three semester hours

ENG 1113 English Composition I

This course is designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development.

Credit, three semester hours

ENG 1123 English Composition II

Prerequisite: ENG 1113. This course is a continuation of ENG 1113 with an emphasis on research and composition. Readings, essays, and a research paper are required.

Credit, three semester hours

ENG 2133 Creative Writing I

Prerequisite: Consent of the instructor. Writing the poem, the short story, the essay, and the play.

Credit, three semester hours

ENG 2153 Traditional Grammar

This course reviews the fundamental rules of grammar with which the elementary teacher must be familiar in order to teach language skills. The study includes a review of parts of speech, sentence patterns, pronoun usage, verb properties, spelling, diction, punctuation, and mechanics. Upon successful completion of this course, the student will be able to demonstrate his/her proficiency by scoring at least 70 percent average on the materials covered during the course. Requirements will include assigned readings concerning language. Recommended prerequisites: ENG 1113 and ENG 1123.

Credit, three semester hours

ENG 2223 American Literature I

Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman.

Credit, three semester hours

ENG 2233 American Literature II

Representative prose and poetry of the United States from Walt Whitman to the present.

Credit, three semester hours

ENG 2323 British Literature I

This course surveys British literature from its beginnings to the Restoration period with emphasis on literary works as products of their times. Upon successful completion of the course, the student will be able to read and understand assigned selections from the text. In addition to participating in class discussions and viewing selected films, the student will be able to write (observing acceptable composition skills) an assigned number of analysis and/or summary papers. The subjects for these papers will correlate with in-class assignments. The student must complete an objective-essay test following each unit of study and comprehensive final exam. The course is taught in the fall semester. Three hours of lecture per week.

Credit, three semester hours

ENG 2333 British Literature II

This course surveys British literature from the Restoration period to the present, continuing the emphasis on the works as products of their time. Upon successful completion of the course, the student will be able to read and understand assigned selections from the text. In addition to participating in class discussions and viewing selected films, the student will be able to write (observing acceptable composition skills) an assigned number of analysis and/or summary papers. The subjects of these papers will correlate with in-class assignments. The student must complete an objective/essay test following each unit of study and comprehensive final exam. This course is taught in the spring semester. Three hours of lecture per week.

Credit, three semester hours

ENG 2423 World Literature I

A survey of selected writings of the Ancient World period, Middle Ages, and the Renaissance.

Credit, three semester hours

ENG 2433 World Literature II

This course offers a survey of ancient and medieval literature (primarily Western) beginning with Dante, as well as practice in critical thinking, reading, and writing.

Credit, three semester hours

FAMILY AND COMMUNITY SERVICES (FCS)

FCS 1253 Nutrition

Prerequisite: CHE 1213 or BIO 2513. Upon successful completion of this course, the student will be familiar with nutrients required for normal growth. The student will be able to apply concepts learned to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Objective and essay tests provide additional means of evaluation. Three hours lecture per week.

Credit, three semester hours

GEOGRAPHY (GEO)

GEO 1113 World Geography

This course will acquaint the student with the major geographic regions of the world, their general physical and human characteristics, and the modern developments affecting the nations of each region. Specific regional topics will include interpretation and use of maps, physical and human landscapes, political environments, population growth, economic systems, and relevant historical influences. The student will demonstrate knowledge of these topics through periodic objective and subjective testing, outside reading, research, map work, and class discussion pertaining to lecture topics. Three hours of lecture per week.

Credit, three semester hours.

GEO 1211 Introduction to Meteorology, Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in GEO 1213 Introduction to Astronomy, Lecture. Students must be concurrently enrolled in GEO 1213 or have received previous credit for that course. Students will be evaluated through pre-lab and post-lab reports, performance of assigned activities, and a comprehensive lab final. Two hours of lab per week.

Credit, one semester hour

GEO 1213 Introduction to Meteorology, Lecture

This course will acquaint the student with the properties of the atmosphere, the interactions between the atmosphere and the other components of the Earth system, and the principles that govern weather and climate. Specific topics will include sources of weather information, composition and structure of the atmosphere, the planet's radiation, balance and controls of temperature, air pressure, humidity, clouds and precipitation, forces governing atmospheric circulation, and weather systems. The student will demonstrate knowledge of these topics through periodic objective and subjective testing, outside reading, assigned research, internet investigations, and class discussion. Three hours of lecture per week.

Credit, three semester hours

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPR)

HPR 1111 General Physical Education Activities I

Designed to enhance the student's awareness of the importance of nutrition, physical education, and recreation to overall health and general well-being. Stresses the essentials of cardiovascular efficiency, muscle strength and endurance, body composition, and flexibility through individual and team sports and varied exercises.

Credit, one semester hour

HPR 1121 General Physical Education Activities II

A continuation of HPR 1111. Incorporates health fitness concepts as they pertain to the individual student.

Credit, one semester hour

HPR 1131 Varsity Sports I

Participation in varsity sports.

Credit, one semester hour

HPR 1141 Varsity Sports II

Participation in varsity sports.

Credit, one semester hour

HPR 1213 Personal & Community Health I

The purpose of this course is to teach the student about specific health behaviors and the physiological, sociological, psychological, emotional, and spiritual implications of these behaviors; to help the student understand his/her own motivations as well as the motivations of others regarding health behavior; to aid the student in acquiring good health-related attitudes and behaviors; to assist in the development of decision-making skills, to offer learning experiences that will improve self-esteem, decrease alienation, and develop a sense of personal self-control; and to educate the student in making health-related decisions that will allow him/her to achieve his/her full potential. Material covered in this class will include psycho-social health, stress, fitness, nutrition, drug and alcohol use and abuse, and smoking. Objective tests will be administered to evaluate student performance. Written reports are required. Three hours of lecture per week.

Credit, three semester hours

HPR 1313 Introduction to Health, Physical Education & Recreation

This course emphasizes the development of physical education and sports and their interaction. Upon successful completion of the course, the student will demonstrate an understanding of the philosophy, history, and objectives of physical education. The student will be exposed to career opportunities in the field by participating in several field trips. Periodic objective tests will be administered. Written reports are required. Three hours of lecture per week.

Credit, three semester hours

HPR 1571 Dance I

Elementary dance techniques. Dance training includes classical ballet exercise, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling and figure control.

Credit, one semester hour

HPR 1581 Dance II

A continuation of HPR 1571.

Credit, one semester hour

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.

Credit, one semester hour

HPR 1751 Nutrition & Weight Control

This course is designed to expose the student to the importance and significance of nutrition in health and physical education. Upon successful completion of the course, the student will demonstrate an understanding of these topics. Objective tests will be administered to evaluate student performance. Written and oral reports are required. One hour of lecture per week.

Credit, one semester hour

HPR 2111 General Physical Education Activities III

A continuation of HPR 1121.

Credit, one semester hour

HPR 2121 General Physical Education Activities IV

A continuation of HPR 2111.

Credit, one semester hour

HPR 2131 Varsity Sports III

Participation in varsity sports.

Credit, one semester hour

HPR 2141 Varsity Sports IV

Participation in varsity sports.

Credit, one semester hour

HPR 2213 First Aid & CPR

This course is designed to provide knowledge and skills to meet the needs of most emergency situations. It incorporates personal safety and accident prevention information. The students will learn safety and first aid practices as prescribed in the American Red Cross standard course. Oral and written reports as well as objective tests will be given to determine the student's command of the subject matter. Three hours of lecture per week.

Credit, three semester hours

HPR 2412 Individual & 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.

Credit, two semester hours

HPR 2423 Football Theory

Theoretical study of football from an offensive and defensive standpoint including the fundamental of blocking, passing, tackling, charging, punting, generalship, rules and team play.

Credit, three semester hours

HPR 2433 Basketball Theory

A theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals team organization.

Credit, three semester hours

HPR 2443 Athletic Training & Treatment of Injuries

A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports.

Credit, three semester hours

HPR 2453 Baseball Theory

A theoretical study of baseball from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization.

Credit, three semester hours

HPR 2571 Dance III

A continuation of HPR 1581.

Credit, one semester hour

HPR 2581 Dance IV

A continuation of HPR 2571.

Credit, one semester hour

HISTORY (HIS)**HIS 1113 Western Civilization I**

The student will receive a general survey of European history from ancient times to A.D. 1660. Included in this will be the study of man and the four factors - political, social, economic, and geographic - that influenced history from earliest times to the middle of the seventeenth century. Upon successful completion of this course, the student will demonstrate a knowledge of man and the four factors that have influenced history through periodic objective and subjective tests, map work, outside readings, research, oral reports, and class discussion pertaining to lecture and current events. Three hours of lecture per week.

Credit, three semester hours

HIS 1123 Western Civilization II

The student will continue a general survey of European history since 1660 A.D. This sequel will be an overview of European colonizations and imperialism in Asia, Africa, and the Americas; revolutionary movements of the eighteenth and nineteenth centuries; the movements leading to WWI; the Great War; the aftermath of the war; the global results of WWII; and recent current events including changes in Europe and international developments. Upon successful completion of this course, the student will demonstrate a knowledge of the above through periodic objective and subjective tests, map work, outside readings, research, oral reports, and class discussion pertaining to lecture and current events. Three hours of lecture per week.

Credit, three semester hours

HIS 1163 World Civilization I

This course is a survey of the history of humankind and focuses on governmental, economic, social, religious, intellectual and esthetic activities from the earliest civilizations in Africa, the Orient, and the West, as well as development around the world during the ancient times, the Middle Ages and the early modern period. Emphasis is given to early civilizations in the Middle East, India, China, and Europe. In Europe, the survey extends beyond the Middle Ages to cover the Age of Exploration, the Renaissance, and the Reformation.

Credit, three semester hours

HIS 1173 World Civilization II

A continuation of HIS 1163, this course begins with a survey of 17th and 18th century power politics in Europe and covers the revolutionary movements and developments of the 18th and 19th centuries in Europe, the Orient, and underdeveloped areas of the world. Half of this survey is devoted to 20th century movements leading to World War I, global events preceding World War II and the aftermath of the world wars, including Cold War conflicts in Korea and Vietnam.

Credit, three semester hours

HIS 1613 Survey of African-American History

This is a survey of African-American history from the study of one or more African civilizations to the present day. Attention will also be given to the activities of other minority groups.

Credit, three semester hours

HIS 2213 American (U.S.) History I

The student will receive a general survey of American history from the pre-Columbian Era to the Reconstruction. This study will include the Colonial Era with special emphasis on the English, the American Revolution, the forming of a new government, and the social and economic aspects of American life from 1783 to 1865. Upon successful completion of this course, the student will demonstrate a knowledge of the above through periodic objective and subjective tests, map work, outside readings, research, oral reports, and class discussion pertaining to lecture and current events. Three hours of lecture per week.

Credit, three semester hours

HIS 2223 American (U.S.) History II

In this sequel to American History 2213, the student will receive a general survey of the Post-Reconstruction Period; the conquest of the Great West, the rise of industrialism and its effects on U.S. society and economy; the Great War; the JazzAge; the Depression and the New Deal; WWII; the post war social changes; the Cold War Era, and the post Cold War Era—domestic and foreign. Upon successful completion of this course, the student will verify his/her knowledge of the above through periodic objective and subjective tests, map work, outside readings and oral reports, research, and class discussion pertaining to lecture and current events. Three hours of lecture per week.

Credit, three semester hours

HUMANITIES (HUM)

HUM 1911 Honors Forum I

Prerequisite: By Invitation. Elective credit will be given to Scholars Bowl Team and Alternate Members. Two hours laboratory per week.

Credit, one semester hour

HUM 1913 An Honors Forum

Prerequisite: By invitation. 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 program integrates readings from the humanities, classic works of literature, and experimental learning exercises with readings and discussions of traditional theories.

Credit, three semester hours

HUM 1921 Honors Forum II

Prerequisite: By Invitation. Elective credit will be given to Scholars Bowl Team and Alternate Members. Two hours laboratory per week.

Credit, one semester hour

HUM 2911 Honors Forum III

Prerequisite: By Invitation. Elective credit will be given to Scholars Bowl Team and Alternate Members. Two hours laboratory per week.

Credit, one semester hour

HUM 2921 Honors Forum IV

Prerequisite: By Invitation. Elective credit will be given to Scholars Bowl Team and Alternate Members. Two hours laboratory per week.

Credit, one semester hour

JOURNALISM (JOU)

JOU 1111, 1121, 2111, 2121 College Publications (Newspaper)

JOU 1111, 1121, 2111, 2121 College Publications (Yearbook)

After successful completion of one or more of these courses, the student will have practical experience in the production of the College newspaper or the Yearbook. Students will receive assignments in feature and copy writing, make-up and layout, editing, photography, and other aspects of design and production. The instructor will evaluate assignments as to their timely completion, quality of work, and cooperation with the staff in the overall development of the publications.

Credit, one semester hour

LEADERSHIP (LEA)

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, principles of ethics, etiquette, and working with volunteers.

Credit, one semester hour

LEARNING AND LIFESKILLS (LLS)

LLS 1311 Orientation

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

Credit, one semester hour

LLS 1423 College Study Skills

This course helps students become better learners. The Learning to Learn System is applied throughout this course. Topics include the structure of learning, note-taking skills, questioning skills, reading strategies, problem solving techniques, and the theory and practice of the Learning to Learn System. The course familiarizes students with the concept of individual learning styles.

Credit, three semester hours

LLS 1711 Job Search Skills

This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude.

Credit, one semester hour

LLS 1721 Employment 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.

Credit, one semester hour

LIBRARY SCIENCE (LIS)

LIS 1121 The Electronic Library

Students will locate, select, and synthesize information from a variety of text, media, references, and technological sources. Course includes network basics, formulating searches, library tools, Internet, citing resources, and publishing WEB pages.

Credit, one semester hour

MATHEMATICS (MAT)

MAT 0123 Beginning Algebra

This course is designed for the student who has not had an algebra course or who did not do well in the high school Algebra I course. The topics covered in this course include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials and factoring. This course does not satisfy degree or program requirements. Three hours of lecture per week.

Credit, three semester hours

MAT 1233 Intermediate Algebra

Prerequisite: A grade of C or better in high school Algebra I and an ACT math score of 17 or higher or a grade of C or better in MAT 0123 (Beginning Algebra). The topics covered in this course include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Three hours of lecture per week.

Credit, three semester hours

MAT 1313 College Algebra

Prerequisite: A grade of C or better in high school Algebra II and an ACT math score of 19 or higher or a grade of C or better in MAT 1233 (Intermediate Algebra). The topics covered in this course include inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours of lecture per week.

Credit, three semester hours

MAT 1323 Trigonometry

Prerequisite: Same as for MAT 1313 (College Algebra). The topics covered in this course include trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours of lecture per week.

