

2018-2019

ACADEMIC CATALOG



MERIDIAN
COMMUNITY COLLEGE

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Disclaimer: Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Ms. Soraya Welden, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601-484-8628, Fax: 601-484-8635, email: swelden@meridiancc.edu. Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601-553-3453, Fax: 601-484-8635, email: dmosley@meridiancc.edu.

The provisions of this catalog are not to be regarded as an irrevocable contract between the students and MCC. This catalog attempts to present information regarding admission requirements, courses, degrees, tuition, fees, etc., in as accurate and up-to-date fashion as possible. This does not, however, preclude the possibility of changes taking place during the time period of this catalog. When such changes happen, they will be publicized through normal channels. Prospective and current student should consult an advisor for any changes in the information in this catalog.

Academic Calendar

FALL 2018

Faculty on 186 Day Contract Report	Mon., July 23
Faculty on 176 Day Contract Report	Mon., July 30
Faculty on 166 Day Contract Report	Mon., Aug. 6
Fall Semester Officially Begins	Mon., Aug. 6
Faculty Workshop.	Mon.-Fri., Aug. 6-10
Full Term Classes begin	Mon., Aug. 13
Last Day to Register for Classes	Fri., Aug. 17
Labor Day Holiday	Mon., Sept. 3
Late Start Classes Begin	Mon.-Tues., Sept. 17-18
Last Day to Receive "W" in Term I.	Mon., Sept. 24
Fall Holiday	Mon.-Tues., Oct. 8-9
Term II Classes Begin	Wed., Oct. 10
Mid Semester Grades Due	Wed., Oct. 10
December Graduation Application Deadline.	Fri., Oct. 19
Last Day to Receive "W"	Fri., Nov. 9
Thanksgiving Holidays	Mon.-Sat., Nov. 19-24
Classes Resume.	Mon., Nov. 26
Last Day to Receive "W" in Late Start Classes.	Mon., Nov. 26
Last Day to Receive "W" in Term II Classes	Mon., Nov. 26
Final Examinations	Fri.-Thurs., Nov. 30-Dec. 6
Final Grades Due (3 p.m.)	Thurs., Dec. 6
Faculty Work Day	Fri., Dec. 7
Graduation	Fri., Dec. 7

SPRING 2019

Spring Semester Officially Begins (Including MSVCC Holiday Term)	Mon., Dec. 10
Faculty Workshop.	Wed.-Fri., Jan. 2-4
Full Term Classes Begin	Mon., Jan. 7
Last Day to Register	Fri., Jan. 11
Martin Luther King Holiday	Mon., Jan. 21
Late Start Classes Begin	Mon.-Tues., Feb. 11-12
Last Day to Receive "W" in Term I Classes.	Mon., Feb. 18
Term II Classes Begin	Mon., March 4
Mid Semester Grades Due	Mon., March 4
Mid Semester Break (Spring Break)	Mon.-Sat., March 11-16
May Graduation Application Deadline	Wed., March 27
Last Day to Receive "W"	Fri., April 12
Last Day to Receive "W" in Late Start Classes.	Tues., April 16
Last Day to Receive "W" in Term II Classes	Tues., April 16
Easter Holiday	Thurs.-Tues., April 18-23
Final Examinations	Fri.-Thurs., April 26-May 2
Final Grades Due (3 p.m.)	Thurs. May 2
Graduation	Fri., May 3
Faculty on 166 Day Contract Completed	Mon., May 13
Faculty on 176 Day Contract Completed	Mon., May 20
Faculty on 186 Day Contract Completed	Mon., May 27

SUMMER 2019

Summer Semester Officially Begins (Including MSVCC May-Mester)
. **Mon., May 6**

DAY TERM I

Classes Begin	Tues., May 28
Last Day to Register	Wed., May 29
Last Day to Receive "W"	Fri., June 21
Final Examinations	Thurs., June 27
Last Day to Apply for Summer Graduation.	Fri., June 28
Grades Due (8 a.m.)	Fri., June 28