Credit, three semester hours

MAT 1513 Business Calculus I

Prerequisite: MAT 1313. The topics covered in this course include functions, limits, continuity, derivatives, and their applications to business and economics. Three hours of lecture per week.

Credit, three semester hours

MAT 1613 Calculus I

Prerequisite: A grade of C or better in high school Advanced Math and a Math ACT score of 22 or higher or a grade of C or better in MAT 1323 or college equivalent. The topics covered in this course include limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three hours of lecture per week.

Credit, three semester hours

MAT 1623 Calculus II

Prerequisite: MAT 1613. The topics covered in this course include the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications. Three hours of lecture per week.

Credit, three semester hours

MAT 1723 Real Number System

Prerequisite: MAT 1313. The topics covered in this course include set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours of lecture per week.

Credit, three semester hours

MAT 1733 Geometry, Measurement and Probability

Prerequisite: MAT 1313. The topics covered in this course are statistics, probability, geometri shapes, measurements, and coordinate geometry. Three hours of lecture per week.

Credit, three semester hours

MAT 1753 Quantitative Reasoning

Prerequisite: Same as for MAT 1313 (College Algebra). The topics covered in this course include basic mathematical concepts from logic, algebra, number theory, statistics, and modern applications. Three hours of lecture per week.

Credit, three semester hours

MAT 2323 Statistics

Prerequisite: MAT 1313 (College Alegebra). The topics covered in this course include statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours of lecture per week.

Credit, three semester hours

MAT 2613 Calculus III

Prerequisite: MAT 1623. The topics covered in this course include analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series. Three hours of lecture per week.

Credit, three semester hours

MAT 2623 Calculus IV

Prerequisite: MAT 2613. The topics covered in this course include partial differentiation; multiple integration; vector calculus; quadric surfaces. Three hours of lecture per week.

Credit, three semester hours

MAT 2913 Differential Equations

Prerequisite: MAT 2613. Upon successful completion of this course, the student will be able to solve first order differential equations using analytic, numerical, and series approaches, solve linear differential equations of higher order using a variety of methods (including Laplace Transforms), understand existence theorems, and solve applications from geometry, physics, and chemistry. Three hours of lecture per week.

Credit, three semester hours

MODERN FOREIGN LANGUAGES (MFL)

Note: A year's study in a high school language course will be considered the equivalent of a semester's work at the college level for the purpose of determining the appropriate course in which a student may enroll. In cases where an exception to this rule is necessary, permission of the instructor is required.

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. Grade determination is based on the student's classroom use of the language, successful completion of assignments and projects, periodic quizzes and tests, and the final exam. Three hours of lecture per week.

Credit, three semester hours

MFL 1123 French II

MFL 1123 continues MFL 1113 with wider vocabulary and more complex structures and functions. Grade determination is based on the student's classroom use of the language, successful completion of assignments and projects, periodic quizzes and tests, and the final exam. Three hours of lecture per week.

Credit, three semester hours.

MFL 1213 Spanish I

Spanish I, MFL 1213, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Drills on grammar through written and oral exercises are used in class work. The student's classroom use of the language and objective tests will be used in grade determination. Three hours of lecture per week.

Credit, three semester hours

MFL 1223 Spanish II

Prerequisite: MFL 1213. Spanish II, MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. The student's classroom use of the language and objective tests will be used in determining grades. Three hours of lecture per week.

Credit, three semester hours

MFL 1313 German I

MFL 1313, an introductory course, incorporates an oral-aural approach stressing conversation, pronunciation, comprehension, reading, writing, and functional grammar. Three hours of lecture per week.

Credit, three semester hours

MFL 1323 German II

MFL 1323 continues MFL 1313 with wider vocabulary and more complex structures and functions. Three hours of lecture per week.

Credit, three semester hours

MFL 1413 Japanese I

Introduction of hiragana. An oral -aural approach stressing pronunciation, intonation, articulation, comprehension, writing and reading hiragana, speaking, listening, with functional grammar.

Credit, three semester hours

MFL 1423 Japanese II

Prerequisite: MFL 1413 or equivalent. A continuation of Japanese 1413. Introduction of katakana and kanji, the Chinese characters. An oral-aural approach with continued emphasis on conversation, pronunciation, comprehension, reading, writing, speaking, listening, and functional grammar with emphasis on the practical aspects of the language.

Credit, three semester hours

MFL 2113 French III

MFL 2113 continues MFL 1123 with additional materials of literary and cultural value. Three hours of lecture per week.

Credit, three semester hours

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. Three hours of lecture per week.

Credit, three semester hours.

MFL 2213 Spanish III

Spanish III, MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Objective and subjective tests are used to determine the student's grade. Three hours of lecture per week.

Credit, three semester hours

MFL 2223 Spanish IV

Prerequisite: MFL 2213. 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. Three hours of lecture per week.

Credit, three semester hours

MFL 2313 German III

MFL 2313 continues MFL 1323 with additional materials of literary and cultural value. Three hours of lecture per week.

Credit, three semester hours

MFL 2323 German IV

MFL 2323 continues MFL 2313 with additional literary and cultural readings and compositions, as well as review of essential elements of grammar. Three hours of lecture per week.

Credit, three semester hours

MFL 2413 Japanese III

Prerequisite: MFL 1423 or equivalent. A continuation of Japanese 1423. An oral-aural approach with continued practice of writing and reading hiragana, katakana, and new kanji and their combinations. Introduction of the plain forms of the language. Focus on four skills, speaking, listening, reading, writing with the functional grammar with emphasis on the practical aspects of the language.

Credit, three semester hours

MFL 2423 Japanese IV

Prerequisite: MFL 2413 or equivalent. A continuation of Japanese 2413. An oral-aural approach with continued practice of writing and reading hiragana, katakana, and new kanji and their combinations. Focus on four skills, speaking, listening, reading, writing with the functional grammar with emphasis on the practical aspects of the language.

Credit, three semester hours

MFL 2513 Occupational Spanish

This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business. The primary objective of this course is to develop oral proficiency within a medical context. Special emphasis is placed on pronunciation and conversation. Some grammar is reviewed.

Credit, three semester hours

MUSIC APPLIED (MUA)

MUA 1141 Brass for Non-Majors I

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.

Credit, one semester hour

MUA 1151 Brass for Non-Majors II

A continuation of MUA 1141.

Credit, one semester hour

MUA 1172 Brass for Music Education Majors I

This course is designed to provide intensive study and training on the instrument in which the student is majoring. Scales, technique, pitch, range, and literature are emphasized. The student is required to perform at recital class once in the semester. Two half-hour lessons and a minimum of four hours of practice per week.

Credit, two semester hours

MUA 1182 Brass for Music Education Majors II

A continuation of MUA 1172.

Credit, two semester hours

MUA 1211 Classical Guitar I

Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

Credit, one semester hour

MUA 1221 Classical Guitar II

A continuation of MUA 1211

Credit, one semester hour

MUA 1241 Guitar for Non-Majors I

Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar techniques, literature, and performance of standard literature.

Credit, one semester hour

MUA 1251 Guitar for Non-Majors II

A continuation of MUA 1241.

Credit, one semester hour

MUA 1272 Guitar for Music Education Majors I

Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature and performance of standard literature.

Credit, two semester hours

MUA 1282 Guitar for Music Education Majors II

A continuation of MUA 1272.

Credit, two semester hours

MUA 1441 Percussion for Non-Majors I

This course is designed to provide basic study and training towards participation in a performing ensemble. Music Notation, Technique, Scales, and Rudiments are the focus of the course. The student is required to perform at recital class once in the semester. Two half-hour lessons and a minimum of three hours practice per week.

Credit, one semester hour

MUA 1451 Percussion for Non-Majors II

A continuation of MUA 1441.

Credit, one semester hour

MUA 1472 Percussion for Music Education Majors I

This course is designed to provide intensive study and training on the instrument in which the student is majoring. Scales, technique, pitch, range, and literature are emphasized. The student is required to perform at recital class once in the semester. Two half-hour lessons and a minimum of four hours of practice per week.

Credit, two semester hours

MUA 1482 Percussion for Music Education Majors II

A continuation of MUA 1472.

Credit, two semester hours

MUA 1541 Piano for Non-Majors I

Teaching procedures for each student differ greatly because of the varying levels of beginning skills of each individual. All students learn major and minor scales and chords and are exposed to major composers' works. Hanon and Czerny drills and exercises are included to increase finger dexterity, and a minimum of five hours of practice each week is expected. Testing and evaluation methods include two recitals per semester with memorized pieces.

Credit, one semester hour

MUA 1551 Piano for Non-Majors II

A continuation of MUA 1541.

Credit, one semester hour

MUA 1571 Piano for Music Education Majors I

These classes are designed for students that are majoring in music education, but NOT piano. Teaching procedures for each student differ greatly because of the varying levels of beginning skills of each individual. All students learn major and minor scales, chords, and arpeggios, and are exposed to major composers' works. Hanon and Czerny drills and exercises are included to increase finger dexterity. A minimum of ten hours of practice each week is expected. Testing and evaluation methods include two recitals per semester with memorized pieces.

Credit, one semester hour

MUA 1572 Piano for Music Majors I

These classes are designed for students that are majoring in music with an emphasis in piano. Teaching procedures for each student differ greatly because of the varying levels of beginning skills of each individual. All students must play all major and minor scales (two octave hands together), chords, and arpeggios, and are expected to perfect major composers' works. Hanon and Czerny drills and exercises are included to increase finger dexterity. A minimum of ten hours of practice each week is required. Testing and evaluation methods include attendance and performance in weekly recital class and juries during exam week. Pieces must be memorized.

Credit, two semester hours

MUA 1581 Piano for Music Education Majors II

A continuation of MUA 1572.

Credit, one semester hour

MUA 1582 Piano for Music Majors II

A continuation of MUA 1572.

Credit, two semester hours

MUA 1641 Strings for Non-Majors I

Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions.

Credit, one semester hour

MUA 1651 Strings for Non-Majors II

A continuation of MUA 1641.

Credit, one semester hour

MUA 1741 Voice for Non-Majors I

This course is offered to students on a first-come basis. It is designed to help interested students in better performance of their vocal abilities. Attendance at two recital classes is required and participation is encouraged. One-hour private lesson with a minimum of five hours of practice each week.

Credit, one semester hour

MUA 1751 Voice for Non-Majors II

A continuation of MUA 1741.

Credit, one semester hour

MUA 1771 Voice for Music Education Majors I

This course is designed to teach the fundamentals principles of singing: correct breathing, placement, phrasing, posture, intonation and projection. The course is taught in the manner most beneficial to each individual. The student is required to memorize as Italian aria, one sacred selection, and one art song each semester. Attendance and performance in weekly recital classes are required. Each student will receive one private lesson per week with a minimum of five hours of practice per week expected.

Credit, one semester hour

MUA 1772 Voice for Music Majors I

This course is designed to teach the fundamental principles of singing: correct breathing, placement, phrasing, posture, intonation, and projection. The course is taught in the manner most beneficial to each individual. The student is required to memorize an Italian Aria, one sacred selection, and one art song each semester. Two recital classes are held, and each student is required to perform for fellow classmates. One-hour private lesson per week with a minimum of ten hours of practice per week.

Credit, two semester hours

MUA 1781 Voice for Music Education Majors II

A continuation of MUA 1771.

Credit, one semester hour

MUA 1782 Voice for Music Majors II

A continuation of MUA of 1772.

Credit, two semester hours

MUA 1841 Woodwinds for Non-Majors I

Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing.

Credit, one semester hour

MUA 1851 Woodwinds for Non-Majors II

A continuation of MUA of 1841.

Credit, one semester hour

MUA 1872 Woodwinds for Music Education Majors I

This course is designed to intensely study and train on the instrument in which the student is majoring. Scales, technique, pitch, range, and literature are emphasized. The student is required to perform at recital class once in the semester. Two half-hour lessons and a minimum of four hours of practice each week.

Credit, two semester hours

MUA 1882 Woodwinds for Music Education Majors II

A continuation of MUA 1872.

Credit, two semester hours

MUA 2141 Brass for Non-Majors III

A continuation of MUA 1151.

Credit, one semester hour

MUA 2151 Brass for Non-Majors IV

A continuation of MUA 2141.

Credit, one semester hour

MUA 2172 Brass for Music Education Majors III

A continuation of MUA 1182.

Credit, two semester hours

MUA 2182 Brass for Music Education Majors IV

A continuation of MUA 2172.

Credit, two semester hours

MUA 2211 Classical Guitar III

A continuation of MUA 1221

Credit, one semester hour

MUA 2221 Classical Guitar IV

A continuation of MUA 2211

Credit, one semester hour

MUA 2241 Guitar for Non-Majors III

A continuation of MUA 1251.

Credit, one semester hour

MUA 2251 Guitar for Non-Majors IV

A continuation of MUA 2241.

Credit, one semester hour

MUA 2272 Guitar for Music Education Majors III

A continuation of MUA 1282.

Credit, two semester hours

MUA 2282 Guitar for Music Education Majors IV

A continuation of MUA 2272.

Credit, two semester hours

MUA 2441 Percussion for Non-Majors III

A continuation of MUA 1451.

Credit, one semester hour

MUA 2451 Percussion for Non-Majors IV

A continuation of MUA 2441.

Credit, one semester hour

MUA 2472 Percussion for Music Education Majors III

A continuation of MUA 1482.

Credit, two semester hours

MUA 2482 Percussion for Music Education Majors IV

A continuation of MUA 2472.

Credit, two semester hours

MUA 2541 Piano for Non Majors III

A continuation of MUA 1551.

Credit, one semester hour

MUA 2551 Piano for Non-Majors IV

A continuation of MUA 2541.

Credit, one semester hour

MUA 2571 Piano for Music Education Majors III

A continuation of MUA 1582.

Credit, one semester hour

MUA 2572 Piano for Music Majors III

A continuation of MUA 1582.

Credit, two semester hours

MUA 2581 Piano for Music Education Majors IV

A continuation of MUA 2572.

Credit, one semester hour

MUA 2582 Piano for Music Majors IV

A continuation of MUA 2572.

Credit, two semester hours

MUA 2641 Strings for Non-Majors III

A continuation of MUA 1651.

Credit, one semester hour

MUA 2651 Strings for Non-Majors IV

A continuation of MUA 2641.

Credit, one semester hour

MUA 2741 Voice for Non-Majors III

A continuation of MUA 1751.

Credit, one semester hour

MUA 2751 Voice for Non-Majors IV

A continuation of MUA 2741.

Credit, one semester hour

MUA 2771 Voice for Music Education Majors III

A continuation of MUA 1781.

Credit, one semester hour

MUA 2772 Voice for Music Majors III

A continuation of MUA 1782.

Credit, two semester hours

MUA 2781 Voice for Music Education Majors IV

A continuation of MUA 2771.