DAY TERM II

Classes Begin	Mon., July 1
Last Day to Register	Tues., July 2
Independence Day Holiday	Thurs., July 4
Last Day to Receive "W"	Fri., July 26
Final Examinations	Thurs., Aug. 1
Grades Due (8 a.m.)	Fri., Aug. 2
Graduation	Fri., Aug. 2

Full Day Term *Classes meet entire summer*

Classes begin	Tues., May 28
Last Day to Register	Wed., May 29
Last Day to Apply for Summer Graduation.	Fri., June 28
Independence Day Holiday	Thurs., July 4
Last Day to Receive "W"	Wed., July 17
Final Examinations	Thurs., Aug. 1
Grades Due (8 a.m.)	Fri., Aug. 2
Graduation	Fri., Aug. 2

Evening Term *Classes meet 2 nights/week for 3 hours/night for 8 weeks*

Classes Begin	Tues., May 28
Last Day to Register	Fri., May 31
Last Day to Apply for Summer Graduation.	Fri., June 28
Independence Day Holiday	Thurs., July 4
Last Day to Receive "W"	Wed., July 17
Final Examinations	Tues.-Wed., July 23-24
Grades Due (8 a.m.)	Fri., July 26
Graduation	Fri., Aug. 2

Important dates for Mississippi Virtual Community College (online) classes: Please refer to the MCC eLearning webpage MSVCC dates.

SECTION 1

INTRODUCTION AND INFORMATION

2018-2019

ACADEMIC CATALOG

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Welcome from the President



Your interest in Meridian Community College shows me that you have taken a major step toward insuring your future success. If you are looking for a college with a proven record of successful graduates, taught by a superlative faculty and supported by a caring, helpful staff, then you've definitely come to the right place! Whether your ultimate goal is to transfer to a senior college or university or to get on the fast track in securing a solid entry-level job, you can be assured that MCC's faculty and staff will do all they can to assist you.

At MCC, we endeavor to offer a curriculum that enables each student to pursue a field befitting his/her particular talents and aspirations. Besides the traditional academic (university parallel) program, MCC has some 52 career and technical program options for students, ranging from nursing to commercial truck driving. And for those who can't necessarily take advantage of traditional classroom opportunities, MCC offers a wide variety of online (eLearning) courses that virtually enable students to pursue degrees on their home computer.

I hope you will visit our campus soon. MCC is a college that's just the right size. We're big enough to offer you a complete college experience, both curricular and extracurricular. Yet, we're small enough to insure that our students don't get lost in the crowd. At MCC, we don't think of our students as numbers in a computer. We strive to treat them as members of our family.

This catalog is an important tool for prospective students and for those who are already enrolled. I encourage you to read it carefully so that you'll be familiar with guidelines that will help you be successful in your college experience. But remember, if you can't find the answer you're seeking in this catalog, then our faculty and staff are here to help you. We were all students once and remember what it was like to have many questions about college. So don't be afraid to ask questions. That's what we are here for—to help you!

If there is anything that I can do as your President to personally assist you in reaching your goals, please don't hesitate to seek me out. The only reason I have a job is to serve students like you, and I try very hard never to forget that.

Best of luck and welcome to MCC!

Scott D. Elliott
President, Meridian Community College

Need More Information?

Meridian Community College seeks to serve this community in the best way possible. The people listed below can assist prospective students in accessing information. Inquiries may be sent to :

Meridian Community College, 910 Highway 19 North, Meridian, MS 39307-5890. The telephone number is 601-483-8241 or toll free 1-800-MCC-THE-1. The fax number is 601-484-8701 (Hardin Hall) or 601-484-8635 (Ivy Hall).