Credit, one semester hour

MUA 2782 Voice for Music Majors IV

A continuation of MUA 2772

Credit, two semester hours

MUA 2841 Woodwinds for Non-Majors III

A continuation of MUA of 1851.

Credit, one semester hour

MUA 2851 Woodwinds for Non-Majors IV

A continuation of MUA of 2841.

Credit, one semester hour

MUA 2872 Woodwinds for Music Education Majors III

A continuation of MUA 1882.

Credit, two semester hours

MUA 2882 Woodwinds for Music Education Majors IV

A continuation of MUA 2872.

Credit, two semester hours

MUSIC FOUNDATIONS (MUS)

MUS 1113 Music Appreciation

This course is designed to teach characteristics of music, the better known composers, and representative works from all periods of music history from the Middle Ages to the present. Listening outlines are followed as representative compositions are heard during regular class periods. Teaching consists of periodic daily tests and objective unit tests as each period of history is concluded. Three hours of lecture per week.

Credit, three semester hours

MUS 1123 Music Survey for Majors

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

Credit, three semester hours

MUS 1133 Fundamentals of Music

This course is designed to teach the basic skills in music, keys, scale construction, intervals, triads, and the dominant seventh chord. Upon successful completion of this course, the student should be able to fluently read and understand music notation. This course is intended for students who desire more in-depth knowledge of music fundamentals and is open to non-music majors as well as music majors. Music majors that have no prior experience in writing or reading music may be required to take this course.

Credit, three semester hours

MUS 1211 Music Theory I, Lab

Prerequisite: A knowledge of music notations. Laboratory activities will center on developing listening, playing, and singing skills with major scales and chords, intervals up to a perfect fifth and primary chords. Sight-singing activities will be emphasized. Other activities will include taking stepwise melodic dictation and rhythmic dictation in simple time.

Credit, one semester hour

MUS 1213 Music Theory I

Prerequisite: A knowledge of music notations. This course is designed to teach the basic skills in music: keys, scale construction, intervals, triads, the dominant seventh chord, part writing, and modulation. Upon successful completion of this course, the student will be able to transpose simple melodies and chords, arrange songs for band instruments, and take melodic and rhythmic dictation. Three hours of lecture per week, two hours of laboratory.

Credit, three semester hours

MUS 1221 Music Theory II, Lab

Prerequisite: Minimum grade of "C" in MUS 1211. Laboratory activities will center on developing listening, playing, and singing skills using all melodic intervals within the octave and all diatonic chords in a harmonic setting. Other activities will include taking melodic dictation with chordal skips, rhythmic dictation including compound time and simple composition. Sight-singing will be emphasized.

Credit, one semester hour

MUS 1223 Music Theory II

A continuation of MUS 1214.

Credit, three semester hours

MUS 1323 Music Survey

This course is an advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours of lecture per week.

Credit, three semester hour

MUS 1811 Music Theatre Workshop I

The workshop is designed to introduce the student to all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors.

Credit, one semester hour

MUS 1821 Music Theatre Workshop II

A continuation of MUS 1811.

Credit, one semester hour

MUS 1910 Recital Class I

This bi-weekly course is designed to afford music majors the opportunity to learn the necessary skills needed to perform in a professional setting. Music majors are required to perform at least once per semester.

Credit, zero semester hours

MUS 1920 Recital Class II

A continuation of MUS 1910.

Credit, zero semester hours

MUS 2211 Music Theory III, Lab

Prerequisite: Minimum grade of "C" in MUS 1221. Laboratory activities will center on developing listening, playing singing and composing skills utilizing major, minor, chromatic pentatonic and whole-tone scales as well as all modes. Also included will be practice with harmonic intervals and seventh chord. Sight-singing will be emphasized, as will harmonic dictation using all chord positions.

Credit, one semester hour

MUS 2213 Music Theory III

A continuation of MUS 1224.

Credit, three semester hours

MUS 2221 Music Theory IV, Lab

Prerequisite: Minimum grade of “C” in MUS 2211. Laboratory activities will center on developing singing, playing, composing and listening skills which include harmonic and melodic modulations as well as secondary dominants. Emphasis will be placed on melodic and rhythmic sight-reading and playing from a “leadsheet.”

Credit, one semester hour

MUS 2223 Music Theory IV

A continuation of MUS 2214.

Credit, three semester hours

MUS 2313 Music History I

Study of Western music beginning in ancient Greece, continuing through the Baroque, the Classical period and continuing to present day. Study includes early music, middle ages, Renaissance, Baroque, Classical, Romantic, and twentieth century music and the various aspects of style and genres exemplified in the works of the major composers of each period. Three hours of lecture per week.

Credit, three semester hours

MUS 2513 Music for Elementary Teachers

This course is designed to teach the basic elements of music—rhythm, keys, scales, chords, and notation—to future classroom teachers. This course acquaints students with several series of music books used in grades K-6. Upon successful completion of this course, the student will be able to play short melodies and chords on the piano, accompany singing on the autoharp, and know the basic elements of music. No previous instruction in music is required. This course is strongly recommended for elementary education majors. Tests are given after each skill is learned. Each student is responsible for a bulletin board at a given time during the semester. Three hours of lecture per week.

Credit, three semester hours

MUS 2811 Music Theatre Workshop III

A continuation of MUS 1821.

Credit, one semester hour

MUS 2821 Music Theatre Workshop IV

A continuation of MUS 2811.

Credit, one semester hour

MUS 2910 Recital Class III

A continuation of MUS 1920.

Credit, zero semester hours

MUS 2920 Recital Class IV

A continuation of MUS 2910.

Credit, zero semester hours

MUSIC ORGANIZATIONS (MUO)**MUO 1111 Band I**

The band is designed to accommodate all former band students who wish to participate. The marching band furnishes music for athletic events, student activities, parades, and various community events. The dance line is selected on a competitive basis by the director of dance. Rehearsals are daily, and scholarships are available.

Credit, one semester hour

MUO 1121 Band II

A continuation of MUO 1111.

Credit, one semester hour

MUO 1141 Steel Pan Ensemble I

This is a performing ensemble that plays at several venues throughout the semester. This ensemble is open to the Southwest student body, with no prior music experience necessary. Students will learn how to read music and play selected instruments.

Credit, one semester hour

MUO 1151 Steel Pan Ensemble II

A continuation of MUO 1141.

Credit, one semester hour

MUO 1171 Stage Band I

The members of the stage band are selected from the members of the marching band by audition.

Credit, one semester hour

MUO 1181 Stage Band II

A continuation of MUO 1171.

Credit, one semester hour

MUO 1211 Choir I

Required of all vocal and piano majors, choir is also open to all other students who demonstrate skill at matching pitches and singing scales and intervals. Activities are designed to provide choral experience for all levels of prior achievement. Standard and contemporary, sacred and secular music is used. Common tempo and dynamic markings, posture, correct breathing, breath support, choral tone, and blend are taught and demonstrated in frequent performances. Two and one-half hours of rehearsal are required each week.

Credit, one semester hour

MUO 1221 Choir II

A continuation of MUO 1211.

Credit, one semester hour

MUO 1241 Small Singing Group I

Open by audition by the choral director before school begins each year. This Group involves singing and dancing with many performances throughout the year. Two and one-half hours of rehearsal are required each week.

Credit, one semester hour

MUO 1251 Small Singing Group II

A continuation of MUO 1241.

Credit, one semester hour

MUO 2111 Band III

A continuation of MUO 1121.

Credit, one semester hour

MUO 2121 Band IV

A continuation of MUO 2111.

Credit, one semester hour

MUO 2141 Steel Pan Ensemble III

A continuation of MUO 1151.

Credit, one semester hour

MUO 2151 Steel Pan Ensemble IV

A continuation of MUO 2141.

Credit, one semester hour

MUO 2171 Stage Band III

A continuation of MUO 1181.

Credit, one semester hour

MUO 2181 Stage Band IV

A continuation of MUO 2171.

Credit, one semester hour

MUO 2211 Choir III

A continuation of MUO 1221.

Credit, one semester hour

MUO 2221 Choir IV

A continuation of MUO 2211.

Credit, one semester hour

MUO 2241 Small Singing Group III

A continuation of MUO 1251.

Credit, one semester hour

MUO 2251 Small Singing Group IV

A continuation of MUO 2241.

Credit, one semester hour

NURSING (NUR)

NUR 1013 Test Success for Nursing Students

This elective course examines strategies to promote success and understanding of nursing examinations. This course explores test-taking tips for nursing students, as well as teaches the concepts of critical thinking, time management, and effective study habits. This course also introduces students to many different types of testing formats, including alternate format items, and offers guidance on analyzing test performance.

Credit, three semester hours

NUR 1052 Introduction to Pharmacology

This course in Pharmacology is offered as an elective in nursing. This course will provide information to the student regarding the clinical application of pharmacology. Study will include information regarding the safe use of drugs, side effects, drug interactions and drug therapy for common acute and chronic diseases. Current, traditional and alternative care therapies will be discussed.

Credit, two semester hours

NUR 1119 Foundations of Nursing

Prerequisites: BIO 2511, 2513, 2521, 2523, and MAT 1233. This course provides an introduction to nursing as a profession client care concepts and the roles of the nurse. Emphasis is placed on the knowledge, skills, and attitudes to provide safe, quality care. Theoretical foundations to the nursing process provide a decision making framework in developing effective clinical judgement. The student will learn basic nursing skill needed to implement the nursing process. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client centered care in diverse health care settings. Six hours of class, nine hours of lab.

Credit, nine semester hours

NUR 1215-1225 Introduction to Health and Illness Concepts

Prerequisite: NUR 1119. This course focuses on the care of clients with health alterations that require medical ad/or surgical intervention. Emphasis is placed on the application of the nursing process in interdisciplinary practice to prevent, promote, maintain, and restore health throughout the lifespan. Concepts of client centered care, culturally sensitive care, informatics, safe practice and professionalism are integrated throughout the course. Clinical experiences provide the student opportunities for collaboration with other members of the interdisciplinary health care team while focusing on providing safe quality, client centered care to the client experiencing pathophysiologic alterations. Six hours of lecture, twelve hours of lab.

Credit, ten semester hours

NUR 1316 LPN to RN Transition

This course focuses on the transition process from a licensed practical nurse (LPN) to a registered nurse (RN). The transition process, core competencies for professional nursing practice and role concepts essential for RN practice are incorporated to facilitate skills and role transition to that of a registered nurse. The clinical component will assist the LPN to synthesize information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Course serves as a basis for entry into the third semester, NUR 2115. 5 hours of lecture, 3 hours of lab.

Credit, six semester hours

NUR 2033 Principles of Emergency Nursing

Prerequisite: NUR 1215-1225. The purpose of this elective is to present core-level knowledge and skills necessary to build a foundation in emergency nursing. This elective course is designed to introduce the student to the subject of basic emergency nursing principles that focus on rapid assessment and treatment of emergency patients during the initial phase of acute illness or trauma. Emergency nurses must be prepared to provide quality patient care for people of all ages with a wide variety of illnesses or injuries while exploring the concept of innovation, creativity, and adaptability in nursing. Emergency nurses must tackle diverse tasks with professionalism, efficiency, and above all – caring.

Credit, three semester hours

NUR 2043 Principles of Forensic Nursing

Prerequisite: NUR 1215-1225. This elective course is designed to introduce the student to the basic concepts and foundations of forensic nursing. This course will examine the role of the forensic nurse in the investigation of violence and trauma, as well as the integration of scientific, ethical, and legal principles into nursing practice. This course will also address issues regarding providing care for the perpetrators and victims of violence.

Credit, three semester hours

NUR 2115-2125 Maternal Child Nursing/Medical-Surgical Nursing II

Prerequisite: NUR 1215-1225 and BIO 2923 and BIO 2921. This course focuses on the satisfaction of basic human needs from birth through the childbearing years of clients with varied sociocultural backgrounds. Principles of growth and development and therapeutic communication are incorporated in planning care for selected obstetrical, gynecological, pediatric, and medical-surgical client experiencing actual and high risk need interferences. The learning activities broaden the role of the Associate Degree nurse in meeting the complex needs of the client and their relationships within their families. Six hours of lecture, twelve hours of lab.

Credit, ten semester hours

NUR 2212 NCLEX Review

Prerequisite: NUR 1119 and NUR 1215-1225. This course is offered as an elective in nursing. This course is an interactive, individualized review for the NCLEX-RN® examination. The course is organized according to the NCLEX-RN® test plan which includes: Developmental Stages and Transitions, Health Promotion and Disease Prevention, Mental Health Concepts, Psychosocial Alteration, Management of Care, Safety and Infection Control, Basic Care and Comfort, Pharmacology and Intravenous Therapies, Monitoring for Health Problems, Physiological Health Problems, and Physiological Health Problems.

Credit, two semester hours

NUR 2215-2225 Mental Health/Nursing Management/Medical-Surgical Nursing III

Prerequisite: NUR 2115-2125. This course places emphasis on basic human needs of clients from varied sociocultural backgrounds with multiple mental health and or medical surgical need interferences throughout the life cycle. It promotes the continued developmental of the therapeutic nurse-client relationship and the process of communication in the care of clients with a variety of psychosocial needs. Use of the nursing process with addition of principles of management expand the role of the associate degree nurse in meeting the more complex pathological health need of groups of clients throughout the life cycle. Extended care, state and local community agencies which include wound care treatment, home health, outpatient clinics, ambulatory surgery, dialysis, hospice, acute care facilities and mental health facilities provide learning experiences for students to participate in various levels of prevention. Six hours of lecture, twelve hours of lab.

Credit, ten semester hours

PHILOSOPHY (PHI)

PHI 1113 Old Testament Survey

Successful completion of this course assures a knowledge of the Call of the Hebrew Patriarchs, the giving of the Covenant, the deliverance of the Hebrew people from Egyptian slavery, the subsequent journey into the Promised Land, and the establishing of the people as a nation under Saul, David, and Solomon. Profiles of Abraham, Isaac, Jacob, Moses, Aaron, and Joshua are included. Important events and persons are studied. Tests and one research paper on a given topic are used for evaluation. The course of the Monarchy being divided, the Fall of Samaria and Jerusalem, the Period of Captivity, and the Restoration of the Nation of Israel. Three hours of lecture per week.

Credit, three semester hours

PHI 1133 New Testament Survey

This course is divided into four parts: a study of the life of Jesus; a study of the Early Church; a study of the writings of the Apostle Paul; and a study of other New Testament authors and writings. Objective and subjective tests are given and a paper on a Bible book will also be required.

Credit, three semester hours

PHI 2113 Introduction to Philosophy I

An introduction to systematic and philosophical thinking and study of significant mean and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to come to grips with "proper" thinking of great philosophers.

Credit, three semester hours

PHYSICS (PHY)

PHY 1111 Introduction to Astronomy, Laboratory

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Students must be concurrently enrolled in PHY 1113 or have receive previous credit for that course. Students will be evaluated through pre-lab and post-lab reports, performance of assigned activities, and a comprehensive lab final. Two hours of lab per week.

Credit, one semester hour

PHY 1113 Introduction to Astronomy, Lecture

A lecture course that includes practical “naked eye” night sky orientation, the history of astronomy, telescope design and use, and surveys of the solar system, our galaxy, and the universe. The student will demonstrate knowledge of these topics through periodic objective and subjective testing, outside reading, assigned research, and class discussion. Three hours of lecture per week.

Credit, three semester hours

PHY 2241 Physical Science Survey I, Laboratory

The student will learn to conduct selected activities illustrating the scientific principles discussed in PHY 2243. Students must be concurrently enrolled in PHY 2243 or have received previous credit for that course. Students will be evaluated through pre-lab and post-lab reports, performance of assigned activities, and a comprehensive lab final. Two hours of lab per week.

Credit, one semester hour

PHY 2243 Physical Science Survey I, Lecture

This course is designed to introduce the non-science major to the basic concepts of physics and astronomy. Topics will include motion, mechanics, heat, electricity, sound, light, and astronomy. The student will demonstrate a knowledge of these topics through periodic objective and subjective testing, outside reading, research, and class discussion. Three hours of lecture per week.

Credit, three semester hours

PHY 2251 Physical Science Survey II, Laboratory

The student will learn to conduct selected activities illustrating the scientific principles discussed in PHY 2243. Students must be concurrently enrolled in PHY 2243 or have received previous credit for that course. Students will be evaluated through pre-lab and post-lab reports, performance of assigned activities, and a comprehensive lab final. Two hours of lab per week.

Credit, one semester hour

PHY 2253 Physical Science Survey II, Lecture

This course is designed to introduce the non-science major to the basic concepts of chemistry and earth science. Topics will include the atomic nucleus and radioactivity, chemistry, physical and historical geology, and meteorology. The student will demonstrate a knowledge of these topics through periodic objective and subjective testing, outside reading, assigned research, and class discussion. Three hours of lecture per week.

Credit, three semester hours

PHY 2414 General Physics I

Prerequisites: MAT 1313 and MAT 1323 or equivalents. Upon successful completion of the course, the student will understand the physical concepts which form the basis for three areas of introductory college physics—mechanics, heat, and sound. The student will develop the analytical abilities to solve problems involving applications of these concepts. Testing methods include unit tests, laboratory reports, and a comprehensive final exam. Three hours of lecture and one three-hour laboratory per week.

Credit, four semester hours

PHY 2424 General Physics II

Prerequisite: PHY 2414. Upon successful completion of the course, the student will understand the physical concepts which form the basis for three areas of introductory college physics—electricity and magnetism, light, and selected topics of modern physics. The student will develop the analytical abilities to solve problems involving applications of these concepts. Testing methods include unit tests, laboratory reports, a research project, and a comprehensive final exam. Three hours of lecture and one three-hour laboratory per week.

Credit, four semester hours

PHY 2515 Engineering Physics I

Prerequisites: MAT 1323 or equivalent; MAT 1623. Upon successful completion of the course, the student will understand the physical concepts which form the basis for these areas of introductory college physics—mechanics, heat, and sound. The student will develop the analytical abilities, including the use of differential and integral calculus methods, to solve problems involving applications of these concepts. Testing methods include unit tests, laboratory reports, and a comprehensive final exam. Four hours of lecture and one three-hour laboratory per week.

Credit, five semester hours

PHY 2525 Engineering Physics II

Prerequisite: PHY 2515. Upon successful completion of the course, the student will understand the physical concepts which form the basis for three areas of introductory college physics—electricity and magnetism, light, and selected topics in modern physics. The student will develop the analytical abilities, including the use of differential and integral calculus methods, to solve problems involving applications of these concepts. Testing methods include unit tests, laboratory reports, a research project, and a comprehensive final exam. Four hours of lecture and one three-hour laboratory per week.

Credit, five semester hours

POLITICAL SCIENCE (PSC)

PSC 1113 American National Government

The student will become familiar with the Constitution of the United States, its roots, and the changes that have affected it. In addition, the student will become familiar with specific provisions respecting personal and property rights, the rights of the accused and equal protection, the relationship between the federal and state governments, the power of public opinion, and the electoral process. Some time is spent discussing the national institutions, which include Congress, the Presidency, and Judiciary. Finally, the student will become proficient with regard to the formulation of contemporary American foreign policy, its various trends historically, and the geopolitical factors affecting the formulation of present day foreign policy. Active discussion is expected. Written reports are required. By passing periodic objective and subjective tests, the student will demonstrate a basic knowledge of governmental principles covered in the course. Three hours of lecture per week.

Credit, three semester hours

PSC 1123 American State & Local Government

The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state of Mississippi.

Credit, three semester hours

PSYCHOLOGY (PSY)

PSY 1513 General Psychology

This course is designed to teach the fundamental processes and concepts of human behavior. Upon successful completion of this course, the student will demonstrate an understanding of these basic psychological areas: physiological foundations, influence of heredity and environment, learning, cognitive processes, individuality and social influences, motivation, emotion, intelligence, learning, personality, social psychology, psychopathology, and psychotherapy. Objective and subjective tests are given periodically during the semester; oral and written reports are required. Three hours of lecture per week.

Credit, three semester hours

PSY 2553 Psychology of Personal Adjustment

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

Credit, three semester hours

READING (REA)

REA 1213 Reading Enhancement I

This course is designed to teach basic skills needed for reading improvement and effective study. Upon successful completion of this course, the student will be able to apply skills such as test preparation, organization of text and lecture information, and vocabulary development. Various computer programs are utilized. Evaluation is based on skills tests, computer lab assignments, and a comprehensive exam.

Assignment to this class may be required upon evaluation of the student's ACT score, Residual ACT score, or performance on a test administered during the first week of class. Students who do not receive a grade of C or higher in this course or who fail to achieve a satisfactory score on a standardized test must enroll in REA 1223. This course does not satisfy degree or program requirements. Two hours of lecture and workbook exercises and two hours of lab per week.

Institutional Credit, three semester hours

REA 1223 Reading Enhancement II

This course is a continuation of REA 1213. The student will expand the skills introduced in the first course and, additionally, will apply critical reading and thinking skills. The student will also be introduced to speed reading techniques. Computer usage is an integral part of this class. Skills tests, computer lab assignments, and a comprehensive exam are given.

If competencies are not met with at least a C average and a satisfactory score on a standardized test is not achieved, the student must repeat the course(s) until these two criteria are met. This course does not satisfy degree or program requirements. Two hours of lecture and workbook exercises and two hours of lab per week.

Institutional Credit, three semester hours

REA 1233 Speed Reading I

This course exposes the average or above average reader to various reading materials, stresses that one reads for specific purposes, and introduces techniques for improving reading and study techniques. Emphasis on comprehension skills, such as summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide a background for college courses.

Credit, three semester hours

SOCIAL WORK (SWK)

SWK 1113 Social Work: A Helping Profession

The student will gain an understanding of the history and development of the field of Social Work. The student will also explore social work as a profession, the philosophy of social work, including social work values and ethics, and the settings in which social workers practice. Upon completion of the class, the student will have an understanding of the relationship of social work to social issues such as poverty, unemployment, child welfare, aging, family needs, prejudice and discrimination, juvenile delinquency, health care, etc. The student will complete an autobiographical statement, an interview with a bachelor's or master's level social worker. The student will demonstrate knowledge of the material covered in this course through the use of objective and subjective tests which are given periodically during the semester.

Credit, three semester hours

SOCIOLOGY (SOC)

SOC 2113 Introduction to Sociology I

The student will become acquainted with the scope and content of the discipline of sociology, including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. The student will also become familiar with the methods used by sociologists in arriving at their various theories on how society functions and is organized. Additionally, the student will be able to understand various aspects of our own culture as it relates to other cultures. S/he will become aware of the importance of the acquisition of culture and its influence on personality development and socialization. A variety of institutions are discussed and the student becomes aware of the similarities and differences which exist in various cultures regarding these institutions. *A minimum of four tests are given during the semester. A group presentation and an outside reading assignment are required. Three hours of lecture per week.

Credit, three semester hours

SOC 2133 Social Problems

Social Problems is a study of the nature, scope, and effects of the major social problems of today and the theoretical preventive measures to alleviate them. The course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster. The course also examines family problems such as ageism, violence, poverty, gender, and class struggle.

Credit, three semester hours

SOC 2143 Marriage & Family

This course is designed to teach the student about the sociology of the family as an institution and about topics concerning marriage and parenthood. It is a study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Areas covered will include dating and mate selection, marital success, resolving conflict, communication skills, traits of the healthy family, financial management, planning children, socializing and nurturing children, balancing work and family life, violence and abuse in relationships, divorce and remarriage, stress and crises in relationships, and aging in marriage and the family. A minimum of four tests are given during the semester. Three hours of lecture per week.

Credit, three semester hours

SOC 2243 Cultural Anthropology

This course examines the process of culture and personality development as well as the research methods and techniques employed by the anthropologists. The study of cultural anthropology helps students understand behavior patterns of culturally diverse people. This understanding will benefit students in their chosen professions as societies throughout the world continue to become more interconnected. The primary focus of Cultural Anthropology is the study of contemporary social and cultural diversity. Film interviews with anthropologists will be offered whenever possible.

Credit, three semester hours

SPEECH (SPT)

SPT 1113 Public Speaking

This course emphasizes the principles of effective public speaking with special attention given to audience analysis, collection and organization of material, and outlining. Upon successful completion of the course, the student will demonstrate basic competency by presenting effective speeches, at least one of which will use computer technology. Grades are determined by objective written tests as well as subjective evaluations for oral presentations. Three hours of lecture per week.

Credit, three semester hours

SPT 2173 Interpersonal Communication

Theory and analysis of two-person relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power.

Credit, three semester hours

SPT 2233 Theatre Appreciation

Appreciation of the theatre as performance art; developing audience standards through demonstration of the unique characteristics of theatre. A fine arts elective.

Credit, three semester hours

AUTOMOTIVE TECHNOLOGY (ATT)**ATT 1124 Electrical Systems**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (4sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

ATT 1134 Advanced Electrical/Electronic Systems

Prerequisites: ATT 1124 Electrical Systems and ATT 1811 Introduction, Safety, and Employability. 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)

Credit, four semester hours

ATT 1214 Brakes

This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, three semester hours

ATT 1314 Manual Drive Trains/Transaxles

This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of the 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)

Credit, four semester hours

ATT 1424 Basic Engine Performance I

This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction in diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

ATT 1715 Engine Repair

This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It 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)

Credit, five semester hours

ATT 1811 Instruction, Safety, & Employability Skills

Prerequisite: ATT 1811 Introduction, Safety and Employability. 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. (1sch: 1 hr. lecture).

Credit, one semester hour

ATT 2325 Automatic Transmission/Transaxles

Prerequisite: ATT 1811 Introduction, Safety and Employability. This is a course designed to provide technical 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)

Credit, five semester hours

ATT 2334 Steering & Suspension Systems

Prerequisite: ATT 1811 Introduction, Safety and Employability. This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of 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)

Credit, four semester hours

ATT 2434 Basic Engine Performance II

Prerequisites: ATT 1424 Engine Performance and ATT 1811 Introduction, Safety and Employability. This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. (4sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

ATT 2444 Engine Performance III

Prerequisites: ATT 2434 Basic Engine Performance and ATT 1811 Introduction, Safety and Employability. This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

ATT 2614 Heating & Air Conditioning

Prerequisite: ATT 1811 Introduction, Safety and Employability. 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)

Credit, four semester hours

ATT 291(1-3) Special Problems in Automotive Technology

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

Credit, one-three semester hours

ATT 292(1-6) Supervised Work Experience in Automotive Technology

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

Credit, one-six semester hours

BUSINESS AND OFFICE RELATED TECHNOLOGY (BOT)

BOT 1013 Introduction to Keyboarding

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

Credit, three semester hours

BOT 1113 Document Formatting & Production

Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of one error per minute OR successfully complete Introduction to Keyboarding (BOT 1013). This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 1123 Keyboard Skillbuilding

Prerequisite: Document Formatting and Production (BOT 1113). This course further develops keyboard techniques emphasizing speed and accuracy. Students will be required to key straight-copy material at a minimum of 50 gross words a minute on a five minute timed writing with a maximum of one error per minute upon course completion. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 1133 Microcomputer Applications

Prerequisite: Introduction to Keyboarding (BOT 1013) or consent of instructor. This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 1143 Word Processing

Prerequisites: Mechanics of Communication (BOT 1713), Microcomputer Applications (BOT 1133), and Document Formatting and Production (BOT 1113) or consent of instructor. This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skillbuilding. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 1213 Personal & Professional Development

This course emphasizes an awareness of interpersonal skills essential for job success. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1313 Applied Business Math

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1413 Records Management

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

Credit, three semester hours

BOT 1433 Business Accounting

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1443 Advanced Business Accounting

Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). This course is a continuation of Business Accounting with emphasis in accounting for corporations. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1513 Machine Transcription

Prerequisite: Word Processing (BOT 1143). This course is designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2-hr lecture; 2-hr lab)

Credit, three semester hours

BOT 1613 Medical Office Terminology I

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1623 Medical Office Terminology II

Prerequisite: Medical Office Terminology I (BOT 1613). This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 1713 Mechanics of Communication

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

Credit, three semester hours

BOT 1813 Electronic Spreadsheet

Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133), or consent of instructor. This course focuses on applications of the electronic spreadsheet as an aid to management decision making. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2133 Desktop Publishing

Prerequisite: Word Processing (BOT 1143) or consent of instructor. This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2323 Database Management

Prerequisites: Microcomputer Applications (BOT 1133) and Records Management (BOT 1413), or by consent of instructor. This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2413 Computerized Accounting

Pre/corequisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213). This course applies basic accounting principles using a computerized accounting system. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2423 Income Tax Accounting

Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). This course introduces tax accounting including federal income tax laws and report preparation. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2463 Payroll Accounting

Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). This course provides an in-depth study of payroll accounting. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2473 Cost Accounting

Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). This course provides an in-depth study of cost accounting for manufacturing business. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2523 Medical Machine Transcription

Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. This course is designed to teach transcription of various medical documents. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2643 CPT Coding

Prerequisite: Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623), or consent of instructor. This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2653 ICD Coding

Prerequisite: Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623), or consent of instructor. This course is an introduction to the field of diagnostic and inpatient procedural coding. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2663 Advanced Coding

Prerequisites: CPT Coding (BOT 2643) and ICD Coding (BOT 2653). This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2673 Medical Insurance Billing

Prerequisites: CPT Coding (BOT 2643) and ICD Coding (BOT 2653). 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: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2723 Administrative Office Procedures

Prerequisite: Word Processing (BOT 1143). This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2743 Medical Office Concepts

Prerequisites: Document Formatting and Production (BOT 1113). This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2753 Medical Information Management

Prerequisite: Medical Office Concepts (BOT 2743). This course will provide coverage of medical office practices using software simulation. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2813 Business Communications

Prerequisites: Mechanics of Communication (BOT 1713) and Document Formatting and Production (BOT 1113), or consent of instructor. This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations using electronic media. (3 sch: 3-hr lecture)

Credit, three semester hours

BOT 2823 Communication Technology

Prerequisite: Word Processing (BOT 1143) or by consent of instructor. This course will present an overview of the resources available for communication using current technology. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

BOT 2833 Integrated Computer Applications

Prerequisites: Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), Microcomputer Application (BOT 1133) or by consent of instructor. This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2-hr lecture, 2-hr lab)

Credit, three semester hours

CAREER AND TECHNICAL EDUCATION (CTE)**CTE 1113 Applied Math for Occupation Education**

For students wanting to improve his/her basic math skills in order to enhance probability of admission into the practical nursing program and/or to increase probability of success after entering an occupational program.