- Academic Programs Michael Thompson
Dean of Academic Affairs
- Admissions Dr. Angela Payne
Admissions Director
- Adult Basic Education/GED Jennifer Whitlock
Adult Education Director
- Advising/Registration Deanna Smith
Advising and Retention Director
- Arts and Letters Dr. Todd Brand
Director
- Athletic Programs Sander Atkinson
Athletic Director
- Business Office Amy Brand
Vice President for Finance
- Campus Life LeAnne Motes
Campus Life Director
- Career and Technical Programs/Workforce Education
. Dr. Richie McAlister
Associate Vice President for Workforce Education
- Career Development Center Darlene Mayatt
Career Center Director
- Community and Business Development. Joseph Knight
Dean of Community & Business Development
- Disabled Student Services Gina Mills
Career and Technical Support Services Coordinator
- eLearning J. Marie Roberts
Director of eLearning
- Evening Program Ginger Crawford
Evening Services Coordinator
- Financial Aid Nedra Bradley
Financial Aid Director
- Fitness Center Wade Heggie
Fitness Center Director
- Lifetime Quest Charlotte Rasco
Coordinator
- MCC Foundation Kathy Brookshire
Associate Vice President for Development
and Executive Director of MCC Foundation
- Publications, Public Relations Kay Thomas
Promotions Coordinator
- Recruitment Patrick Lovette
Recruiting and Campus Life Director
- Residence Life Calvin Bennett
Housing Director
- Scholarships LaDonna Rowe
State Grants/Scholarships Coordinator
- Single Parent/Homemaker Services Brenda Fortson
Career and Technical Support Services Coordinator
- Student Success Center Jade Parkes
Success Center Director
- Transcripts Deborah Oldham
Registrar

History of Meridian Community College

Founded in 1937 as the “13th and 14th grades” at Meridian High School, Meridian Community College is the only one of Mississippi’s 15 public community colleges to originate through the initiative of a local school system. MCC began as the vision of Dr. H.M. Ivy (1884-1977), superintendent of the Meridian Separate School District in the 1930s. The College, then known as Meridian Junior College, operated at Meridian High School until 1965 when the College moved to its present location.

After the closure of T.J. Harris Junior College as a result of a federal court order to the Meridian Public School System in 1970, more than 400 students and faculty joined the MJC campus from Harris that year.

Meridian Junior College made its final break with Meridian Public Schools by establishing its own district and Board of Trustees in 1980.

As part of its 50th anniversary celebration, the College changed its name to Meridian Community College to more accurately reflect its mission and the diversity of opportunities it provides for a growing community area.

Dr. William F. “Bill” Scaggs became MCC’s first official president in 1968 and served in that capacity until the fall of 1998. Under Dr. Scaggs’ leadership, the College engaged in an impressive capital improvements program, adding several buildings to its physical plant and continuously expanding its Career and Technical Education and academic programs. He guided the establishment of The MCC Foundation, and became one of the state’s leaders in educational technology. Upon Dr. Scaggs’ retirement, MCC’s baseball facility was named “William F. Scaggs Field” in recognition of not only his considerable contributions to the College, but also his abiding love for the national pastime.

Mission of Meridian Community College

Meridian Community College is a public institution of higher learning dedicated to improving the quality of life in Lauderdale County, Mississippi, and surrounding areas.

Through campus-based and distance education programming, MCC serves a diverse student population and accomplishes its mission by providing equal access to:

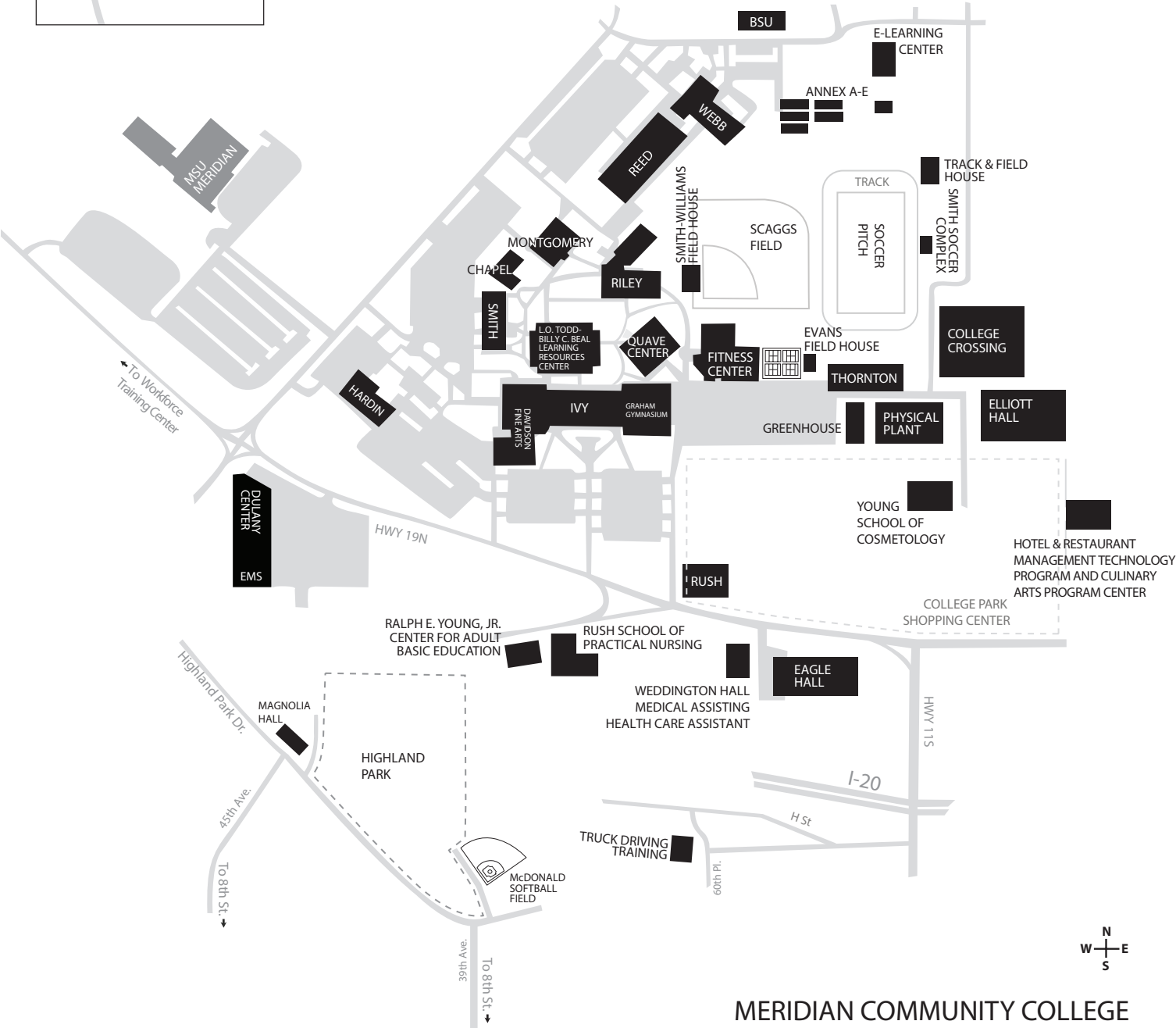
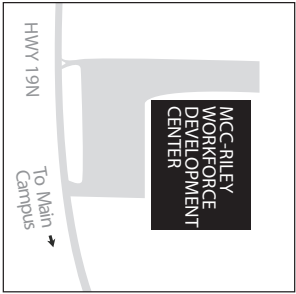
- Courses leading to the Associate in Arts Degree and/or transfer to senior colleges and universities;
- Associate of Applied Science Degree and occupational certificate programs and customized workforce training, leading to entry-level and/or enhanced employment opportunities;
- Continuing education courses designed for personal and/or professional enrichment, student support services, cultural enrichment events, and adult basic and developmental education programs designed to equip students for expanded opportunities.

Accreditation

Meridian Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts and the Associate of Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Meridian Community College.