Credit, three semester hours

CARPENTRY (CAV)**CAV 1116 Foundations**

This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab)

Credit, six semester hours

CAV 1133 Blueprint Reading

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

CAV 1236 Floor and Wall Framing

This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab)

Credit, six semester hours

CAV 1245 Ceiling and Roof Framing

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab)

Credit, five semester hours

CAV 1316 Interior Finishing & Cabinet Making

This course includes experience in all types of interior ceiling, wall covering, trim work, and floor covering including cabinet construction. (6 sch: 2 hr. lecture, 8 hr. lab)

Credit, six semester hours

CAV 1413 Roofing

Types of roofs, roofing materials and their application. Basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

CAV 1513 Exterior Finishing

Included are types of trims (moldings, cornices, and door and window trims). Also included are wall covering techniques, styles, installations, and finishing. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

CAV 2133 Advanced Cabinet Making

This course includes principles of building and installation of cabinets, drawers, and shelves. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

COMMERCIAL TRUCK DRIVING (DTV)

DTV 1114 Commercial Truck Driving I

This course provides fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. It also includes instruction and practice in performance vehicles inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

DTV 1124 Commercial Truck Driving II

Pre/corequisite: DTV 1114. Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. It also includes instruction and practice in performance vehicles inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

DTV 1137 Commercial Truck Driving Internship

Prerequisites: DTV 1114, 1124. Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at Southwest Mississippi Community College with the trucking company of his/her choice. The student will earn a salary during this internship (OJT). The successful completion of this course will enable the student to drive solo with the company of his/her choice. (7 sch: 200 lab).

Credit, seven semester hours

COSMETOLOGY (COV)

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)

Credit, two semester hours

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)

Credit, five semester hours

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 regulation involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab)

Credit, five semester hours

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)

Credit, three semester hours

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)

Credit, six semester hours

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; wig 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)

Credit, six semester hours

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)

Credit, three semester hours

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)

Credit, two semester hours

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 laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

Credit, two semester hours

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: 1 hr. lecture, 3 hr. lab)

Credit, two semester hours

COV 1622 Skin Care I

This course consists of the introduction to 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)

Credit, two semester hours

COV 1632 Skin Care II

This course consists 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)

Credit, two semester hours

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: 1 hr. lecture, 3 hr. lab)

Credit, two semester hours

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 regulation involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

Credit, two semester hours

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 regulation involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab)

Credit, two semester hours

DIESEL EQUIPMENT TECHNOLOGY (DET)

DET 1114 Fundamentals of Equipment Mechanics

Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. (4 sch: 4 hr. lecture)

Credit, four semester hours

DET 1213 Hydraulic Brake Systems

Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

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 systems. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

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)

Credit, three semester hours

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. (4sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

DET 1513 Hydraulics

Basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals, cylinders, filters, pump valves, and actuators. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

DET 1614 Preventive Maintenance &Service

Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

DET 1713 Power Trains

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)

Credit, three semester hours

DET 2113 Welding for Diesel Equipment Technology

Basic welding and cutting techniques which includes fundamental procedures and safety, oxyacetylene welding and cutting, shielded metal-arc welding, and metal inert gas welding procedures. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

DET 2253 Suspension &Steering Systems

A course to provide advanced skills and knowledge related to operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

DET 2273 Electrical/Electronic Systems III

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

DET 2374 Diesel Systems II

Diagnosis, service, and repair of lubrication systems, cooling systems, and air induction and exhaust systems. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

DET 2383 Diesel Systems III

Diagnosis, service, and repair of general engine operations and fuel systems operations. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

DET 2523 Fluid Power Trains

Maintenance and repair of fluid power trains used on heavy equipment to include operation and diagnosis and repair of system components. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

DET 2623 Advanced Brake Systems (Air)

Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel power equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, antilock braking systems, and traction control system. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

DET 2813 Air Conditioning & Heating Systems

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)

Credit, three semester hours

DET 291 (1-3) Special Problem in Diesel Equipment Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Diesel Equipment Repair and Service courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

Credit, one to three semester hours

DET 292 (1-3) Supervised Work Experience in Diesel Equipment Technology

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

Credit, one to three semester hours

EARLY CHILDHOOD EDUCATION TECHNOLOGY (CDT)**CDT 1113 Child Care Profession**

This course provides activities in types of child care and in observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (3 sch: 2 hr. lecture, 2 hr. lab.)

Credit, three semester hours

CDT 1214 Child Development I

This course provides knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

CDT 1224 Child Development II

Prerequisite: Child Development I (CDT 1214). The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

CDT 1314 Creative Arts for Young Children

Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Student Teaching I and II. (4 sch: 4 hr. lecture)

Credit, four semester hours

CDT 1343 Child Health & Safety

Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 1513 Nutrition for Young Children

Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Student Teaching I and II. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 1713 Language & Literacy Development for Young Children

Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Student Teaching I and II. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 2233 Guiding Social & Emotional Behavior

Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Student Teaching I and II. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 2413 Atypical Child Development

Prerequisites: Child Development I (CDT 1214) and Child Development II (CDT 1224). This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

CDT 2613 Methods & Materials

Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Student Teaching I and II. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 2714 Social Studies, Math & Science for the Preschool Children

Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Student Teaching I and II. (4 sch: 4 hr. lecture)

Credit, four semester hours

CDT 2813 Administration of Programs for Young Children

Prerequisite: Three semesters of core courses. Concepts in the administration of quality preschool programs. (3 sch: 3 hr. lecture)

Credit, three semester hours

CDT 2915 Student Teaching I

Corequisites: CDT 1313, CDT 1323, CDT 1333, and CDT 1514. This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth-5 years old). Completion of the competencies provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care setting used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. (5 sch: 10 hr. lab)

Credit, five semesters hours

CDT 2925 Student Teaching II

Corequisites: CDT 2233, CDT 2613, CDT 2713, and CDT 2813. This course is a continuation of Student Teaching I allowing advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year old). Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites and ensure a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two practicum courses. (5 sch: 10 hr. lab)

Credit, five semester hours

ELECTRICAL TECHNOLOGY (ELT)

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 use of commercial raceways. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 1123 Commercial &Industrial Wiring

This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 1133 Introduction to the National Electric Code

This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and applying that information in real-world applications. (3 sch: 2 hr. lecture, 2 hr lab)

Credit, three semester hours

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)

Credit, two semester hours

ELT 1213 Electrical Power

This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 1223 Motor Maintenance &Troubleshooting

This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 1273 Switching Circuits for Residential, Commercial, and Industrial Applications

Introduction to various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of low voltage, remote control switching. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 1413 Motor Control Systems

A course in the installation of different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 2424 Solid State Motor Control

This course deals with the principles 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. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

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. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 2623 Advanced Programmable Logic Controllers

Prerequisite: ELT 2613. 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 as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ELT 291 (1-3) Special Projects in Electrical Technology

This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab)

Credit, one/three semester hours

ELT 292 (1-6) Work-Based Learning in Electrical Technology

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

Credit, one/six semester hours

ELECTRONICS TECHNOLOGY (EET)

EET 1114 DC Circuits

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

EET 1123 AC Circuits

Prerequisite: DC Circuits (EET 1114). This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit three semester hours

EET 1214 Digital Electronics

This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

EET 1334 Solid State Devices & Circuits

This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. (4 sch: 2 hr. lecture, 4 hr. lab)

Credit, four semester hours

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 1114 Health Record Systems

This course is an introduction to health record systems including an overview of the current healthcare environment; admissions procedures; record content, analysis, and use; retention requirements; and numbering and filing systems. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

HIT 1213 Medical Terminology

This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 1323 Health Care Law & Ethics

This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents, and authorizations. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 1413 Pathophysiology I

This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations, and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 2123 Alternate Care Systems

This course is a study of health record systems in alternative settings; cancer program records; medical staff organization; and regulatory, accreditation and licensure standards. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

HIT 2133 Health Statistics

This course includes sources and use of health data, definition of statistical terms, and computation of commonly used rates and percentages used by health care facilities. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 2142 Electronic Health Records

Prerequisite: HIT 2913 Computers in Healthcare. This course covers the aspects of electronic health records (HER) in the healthcare environment. In addition, it explores implementation of HER in various healthcare settings. (2 sch: 2 hr. lecture)

Credit, two semester hours

HIT 2212 Pharmacology

This course is designed to develop understanding of pharmacy therapy available for clinical management of patient care. (2 sch: 2 hr. lecture)

Credit, two semester hours

HIT 2423 Pathophysiology II

This course is a continuation of Pathophysiology I with emphasis on conditions relating to a specific body systems, manifestations, and principles of treatment. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 2513 Professional Practice Experience I

In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (3 sch: 9 hr. clinical)

Credit, three semester hours

HIT 2523 Professional Practice Experience II

In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. (3 sch: 9 hr. clinical)

Credit, three semester hours

HIT 2615 Coding Systems I

This course includes principles of coding and classification systems with emphasis on ICD-9-CM including applications and practice. (5 sch: 3 hr. lecture, 4 hr. lab)

Credit, five semester hours

HIT 2625 Coding Systems II

This course is a continuation of the study of principles of ICD-9-CM coding; introduction to coding with the Health Care Financing Administration's Common Procedural coding System (HCPCS) with emphasis on Current Procedural Coding (CPT); and review of current reimbursement mechanisms. (5 sch: 3 hr. lecture, 4 hr. lab)

Credit, five semester hours

HIT 2633 Reimbursement Methodologies

This course is designed to identify the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. (2 sch: 3 hr. lecture)

Credit, three semester hours

HIT 2713 Health Care Supervision

This course includes basic principles of management and supervision with emphasis on the health information setting. (3 sch: 3 hr. lecture)

Credit, three semester hours

HIT 2812 Performance Improvement Techniques

This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; and the use of quality monitors in the health information department. (2 sch: 1 hr. lecture, 2 hr. lab)

Credit, two semester hours

HIT 2913 Computers in Health Care

This course is an overview of computer use in health care facilities with emphasis on applications for health information services, including the electronic medical record. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

HEATING AND AIR CONDITIONING (ACV)

ACV 1003 Introduction to Heating, Ventilation, & Air Conditioning

This course is designed for students entering the community college with no previous training. (1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 1125 Basic Compression Refrigeration

An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety thermodynamics, and heat transfer, recovery, and lubricants. (5 sch: 1 hr. lecture, 8 hr. lab)

Credit, five semester hours

ACV 1133 Tools & Piping

Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 1213 Controls

Fundamentals of gas, fluid, electrical, and programmable controls. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 1313 Refrigeration System Components

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 1713 Electricity for Heating, Ventilation, Air Conditioning, & Refrigeration

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 1813 Professional Service Procedures

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ACV 2324 Commercial Refrigeration

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

ACV 2414 Air Conditioning I

Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

ACV 2424 Air Conditioning II

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

ACV 2433 Refrigerant, Retrofit, & Regulations

Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local, and state codes. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

ACV 2513 Heating Systems

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

ACV 2624 Heat Load & Air Properties

Introduction to load calculations for residential and light commercial heating, ventilation, air conditioning, and in refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

ACV 291 (1-3) Special Projects in Heating & Air Conditioning

A course designed to provide the student with practical application of skills and knowledge gained in the courses. 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: 1-2 hr. lab)

Credit, one/three semester hours

INFORMATION SYSTEMS TECHNOLOGY (IST)**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).

Credit, four semester hours

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).

Credit, four semester hours

IST 1143 Security Principles & Policies

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features (3 sch: 2-hr lecture, 2-hr lab).

Credit, three semester hours

IST 1154 Web & 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).

Credit, four semester hours

IST 1163 Concepts of Database Design

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored (3 sch: 2-hr lecture, 2-hr lab).

Credit, three semester hours

IST 1213 Client Installation & 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).

Credit, three semester hours

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 (4 sch: 2-hr lecture, 2-hr lab).

Credit, four semester hours

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).

Credit, four semester hours

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).

Credit, four semester hours

IST 1624 Network Security Fundamentals

This course provides the fundamental understanding of network security principles, implementations, and the technologies and principles involved in creating a secure computer network environment. Topics include authentication, types of attacks and malicious code against Web applications, e-mail, and file and print services (4 sch: 2-hr lecture, 4-hr lab).

Credit, four semester hours

IST 1643 Network Defense & Countermeasures

This course provides a solid foundation of network security and the understanding of the process to create a network defense and countermeasure policy obtained from intrusion detection. Topics include Network Address Translation, packet filtering, proxy servers, firewalls, and Virtual Private Networks used to design a network defense strategy (3 sch: 2-hr lecture, 2-hr lab).

Credit, three semester hours

IST 2224 Network Planning & Design

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution (4 sch: 2-hr lecture, 4-hr lab).

Credit, four semester hours

IST 2234 Network Implementation

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution (4 sch: 2-hr lecture, 4-hr lab).

Credit, four semester hours

IST 2434 Server-Side Programming I

An introduction to creating dynamic Web applications using Server-side technologies (4 sch: 2-hr lecture, 4-hr lab).

Credit, four semester hours

IST 2483 Web Server

Introduces students to Web, e-mail, and proxy servers and the platforms on which they reside. Students will be able to install and configure Web, e-mail, proxy servers (4 sch: 2-hr lecture, 4-hr lab).

Credit, four semester hours

INSTRUMENTATION TECHNOLOGY (INT)**INT 1113 Fundamentals of Instrumentation**

This course provides students with a general knowledge of instrumentation principles. 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)

Credit, three semester hours

INT 1214 Fluid Power

This course provides instruction in hydraulics and pneumatics. the course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and troubleshooting techniques. (4 sch: 3 hr lecture, 2 hr lab)

Credit, four semester hours

INT 2114 Control Systems I

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow and level. (4 sch: 3 hr lecture, 2 hr lab)

Credit, four semester hours

MARKETING MANAGEMENT TECHNOLOGY (MMT)**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 the development and expansion of markets. (3 sch: 3 hr. lecture)

Credit, three semester hours

MMT 1123 Marketing Management

Prerequisite: Principles of Marketing (MMT 1113). A project based course as a continuation of MMT 1113. (3 sch: 3 hr. lecture)

Credit, three semester hours

MMT 1313 Personal Selling

Basic principles and techniques of professional sales 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)

Credit, three semester hours

MMT 1323 Advertising

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertisements. (3 sch: 3 hr. lecture)

Credit, three semester hours

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)

Credit, three semester hours

MMT 1753 Marketing Seminar

Develops leadership skills and human relations skills necessary in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. (3 sch: 6 hr. lab)

Credit, three semester hours

MMT 2213 Principles of Management

Study of the basic principles and functions of organizational management with special emphasis on planning, organizing, directing, staffing, and controlling. (3 sch: 3 hr. lecture)

Credit, three semester hours

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)

Credit, three semester hours

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 on-line business. (3 sch: 3 hr. lecture)

Credit, three semester hours

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)

Credit, three semester hours

MMT 2513 Entrepreneurship

Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. (3 sch: 3 hr. lecture)

Credit, three semester hours

MMT 2613 International Marketing

Provides 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)

Credit, three semester hours

MMT 291(1-6) Internship in Business &Marketing Management Technology

Prerequisite: Permission of the instructor. Direct application of concepts and theory of business and marketing management technology. Students will work in a marketing related environment. (1-6 sch: 3-18 hr. externship)

Credit, one to six semester hours

MASSAGE THERAPY (MGV)**MGV 1111 CPR/ First Aid/ OSHA Standards**

This course teaches the student cardiopulmonary resuscitation (CPR) and first aid. Additionally, Occupational Safety and Health Act information will be taught. (1 hr. lecture)

Credit, one semester hour

MGV 1214 Introduction to Massage Therapy

This course teaches the student theories and principles of therapeutic massage and includes the effects, benefits, indications and contraindications, history of massage therapy, Mississippi laws and regulations pertaining to massage therapist, educational and licensing requirements, professional ethics, equipment and products, client evaluations, draping techniques, therapeutic massage environment, massage therapy in the healthcare system, sanitary and safety practices, therapist body mechanics, conditioning, strengthening, flexibility, and human relationship skills. (4 hr. lecture)

Credit, four semester hours

MGV 1224 Massage Therapy I

This course teaches students to demonstrate the principles of European and Western theories and methods to include hydrotherapy and infrared heat. Included in this course are the sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, stroking, kneading friction, percussion, vibration and range of motions, indications and contraindications and charting and documentation. Emphasis is on applying principles and theories in a supervised environment. (4 hr. lecture)

Credit, four semester hours

MGV 1232 Massage Therapy I Lab

Application of theories taught in Massage Therapy I. (4 hours lab)

Credit, two semester hours

MGV 1244 Massage Therapy II

This course teaches students the theory and principles of various massage modalities which may include but are not limited to Eastern, European, and Western theory and methods, hydrotherapy, infrared heat, and trigger points and referral methods. (4 hr. lecture)

Credit, four semester hours

MGV 1253 Massage Therapy II Lab

Application of theories taught in Massage Therapy II. (6 hours lab)

Credit, three semester hours

MGV 1263 Massage Therapy Clinical Laboratory II

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds on the principles and theories taught in Massage Therapy II and is a continuation of Massage Therapy Clinical Laboratory I. (6 hr. lab)

Credit, three semester hours

MGV 1272 Specialized Modalities

This course is a study of a modality or modalities jointly agreed upon by student and instructor. Emphasis is on increased student mastery in modalities of interest and may include, but is not limited to, Eastern, European and Western theory and methods, hydrotherapy and infrared heat, and trigger points. This course is beneficial to students reviewing for the state licensure examination. (2 hr. lecture)

Credit, two semester hours

MGV 1281 Massage Therapy Clinical Lab I

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I. (2 hr. lab)

Credit, 1 semester hour

MGV 1313 Anatomy & Physiology for Massage Therapy I

This course emphasizes learning the skeletal and muscle anatomy of the human body and includes the study of physiology mycology, kinesiology and neurology. (3 hr. lecture)

Credit, three semester hours

MGV 1332 Kinesiology

This course is an individual, intensified continuation study of one or more subjects inherent within the study of the science of the body. It is designed to enhance student knowledge in specific subject areas such as anatomy, physiology, mycology, kinesiology, neurology, pathology, and medical terminology. This course is beneficial to students preparing for state licensure. (3 hr. lecture)

Credit, two semester hours

MGV 1343 Pathology & Medical Terminology

This course involves the study of the nature of diseases and the changes that disease produces in body structures and functions, as well as medical terminology. (3 hr. lecture)

Credit, three semester hours

MGV 1353 Anatomy & Physiology for Massage Therapy II

This course emphasizes learning the skeletal and muscle anatomy of the human body and includes the study of physiology, mycology, kinesiology and neurology. This course is a continuation of Anatomy and Physiology for Massage Therapy I. (3 hr. lecture)

Credit, three semester hours

MGV 1511 Business & Marketing of Massage Therapy

This course introduces students to the various business models of massage therapy practice: independent contractor, private practice, and employee. Students will establish professional goals and develop individual plans. (1 hr. lecture)

Credit, one semester hour

NURSE ASSISTANT (HCA)**HCA 1115 Basic Health Care Assisting**

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

Credit, five semester hours

HCA 1125 Special Care Procedures

Pre/Corequisite: HCA 1115. This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident; and CPR/first aid. Safety is emphasized throughout each procedure. (5 sch: 2 hr. lecture, 2 hr. lab, 6 hr clinical)

Credit, five semester hours

HCA 1214 Body Structure & Function

Pre/Corequisite: HCA 1115. This course includes study of the structure, function common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

HCA 1312 Home Health Aide & Homemaker Services

Pre/Corequisites: HCA 1115, HCA 1125, HCA 1214. This course includes basic knowledge and skills required to care for the home-bound patient; and basic knowledge and skills required to provide homemaker services. (2 sch: 1 hr. lecture, 2 hr. lab)

Credit, two semester hours

OCCUPATIONAL SAFETY AND HEALTH (HST)

HST 1113 Introduction to Safety & Health

General Safety and Health Concepts and Terms, Historical Development, Program Concepts and Terms, Legislative Overview, Workers' Compensation, and the Professional Safety Person.

Credit, three semester hours

HST 1213 Governmental Regulatory Agencies

Federal government organization, regulatory process, regulations and standards as established by Occupational Safety and Health Administration, Minerals Managements Service, United States Coast Guard, and Environmental Protection Agency.

Credit, three semester hours

HST 1313 Supervisor's Safety

Roles and responsibilities of the first-line supervisor as far as safety and health, incident/accident prevention, and loss control.

Credit, three semester hours

HST 1413 Safety & Health Program Development

Developing the essential components of a company safety and health program.

Credit, three semester hours

HST 1423 Safety & Health Program Management.

The application of proven management principles and techniques to the management of safety and health and loss control programs.

Credit, three semester hours

HST 1513 Loss Control

Incident/Accident reporting, investigation, cost factors, and remediation factors.

Credit, three semester hours

HST 2123 Safety & Health Seminar

Analysis of selected safety and health industry problems under the supervision of the occupational safety and health faculty.

Credit, three semester hours

HST 2223 OSHA I

General industry safety and health standards as required by OSHA.

Credit, three semester hours

HST 2233 OSHA II

Construction Industry Safety and Health Standards as required by OSHA.

Credit, three semester hours

HST 2323 Industrial Safety

Aspects of Safety and Health in the industrial setting with emphasis on safety philosophy, incident/accident causation, hazard identification, prevention, safeguarding equipment and people.

Credit, three semester hours.

HST 2433 Safety & Health Communications/Training

The communication/training aspects of safety and health program planning with emphasis on organizing and conducting company orientation programs, safety meetings, safety and health training and technical seminars.

Credit, three semester hours

HST 2523 Safety & Health Auditing

Compliance audits essential to the safety and health professional.

Credit, three semester hours

PRACTICAL NURSING (PNV)

PNV 1214 Body Structure and Function

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (4 sch: 4 hr. lecture)

Credit, four semester hours

PNV 1443 Nursing Fundamentals and Clinical

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, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. (13 sch: 6 hr. lecture, 10 hr. lab, 6 hr. clinical)

Credit, thirteen semester hours

PNV 1524 IV Therapy and Pharmacology

Prerequisite: All first semester PNV courses. This course provides the student with principles of IV therapy and pharmacology. Principles covered in the 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 Practice Law and Administrative Code. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PNV 1667 Medical/Surgical Nursing Concepts and Clinical

Prerequisite: All first semester PNV courses. 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 Alterations in Adult Health Concepts and Clinical (PNV 1676). This course also 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. (7 sch: 5 hr. lecture, 6 hr. clinical)

Credit, seven semester hours

PNV 1676 Alterations in Adult Health Concepts and Clinical

Prerequisites: All first semester PNV courses. 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 Concepts and Clinical (PNV 1667). This course also 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. (6 sch: 4 hr. lecture, 6 hr. clinical)

Credit, six semester hours

PNV 1715 Maternal-Child Nursing

Prerequisite: All first semester PNV courses. 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. (5 sch: 4.7 hr. lecture, 1 hr. clinical)

Credit, five semester hours

PNV 1815 Mental Health Nursing

Prerequisite: All first semester PNV courses. 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.. (5 sch: 4.7 hr. lecture, 1 hr. clinical)

Credit, five semester hours

PNV 1913 Nursing Transition

Prerequisite: All first and second semester PNV courses. This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN). (3 sch: 2 hr. lecture, 3 hr. clinical)

Credit, three semester hours

PROCESS OPERATIONS TECHNOLOGY (PPT)**PPT 1133 Introduction to Process Technology**

An introduction to process operations within the process industry. Topics include technician duties, responsibilities, and expectations; plant organizations; plant process and utility system; and the physical and mental requirements of the process technician.

Credit, three semester hours

PPT 1424 Process Technology I (Equipment)

Instruction in the use of common process equipment including piping, valves, pumps, compressors, drivers, and fixed equipment such as exchangers, tanks, drums, and vessels. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 1434 Process Technology II (Systems)

Study of the interrelation of process equipment and process systems including related scientific principles. (4sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 1444 Process Technology III (Operations)

A course which combines equipment systems into operational units with an emphasis on instruction for start-up, normal operation, abnormal/emergency operations, and shut-down of an entire process. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 1513 Safety, Health & Environment

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: 3 hr. lecture)

Credit, three semester hours

PPT 1714 Process Instrumentation I

A study of the instruments and instrument systems used in chemical processing industry including terminology, primary variables, symbols, and control loops. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 2113 Oil & Gas Production I

An overview of the petroleum industry including exploration and geology, well drilling, wellhead operations, and product distribution. Emphasis is placed on oil and gas production. (3 sch: 3 hrs. lecture)

Credit, three semester hours

PPT 2123 Oil & Gas Production II

Prerequisite: Oil and Gas Production I (PPT 2113). A continuation of Oil and Gas Production I with emphasis on oil and natural gas production and processing. (3 sch: 3 hr. lecture)

Credit, three semester hours

PPT 2154 Machine Operations

This course concentrates on the functions and capability of all critical equipment in the paper mill including stock preparation, approach flow, fourdrinier, press section, dryer section, calendaring winding and finishing operations. Primary process flows, consistency control, stock blending, stock refining, wet end chemistry, stock cleaning, approach flow systems, and the cause and effect relationships each of these has with the various papermaking parameters will be discussed. Components of the machine fourdrinier and the concepts of formation, retention, drainage, and pressing will also be explored. (4 sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 2313 Quality Concepts

A course to provide an introduction to the field of quality in the process industry. Students will be introduced to industry-related process concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC) (3 sch: 3 hrs lecture)

Credit, three semester hours

PPT 2323 Process Troubleshooting

Prerequisite: Introduction to Process Technology (PPT 1133) and Process Instrumentation I (PPT 1714). A course to apply knowledge of process variables, indicators and controllers, troubleshooting tools, and troubleshooting steps to solve problems in a simple process system. (3 sch: 3 hr. lecture)

Credit, three semester hours

PPT 2613 Technical Communication

An application of written, oral, and other forms of communication to the process technology industry. Includes instruction and practice in written communications (reports and presentations, procedures, resumes, documentation, training materials, etc.), and oral communications (presentation, directions/instructions, feedback, etc.). (3 sch: 3 hr. lecture)

Credit, three semester hours

PPT 2724 Process Instrumentation II

Prerequisite: Process Instrumentation I (PPT 1714). A continuation of the study of various instruments and instrument systems used in the processing industry, including terminology, primary variables, symbols, control loops, and troubleshooting. (4sch: 3 hr. lecture, 2 hr. lab)

Credit, four semester hours

PPT 291(1-3) Special Project in Process Technology

Prerequisite: consent of the instructor. A course 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 insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab)

Credit, one/three semester hours

PPT 292(1-6) Supervised Work Experience in Process Technology

Prerequisite: consent of the instructor. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

Credit, one/six semester hours

TECHNICAL ALLIED HEALTH

TAH 1113 Medical Terminology in Allied Health

A general medical terminology course applicable to students seeking a career in allied health, word structure, pronunciation and application of medical terms of the body and systems of the body. (3 hrs. lecture)

Credit, three semester hours

WELDING, BRAZING, AND SOLDERING (WLV)

WLV 1116 Shielded Metal Arc Welding (SMAW)

This course is designed to teach students welding techniques using electrodes. (6 sch: 1 hr. lecture, 10 hr. lab)

Credit, six semester hours

WLV 1124 Gas Metal Arc Welding (GMAW)

This course is designed to give the student experience in various welding applications with the M.I.G. welder. (4 sch: 1 hr. lecture, 6 hr. lab)

Credit, four semester hours

WLV 1136 Gas Tungsten Arc Welding (GTAW)

This course is designed to give the student experience in various welding applications with the T.I.G. welder. (6 sch: 1 hr. lecture, 10 hr. lab)

Credit, six semester hours

WLV 1143 Flux Cored Arc Welding (FCAW)

This course is designed to give the student experience in FCAW. (3 sch: 1 hr. lecture, 4 hr. lab)

Credit, three semester hours

WLV 1162 Gas Metal Arc Aluminum Welding (GMAAW)

This course is designed to give the student experience in GMAAW in areas of the state where this practice is commonly used. (2 sch: 1 hr. lecture, 2 hr. lab)

Credit, two semester hours

WLV 1171 Welding Inspection & Testing Principles

This course is designed to give the student experience in inspection and testing of welds. (1 sch: 2 hr. lab)