MCC holds membership in the American Association of Community Colleges, the Mississippi Association of Community and Junior Colleges, the Mississippi Association of Colleges, and the Southern Association of Colleges with Associate Degrees. Additionally, MCC is officially recognized by various occupational accrediting agencies; refer to specific programs of study for programmatic accreditation information.

CAMPUS MAP



MERIDIAN COMMUNITY COLLEGE

910 HWY 19 N
MERIDIAN, MS 39307
1.800.MCC.THE1
WWW.MERIDIANCC.EDU

SECTION 2
ADMISSIONS AND
REGISTRATION

2018-2019

ACADEMIC CATALOG

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Admissions

Meridian Community College is committed to providing excellent post-secondary educational opportunities. MCC does not exclude from participation in, deny the benefits of, or otherwise discriminate against any person in any program or activity of the College on the basis of race, religion, color, national origin, sex, age, or disability. This is in compliance with Title VI of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972 of the Higher Education Act; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990 (ADA).



General Admission Requirements
MCC ascribes to an “open admissions” policy consistent with all appertaining laws.

Students seeking admission to MCC must submit the following:

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting agency. The high school transcript must show the date of graduation and the high school principal’s signature. A student may present a high school equivalency (HSE) transcript from General Educational Development (GED), Test Assessing Secondary Completion (TASC) or High School Equivalency Test (HiSET) in lieu of a high school transcript.
- A copy of their scores from a national American College Test (ACT) or the ACCUPLACER test. ACCUPLACER is a computer-based test which is administered in the Holladay Center for eLearning. Although a minimum score is not required for admission to MCC, test scores are required as they are used to determine course and/or program placement.

Home-schooled students must present an official transcript with a graduation date and a listing of specific courses completed from a recognized home school agency. If no such document is available, the parent of the home-schooled student may present an official transcript with the date of graduation and with a notarized sworn affidavit stating that the student’s record is accurate and complete.

Any correspondence or online courses used to meet high school graduation requirements must come from an institution accredited by the Distance Education Accrediting Commission (DEAC) or a state or regional accrediting agency.

Students who are 21 years of age or older and who do not have a high school diploma or HSE may enroll in Meridian Community College by completing the application for admission and by making a satisfactory score on an Ability to Benefit test as designated by the U.S. Department of Education.

Admission to the College does not insure admission into a particular program of study. Some of the programs of study are competitive and require additional screening prior to program admission. Academic advisors provide students with admission criteria for each program of study.

The Admissions Office will inform each student in writing of his/her acceptance to MCC.

Mississippi Occupational Diploma
Students who complete high school with a Mississippi Occupational Diploma (MOD) are eligible for admission to Meridian Community College. Students with an MOD should be aware that they are not eligible for Federal Title IV Financial Aid. Students who complete high school with an MOD are encouraged to earn a high school equivalency (HSE) and, therefore, possibly receive federal aid. For more information about obtaining a HSE, contact a staff member at 601-484-8796 at The Ralph E. Young, Jr. Center for Adult Basic Education (directly across the street from MCC Ivy Hall).

Readmission

MCC students who did not attend during the prior semester (not including summer terms) are considered readmission students and must submit a new Application for Admission upon their return to MCC. Students who attended another college since attending MCC must submit an official transcript from that college to the MCC Admissions Office. Academic standing of readmission students will be based upon their academic performance during the last enrollment at MCC and/or another college. Readmission applicants are admitted in “good standing” or on “academic probation.” In order to be admitted in “good standing,” a student must have completed the last semester of enrollment with a 2.0 grade point average (GPA) on a 4.0 scale.

Students seeking readmission to a Workforce program after a period of non-continuous enrollment may be required to prove currency and relevancy of knowledge. The “Advanced Standing Examination” will be used to validate program competencies and currency and relevancy of knowledge. When present, program readmission guidelines also apply. Program faculty, in consult with the appropriate dean, will evaluate transcribed credit to determine the need for program competency evaluation.