Credit, one semester hour

WLV 1226 Shielded Metal Arc Welding II

This course is designed to teach students welding techniques using E-7018 electrodes. (6 sch: 1 hr lecture, 10 hr lab)

Credit, six semester hour

WLV 1232 Drawing & 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)

Credit, two semester hours

WLV 1314 Cutting Processes

This course is designed to give the student experience in oxyfuel cutting principles and practices. (4 sch: 2 hr. lecture, 2 hr. lab)

Credit, four semester hours

WLV 1252 Advanced Pipe Welding

Prerequisite: Pipe Welding (WLV 1155). This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. (2 sch: 1 hr. lecture, 2 hr. lab)

Credit, two semester hours

WLV 191 (1-3) Special Problems in Welding & Cutting

Prerequisite: Consent of Instructor. A course designed to provide the student with practical application of skills and knowledge gained in other Welding and Cutting courses. This 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)

Credit, one/three semester hours

WELL CONSTRUCTION TECHNOLOGY (WCT)

WCT 1113 Maintenance Mechanics

This course includes the functions and demonstrates the maintenance of levers, inclined planes, cams, mechanical linkages, pulleys, belts, sprockets, gears, and drives. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 1123 Rotary Drilling Safety

This course explores the safety requirements of rotary drilling including rig, shop, welding, and related equipment safety. (3 sch: 3 hr. lecture)

Credit, three semester hours

WCT 1135 Rotary Rig & Related Equipment

A study of all facets of rotary rigs and related equipment. (6 sch: 3 hr. lecture, 4 hr. lab)

Credit, five semester hours

WCT 1145 Operation of Rotary Rig & Related Equipment

A continuation of Rotary Rig and Related Equipment. (6 sch: 3 hr. lecture, 4 hr. lab)

Credit, five semester hours

WCT 1313 Drilling Fluids

This course includes the functions and properties of drilling fluids. Included are the different types of mud and methods of controlling densities and viscosities of muds. (4 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 1513 Geological Formations

This is a basic course in investigating the occurrence of ground water. Included are basic geology and hydrology and formations related to ground water. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 1613 Metal Fabrication for Well Drilling

This course includes welding safety, gas and electric welding, and basic machine shop operation. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 2223 Pump Theory & Installation

This course includes the selection of pumps for specific applications, installation of pumps, servicing of pumps, and maintenance of pump components. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 2233 Well Testing & Completion

This course instructs the student on basic development and completion of water wells, pump testing, and final installation of the water system. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 2333 Down-hole Problems

This is an advanced course which addresses problems of maintaining a straight hole when drilling. Included are fishing for lost tools, lost circulation zones, and other down-hole problems. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 2423 Water Well Construction

A detailed study of the drilling, development, and production of water supply wells. Included are the legal responsibilities of a drilling contractor and investigation of the sanitary aspects of a well. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 2433 Environmental & Geotechnical Drilling

This is a detailed course covering all aspects of environmental drilling. Included are hazardous materials recognition, identification, and safe handling. A study of the various methods of soil sampling used in geological and environmental investigation. (3 sch: 2 hr. lecture, 2 hr. lab)

Credit, three semester hours

WCT 291(1-3) Special Problems in Well Construction Technology

A course 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 insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab)

Credit, one/three semester hours

WORK-BASED LEARNING (WBL)**WBL 191 (1-3); WBL 192 (1-3); WBL 193 (1-3); WBL 291 (1-3); WBL 292 (1-3); WBL 293 (1-3)**

Work-Based Learning is designed for students enrolled in vocational-technical education programs and employed in parallel work experience for a minimum of 15 hours per week. Course content is based on the State adopted vocational-technical education curriculum, specific workplace needs, and objectives addressing competent workplace performance. The grade for this course is determined collaboratively by the workplace supervisor, the vocational-technical instructor, and the Work-Based Learning Coordinator.

ADMINISTRATION

| | |
|---|---|
| J. STEVEN BISHOP | President |
| A.A., Southwest Mississippi Junior College | |
| B.S., University of Southern Mississippi | |
| M.A., Southeastern Louisiana University | |
| Graduate Study, Mississippi College, Mississippi State University | |
| Ph.D., University of Southern Mississippi | |
| WILLIAM ASHLEY | Vice-President for Student Affairs |
| | Title IX Coordinator |
| | Director of Athletics |
| B.B.A., M.B.A., Delta State University | |
| Ph.D., Mississippi State University | |
| MATTHEW P. CALHOUN | Vice-President for Admissions |
| | Registrar |
| A.A., Southwest Mississippi Community College | |
| B.A., M.S., University of Mississippi | |
| Graduate Study, University of Mississippi | |
| JEFF HORTON | Vice-President for Financial Affairs |
| ALICIA C. SHOWS | Vice-President for Academic Affairs |
| | Distance Learning Coordinator |
| B.S., M.S., University of Southern Mississippi | |
| Graduate Study, University of Southern Mississippi | |
| GRADY E. SMITH | Vice-President for Financial Affairs |
| A.A., Southwest Mississippi Junior College | |
| B.A., Southeastern Louisiana University | |
| B.S., Mississippi State University | |
| Graduate Study, Mississippi State University | |
| JEREMY SMITH... .. | Vice-President for Career and Technical Education |
| B.S., M.S., University of Southern Mississippi | |
| BILL TUCKER | Vice-President for Physical Resources |
| B.S., M.S., Mississippi State University | |
| Ph.D., University of Kentucky | |

INSTRUCTIONAL FACULTY

| | |
|---|---|
| SARAPHA G. ALEXANDER..... | Biological Sciences |
| CAMERON ACHORD..... | Assistant Football Coach |
| | Health, Physical Education and Recreation |
| CATHY ANDREWS..... | Associate Degree Nursing |
| A.A.S., Hinds Community College | |
| B.S.N., Mississippi College | |
| M.S.N., University of Southern Mississippi | |
| KRISTY ARTMANN..... | Health Information Technology |
| A.A., A.S., Southwest Mississippi Community College | |
| A.A.S., Hinds Community College | |
| B.S., Graduate Study, Saint Leo University | |
| *APRIL BOARMAN | Speech |
| KELBY BOWMAN | Assistant Football Coach |
| TANYA BOYD | Associate Degree Nursing |
| A.A., Southwest Mississippi Community College | |
| B.S.N., University of Southern Mississippi | |
| M.S.N., University of South Alabama | |
| KATHY BOYTE | Business and Office Related Technology |
| A.S., Copiah-Lincoln Community College | |
| B.S., Mississippi State University | |
| M.S., University of Southern Mississippi | |
| LESLEE BROCK | Accounting |
| | Computer Science |
| B.S., B.A, M.B.A., Mississippi College | |
| Graduate study, William Carey College | |
| *ELIZABETH BROWN..... | English |
| DAWN Q. BRUMFIELD | English |
| | Cheerleader Sponsor |
| A.A., Southwest Mississippi Community College | |
| B.S., University of Southern Mississippi | |
| M.Ed., William Carey College | |
| Graduate Study, William Carey College | |
| BRENDA K. BURCH | Health Care Assistant/Nurse Assistant |
| A.S., Southwest Mississippi Junior College | |
| Further study, University of Southern Mississippi | |
| KIM BURKETT | Early Childhood Education Technology |
| B.S., Delta State University | |
| M.S., University of Southern Mississippi | |
| CASEY CARTER | Men's Basketball Coach |

MELISSA CAMPBELL Business and Office Related Technology
A.A., Hinds Community College
B.S., B.A., M.Ed., Mississippi College

JOY SMITH-CLAYTONAssociate Degree Nursing
A.S., Southwest Mississippi Community College
B.S.N., Southeastern Louisiana University
M.N., Louisiana State University

ELAINE M. CONEYEnglish
Foreign Language
B.A., Millsaps College
M.A., PhD., Universidad Interamericana
M.Ed., Ed.S., University of Southern Mississippi

SHEILA SANDIFER-COOKAssociate Degree Nursing
B.S.N., University of Southern Mississippi
M.S.N., University of Phoenix

*JANELLYN CORNACCHIONEEnglish

JOSEPH A. CORNACCHIONE, II Carpentry
B.S., Millersville University of Pennsylvania
Further Study, Loyola College, Baltimore, Maryland

ANDREW DALEDirector of Bands
Music
B.M., William Carey College
M.M.Ed., Graduate Study, University of Southern Mississippi

PAUL DANCSISIN.....Political Science
History
B.A., Millsaps College
M.S.S., Mississippi College

DAVID DANFORTH.....Physics

NONA DEERAssociate Degree Nursing
A.S., Southwest Mississippi Community College
B.S.N., M.S.N., Alcorn State University

CLINTON E. DUNN Well Construction Technology
A.S., Southwest Mississippi Community College

DONALD DYKES Assistant Football Coach
Men's Head Resident
B.S., Southeastern Louisiana University
M.Ed., Delta State University

JOSEPH ELLIOTT Music
Choral Director
B.Mus., M.Mus., Mississippi College

DANNY ESCH.....Diesel Equipment Technology
A.A., Southwest Mississippi Community College
Further study, University of Southern Mississippi

PHILLIP E. EVANS, JR..... Welding and Cutting
Southwest Mississippi Community College

JAMIE EVERETT..... Assistant Football Coach
Health, Physical Education and Recreation

PETE FERGUSON..... Chairperson, Mathematics and Science Division
Chemistry
A.S., Copiah-Lincoln Community College
B.S., M.S., University of Southern Mississippi

MELISSA FINDLEY Health Information Technology

MICHAEL FLOWERS..... Occupational Safety and Health
B.S., M.Ed., Nicholls State University
Graduate Study, Nicholls State University, University of Southern Mississippi

*DIXIE STOKES FOCHE..... Family and Consumer Science
B.S., M.S., University of Southern Mississippi

ALANA GABLER Biological Sciences
B.S., Mississippi College
D.V.M., Mississippi State University

DREW GALLANT..... Soccer Coach

*ELISE GATLIN..... Psychology
B.A., University of Mississippi
M.S., University of Southern Mississippi

AMY GAZZO Director of Public Relations
English
Lifeskills
B.A., University of Southern Mississippi
M.Ed., William Carey College
Graduate study, Southeastern Louisiana University

*JAKE GAZZO Criminal Justice

PATSY B. GILES..... Mathematics
B.S., University of Southern Mississippi
M.A., Louisiana State University

B. MERRIELYN GINN Chairperson, Social Science and Business Division
History
B.S., Mississippi University for Women
M.A., Southeastern Louisiana University
Graduate Study, Southeastern Louisiana University

*DANA GOLDMAN Mathematics

THOMAS GRAY Assistant Men's Basketball Coach
Business

STEPHANIE GREER..... Associate Degree Nursing
A.A., Southwest Mississippi Community College
B.S.N, M.S.N., University of Southern Mississippi

| | |
|--|--|
| CARLA GRIFFIN..... | Biological Science |
| A.A., Southwest Mississippi Junior College | |
| B.S., M.S., University of Mississippi | |
| Graduate study, University of Southern Mississippi | |
| GILBERT GRIFFIN..... | Mathematics |
| A.A., Southwest Mississippi Community College | |
| B.S., Mississippi State University | |
| M.S., University of Southern Mississippi | |
| Graduate Study, Texas A & M University, University of Southern Mississippi | |
| *JENNIFER GUERRA..... | Mathematics |
| *JEANETTE HALL..... | Mathematics |
| *NORMA HAMMILL..... | Biological Sciences |
| B.S., University of Southern Mississippi | |
| M.S., University of Mississippi | |
| Graduate study, University of Southern Mississippi | |
| BRENT HARRIS..... | Women's Basketball Coach |
| | Health, Physical Education and Recreation |
| B.B.A., B.S., Lambuth University | |
| M.A., Tennessee State University | |
| *DENISSA HARTE..... | Associate Degree Nursing |
| A.S., Mississippi Gulf Coast Community College | |
| B.S.N., University of Southern Mississippi | |
| M.S.N., University of South Alabama | |
| SUSAN G. HEDGES..... | Sociology |
| | Social Work |
| B.S.W., Mississippi University for Women | |
| M.S.W., University of Alabama | |
| Graduate study, Delta State University, Mississippi College | |
| ALECIA K. HOLLIS..... | Associate Degree Nursing |
| B.S.N., University of Southern Mississippi | |
| M.S.N., University of Mississippi Medical Center | |
| HORACE C. (BUTCH) HOLMES, JR..... | Health, Physical Education, and Recreation |
| B.S., Mississippi State University | |
| M.Ed., William Carey College | |
| Graduate study, University of Southern Mississippi | |
| LARRY M. HOLMES..... | History |
| B.A., M.Ed., William Carey College | |
| *NANCY F. HOLMES..... | Reading |
| B.S., M.Ed., Mississippi State University | |
| Graduate study, University of Southern Mississippi | |

KEN JACKSON Assistant Baseball Coach
Reading
A.A., Southwest Mississippi Community College
B.S., University of Southern Mississippi
M.Ed., University of Phoenix

*CLAUDE JEFICOAT Process Technology

*CHANDER JOHNSON Biological Sciences

*BETTY JOHNSON Psychology
B.A., Mississippi College
M.Ed., Mississippi State University
Graduate study, University of Southern Mississippi, Mississippi College, William Carey College

SHAY JOHNSON Assistant Softball Coach

MADONNA JONES..... Cosmetology

ROBIN KUNTZ Biological Sciences
B.S., M.S., Mississippi State University
Graduate Study, Mississippi State University

LEE KUYRKENDALL..... Baseball Coach
Health, Physical Education, and Recreation
B.S.Ed., Mississippi College
M.Ed., Delta State University

MICHAEL KYZAR Heating and Air Conditioning
Certificate in Heating and Air Conditioning, Southwest Mississippi Community College
Further study, University of Southern Mississippi

*ALICE LACOSTE..... English

CONNIE LAMBUTH..... Chairperson, Humanities Division
Music
B.M.E., Mississippi State University
M.Ed., Southeastern Louisiana University
Graduate Study, Mississippi College

*LARRY W. LeBLANC, II..... Philosophy
B.A., University of Southern Mississippi
M.Div., New Orleans Baptist Theological Seminary
Doctor of Ministry, The Southern Baptist Theological Seminary

*LATONJA LEONARD Mathematics

DAN LEWMAN..... Geography
Physical Science
A.A., Southwest Mississippi Community College
B.S., M.Ed., University of Southern Mississippi
Graduate study, University of Southern Mississippi, Alcorn State University

DARLENE K. LINDSEY Associate Degree Nursing
B.S.N., Mississippi College
M.S.N., University of Mississippi

| | |
|--|---|
| JOYCE MABRY | Journalism English |
| A.A., Southwest Mississippi Community College | |
| B.S., University of Southern Mississippi | |
| M.Ed., William Carey University | |
| Graduate Study, Louisiana State University, University of Southern Mississippi, Mississippi State University | |
| GREG MAGEE | Commercial Truck Driving |
| USM Army ROTC Graduate: Commissioned Officer | |
| B.S., University of Southern Mississippi | |
| Certificate of Commercial Truck Driving, Copiah-Lincoln Community College | |
| *VICKIE MALONE..... | Psychology |
| *BETH MARTIN | Psychology |
| DEANNA MARTIN..... | Business and Marketing ManagementTechnology |
| A.T., A.S., Jones County Junior College | |
| B.S., University of Southern Mississippi | |
| JASON MATHENA | Music Assistant Band Director |
| B.M.E., Auburn University | |
| M.M., University of Louisiana-Lafayette | |
| D.M.A., University of Southern Mississippi | |
| GWEN MAY | English Reading |
| A.A., Southwest Mississippi Community College | |
| B.S., M.Ed., University of Southern Mississippi | |
| M.Ed., William Carey University | |
| Graduate study, University of Southern Mississippi, Southeastern Louisiana University, William Carey University, Jackson State University | |
| KAREN MAY | Biological Sciences |
| A.A., Southwest Mississippi Community College | |
| B.S., M.C.S., M.S., Mississippi College | |
| Graduate study, University of Southern Mississippi, Mississippi College | |
| VICKY McCAFFERY | Cosmetology |
| Certificate of Teacher Training, Southwest Mississippi Community College | |
| JOE McCARTY..... | Computer Science |
| PRUDENCE O. McGEHEE | Art |
| B.A., Rhodes College | |
| M.F.A., University of Mississippi | |
| JOICE McGOWAN | Practical Nursing |
| B.S.N., Further Study, University of Southern Mississippi | |
| JENNIFER McLAUGHLIN | Speech |
| B.A., Mississippi State University | |
| M.S., PhD., University of Southern Mississippi | |

*ANGELA RUSHINGPsychology
A.A., Southwest Mississippi Community College
B.S., William Carey College
M.Ed., Mississippi College

CYDNEE RUSSELL Massage Therapy

LEEANNE RUTLAND Business and Office Related Technology
B.S., M.S., University of Southern Mississippi

PATSY SANDIFER Softball Coach
Psychology
B.S., M.Ed., Mississippi College
Graduate Study, University of Southern Mississippi

*SCARLET SAVOYE History

BRITTA STEPHENS..... Assistant Women’s Basketball Coach
English
B.A., M.Ed., William Carey University

JAMES STEPHENS.....Physics

KAREN STRINGER..... Practical Nursing
A.S., Copiah-Lincoln Community College
A.S., Southwest Mississippi Community College

MELISSA TEMPLE.....Director, Associate Degree Nursing
A.S., Southwest Mississippi Community College
B.S.N., William Carey College
M.S.N., University of Southern Mississippi
Graduate Study, University of Mississippi Medical Center

*HOPE THOMPSON Reading

JOSH TROXLER Automotive Technology

*MARY TULLOS..... Foreign Language
B.A., M.A., University of Mississippi

*KAREN TYNES.....Mathematics

KIM TYNES..... Business and Office Related Technology
A.S., Southwest Mississippi Community College
B.S., M.S., University of Southern Mississippi

BRAD VAN NORMAN Electrical Technology
A.S., Southwest Mississippi Community College
Instrumentation Certification, ITI Technical College

BILL WALLACESpeech
Director of Intramurals
A.A., Southwest Mississippi Community College
B.S., University of Southern Mississippi
M.Ed., Mississippi College

*SONYA WALLACEMathematics

ASHLEY WEATHERSPolitical Science
Sociology
Criminal Justice
A.A., Southwest Mississippi Community College
B.A., M.Ed., Delta State University

*SHELTON WHITTINGTONStage Band Director
A.A., Southwest Mississippi Community College
B.M.E., Mississippi State University
M.M.E., Southeastern Louisiana University

*SISSY WHITTINGTONBusiness

DIANNE WILKINSONAssociate Degree Nursing
A.S., Southwest Mississippi Community College
B.S.N., Mississippi College
M.S.N., F.N.P., University of Southern Mississippi

*JERRY WILKINSON.....Process Operations Technology
A.A., Copiah-Lincoln Community College
B.M.Ed., M.Ed., Delta State University
D.A., University of Mississippi
Post Doctorial Study, University of Memphis

BRENDA WILSON Practical Nursing
A.S., Louisiana State University - Alexandria

SHELLAH YOUNG.....Associate Degree Nursing
A.S., Southwest Mississippi Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Southern Mississippi

YOLANDA K. YOUNGWork-Based Learning Coordinator
English
B.A., M.A., Jackson State University

*ED ZUMBRO.....Process Operations Technology
A.A., Copiah-Lincoln Community College
B.A., Mississippi State University

*PART-TIME INSTRUCTIONAL FACULTY

PROFESSIONAL STAFF

LUCKY BARNESNetwork Technician

MOLLY BASS Staff Accountant

A.A., A.S., Southwest Mississippi Community College

B.S., University of Southern Mississippi

AMY BEARD WIA Educational Coordinator

A.A., Southwest Mississippi Community College

B.B.A., Mississippi State University

CYNTHIA BENNETTEducational Recovery Specialist

GED Examiner

B.B.A., Northwood University

B.S., Mississippi State University

ADDIE BOONE Support Services Coordinator

KARINLEE BRISTERAcademic Admissions Recruiter

A.A., Southwest Mississippi Community College

B.S., University of Mississippi

LORAN COOK Workforce Training Coordinator

A.A., Southwest Mississippi Junior College

B.S., University of Southern Mississippi

COLTER COTTEN System Administrator

A.A., A.S., Southwest Mississippi Community College

B.S., Mississippi University for Women

AURELIA GAYDEN Career-Technical Counselor

B.S., B.S., University of Southern Mississippi

M.Ed., University of Mississippi

RHONDA GIBSON Director of Disability Support Services

B.S., University of Southern Mississippi

JESSIE GREER Simulation Lab Coordinator

JILL BUSBY GUNNELL Workforce Training Coordinator

B.S., University of Southern Mississippi

LEANNE HILTONNetwork Technician

KIMBERLY LEWIS Assistant Athletic Trainer

JANICE McKELLAR..... Workforce Training Specialist

B.S., Mississippi University for Women

Certificate, Opticians Association of America

Certificate, Training and Development, The Workplace Learning and Performance Institute, University of Southern Mississippi

SHREE MONTGOMERY.....ABE/GED Instructor

AMANDA HOWELL PRICE Workforce Training Coordinator
A.S., Copiah-Lincoln Community College
B.S., Franklin University

KEITH RAYBONAthletic Trainer
B.S., University of Southern Mississippi

*JAMES RUSHINGAcademic Counselor
A.A., Mississippi Gulf Coast Junior College
B.S., M.S., University of Southern Mississippi
Graduate study, University of Southern Mississippi

ASHLEY SASSER Director of Student Activities and Housing
A.A., Southwest Mississippi Community College
B.A., University of Mississippi

*NANCY SMITH.....Director of Institutional Advancement

WENDY S. SMITH..... Director, Workforce Development Center
B.A., Southeastern Louisiana University
M.Ed., University of Southern Mississippi
Graduate Study, University of Southern Mississippi

CHARLES A. (TIM) STOGNERAssistant Director, Workforce Development Center
Industrial Training Coordinator
B.S., University of Southern Mississippi

LEA TOUCHSTONE Director of Institutional Research
A.A., Southwest Mississippi Community College
B.S., M.Ed., University of Southern Mississippi

MIKE TULLISDirector of Information Technology
A.S., Southwest Mississippi Community College
B.S., Mississippi State University

JOAN (JONI) WILKINSON Financial Aid Director
B.S., Mississippi State University
Certificate, Mid South School of Banking, University of Memphis
Graduate Study, William Carey University

CAROLYN WILLIAMSABE-GED Director
B.S., Southern University and A&M College
M.Ed., University of Southern Mississippi

PATRICIA YOUNG..... Director, Academic Counseling and Recruitment
Psychology
A.A., Copiah-Lincoln Community College
B.A., University of Southern Mississippi
M.Ed., Mississippi College
Graduate Study, Jackson State University, Mississippi State University

*PART-TIME PROFESSIONAL STAFF

SUPPORT STAFF

RANDY ACHORDDirector, Buildings

DAVID ADAMS.....Police Officer

KAY ALLENCustodial

BEVERLY ANTHONYRecords Analyst
A.A., Southwest Mississippi Community College

JAY BAINPolice Officer

CLAY BARRETTPolice Officer

BRENDA BARNETT.....Custodial

*RHONDA BOYDPolice Officer

*JESSIE BOWMAN.....Men’s Assistant Resident

CLIFTON BRYANTCustodial

BRIDGET BURRIS.....Records Analyst
Distance Learning Test Proctor
A.S., Southwest Mississippi Community College

MISTY BYERS.....Bookstore Clerk
A.S., Southwest Mississippi Community College

TAMMY CAIN Financial Aid Counselor
A.A., Southwest Mississippi Community College

SURBRINA CAMERON Financial Aid Counselor
A.A., A.S., Southwest Mississippi Community College
Additional study, Indiana University of South Bend

REGINA CARRAWAYCustodial

*MYRNA CASCIOLA.....Math Tutor

JAMIE (BO) CLIBURNBuildings

MAURICE CONEYPolice Officer

AMY COOLEY Water, Gas and Wastewater

*GARY DICKERSONPolice Officer

*BEVERLY DUNAWAYRecords Analyst
Southwest Mississippi Junior College

DANIELLE DUNAWAY..... Secretary for the Vice-President for Student Affairs

WILLIAM H. DUNNMen’s Head Resident
A.A., Northwest Mississippi Junior College
B.S., Delta State University
M.S., University of Southern Mississippi
Graduate study, University of Mississippi, Texas A & M

ROBERT FELDER Grounds

PAULA FITE Accounts Payable Specialist
A.A., Southwest Mississippi Community College

CHRIS FORNEA.....Buildings

NATE GARNER Custodial

LEIGH ANNE GIBSON Secretary to the Vice-President for Academic Affairs
A.A., A.S., Southwest Mississippi Community College
B.S., Mississippi University for Women

LEE GILL..... Director, Grounds

MICHAEL GUNNELL Sports Information Director
A.A., Southwest Mississippi Community College
B.S., University of Southern Mississippi

DAVIS HAYGOOD Chief of Police

*CINDY HENDERSON..... Student Success Center Coordinator

DEBBIE HODGES Career Technical Administrative Assistant
Certificate, A.S., Southwest Mississippi Community College

STACEY HODGES..... Financial Aid Counselor
Southwest Mississippi Community College

BEVERLY JOHNSON..... Workforce Development Center Secretary/Receptionist
A.A., A.S., Southwest Mississippi Community College

MILISSA JOHNSON..... Secretary to the President
Certificate, Southwest Mississippi Junior College

KEVIN KIRK Police Officer

JERRY LANG Buildings

CHARLOTTE MALONE..... Workforce Development Center Secretary
A.A., Southwest Mississippi Community College

JAKE MARSALIS Grounds

DANNY McCULLOUGH.....Buildings

MIRANDA McGEHEE Business Office Receptionist
Assistant Accounts Receivable Specialist
A.A.S., Southwest Mississippi Community College

*CHARLOTTE McGREGOR Human Resources
Southwest Mississippi Community College

DABRINA MOORE..... Women's Head Resident

MARY RUTH MURCHIE Assistant Women's Resident

CATHERINE NELSON Custodial

RHONDA NEVELS Student Support Computer Lab Assistant
Southwest Mississippi Community College

BECKY NEWMAN Human Resources
Southwest Mississippi Community College

*JUDE O'ROURKEDistance Learning Test Proctor

SHARON PICKETT.....Director, Custodial

CLARENCE RATLIFF Grounds

JENNIFER RAWLS Accounts Receivable Specialist
A.A., Southwest Mississippi Community College

*JOHNNIE RUSHING.....Police Officer

PENNY SALDANAAssociate Degree Nursing Secretary
Certificate, Southwest Mississippi Junior College

GLENN SMITHBuildings

TERESA SMITH..... Receptionist
Certificate, Southwest Mississippi Community College

LISA STEWART.....Bookstore Manager
Southwest Mississippi Community College

TRACEY L. SWANIGANPhysical Resources Secretary
A.A., Hinds Community College

ANNA THURMAN.....Secretary for Academic Counseling

GLORIA J. VAN NORMANComputer Laboratory
Certificate, Southwest Mississippi Junior College
A.A., Southwest Mississippi Community College

BARBARA WALLPreschool Teacher
University of Southern Mississippi

NATHAN WELLSDirector, Media Systems
Southwest Mississippi Community College

BRENDA WHITECustodial

*PART-TIME SUPPORT STAFF

POINTS OF CONTACT

Please direct all correspondence concerning the following to the office indicated:

ADMISSIONS – Registrar

Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666
(601) 276-2001

ACADEMIC COUNSELING – Director, Counseling Center

Southwest Mississippi Community College, 1148 College Drive, Summit, MS 39666
(601) 276-2005

FINANCIAL AID, WORK-STUDY, SCHOLARSHIPS - Director of Financial Aid

Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666
(601) 276-3708

HOUSING – Director of Student Activities and Housing

Southwest Mississippi Community College, 1148 College Drive, Summit, MS 39666
(601) 276-3732

PRE-REGISTRATION - Director, Counseling Center

Southwest Mississippi Community College, 1148 College Drive, Summit, MS 39666
(601) 276-2005

CAREER-TECHNICAL PROGRAMS - Vice-President for Career and Technical Education

Southwest Mississippi Community College, 1009 Union Drive, Summit, MS 39666
(601) 276-2015

CAREER AND TECHNICAL COUNSELING - Director, Career and Technical Counseling Center

Southwest Mississippi Community College, 1009 Union Drive, Summit, MS 39666
(601) 276-3722

VETERANS' AFFAIRS - Director of Financial Aid

Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666
(601) 276-3707

WORKFORCE DEVELOPMENT - Center Director

Southwest Mississippi Community College, 1146 Horace Holmes Drive, Summit, MS 39666
(601) 276-3889

CAMPUS TELEPHONE NUMBERS

| | |
|--|---------------------|
| Administration | (601) 276-2000 |
| Associate Degree Nursing Program | (601) 276-2008 |
| Baseball Office | (601) 276-3714 |
| Basketball Office | (601) 276-2020/4834 |
| Football Office | (601) 276-3892 |
| Soccer Office | (601) 276-4841 |
| Softball Office | (601) 276-2009 |
| Bookstore/Post Office | (601) 276-2006 |
| Cafeteria | (601) 276-2002 |
| Fine Arts Department | (601) 276-4812 |
| Library | (601) 276-2004 |
| Security | (601) 276-3838 |