Declaration of Academic Fresh Start Policy

Some students who have not attended MCC for at least four semesters (not including summer terms) may be faced with a deficit in quality points and a low GPA because of their prior academic record. Sometimes the deficit in earlier grades is such that it prevents these students from graduating. The Declaration of Academic Fresh Start Policy addresses this situation.

Upon written request via the Declaration of Academic Fresh Start form and subsequent approval, a student’s previous grades at MCC may be eliminated from consideration in calculating the local GPA for graduation purposes. The guidelines are:

- Academic Fresh Start is defined as the elimination from consideration of all instructional (academic/career and technical) work completed

at MCC prior to the point of re-enrollment for the purpose of calculating local GPA and assessing graduation status except for designated saved credits up to a maximum of 15 semester hours. Once Academic Fresh Start has been declared, discounted work will not be considered toward calculating local GPA from that date forward except for approved saved credits. No grades will be removed from the student's academic record.

- A student who is granted Academic Fresh Start will be allowed to save or bring forward a maximum of 15 semester hours to be used toward graduation requirements. The decision as to which classes will be saved and carried forward must be made at the time Academic Fresh Start is declared. Credit will be awarded for the saved courses, and the actual grades earned will be included in GPA calculations.

- A minimum of four semesters (not including summer terms) must have lapsed from the end of the most recent semester of enrollment at MCC prior to the Academic Fresh Start declaration.

- The student must complete a Declaration of Academic Fresh Start form with an advisor, and the advisor will then submit the completed form to the Registrar's Office.

- Academic Fresh Start can be declared only once at MCC.

- Students will be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a Declaration of Academic Fresh Start.

- Students who have had more than one four-semester lapse between periods of enrollment may elect to declare Academic Fresh Start for one or more of those periods, provided that once the Academic Fresh Start is established, it will apply to all enrollments prior to that time.

- Students who are approved for Academic Fresh Start will be eligible for academic honors and membership in Phi Theta Kappa provided their subsequent GPA qualifies them for such honors.

Transfer Admissions

Students transferring to MCC from another college or university will be required to submit the following:

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting agency. The high school transcript must show

the date of graduation and the high school principal's signature. A student may present a high school equivalency (HSE) transcript from General Educational Development (GED), Test Assessing Secondary Completion (TASC) or High School Equivalency Test (HiSET) in lieu of a high school transcript.

- A copy of the student's scores from a national American College Test (ACT) or the ACCUPLACER test. ACCUPLACER is a computer-based test which is administered in the Holladay Center for eLearning.

- Official transcripts from each post-secondary institution attended. Having met general admission requirements, students who have earned a college degree or who have completed 15 transferrable credit hours of college coursework are not required to submit a high school or HSE transcript.

Transfer applicants who earned a "C" average during the last semester of enrollment at their previous institution are admitted in "good standing," while applicants who earned less than a "C" semester average are admitted on "academic probation." In order to attain "good standing," students admitted on "academic probation" must earn a 2.00 semester grade point average on a 4.00 scale, while taking at least 6 semester hours during the probationary semester. Failure to attain a 2.00 semester GPA for the probationary semester at MCC will result in suspension for one semester.

Students seeking transfer admission into a Career and Technical program must be in good standing in the program from which they are transferring.

Students who are not eligible for immediate readmission to the school from which they are transferring may appeal for admission to MCC. The appeal should be made in writing to the Dean of Student Services.

Transient Students

Transfer students who wish to attend MCC for a single semester and then return to their former institution are classified as transient students. Transient students must submit the following:

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting

agency. The high school transcript must show the date of graduation and the high school principal's signature. A student may present a high school equivalency (HSE) transcript from General Educational Development (GED), Test Assessing Secondary Completion (TASC) or High School Equivalency Test (HiSET) in lieu of a high school transcript.

- Official transcripts from each post-secondary institution attended or a letter of "good standing" from the college where currently enrolled. Having met general admission requirements, students who have earned a college degree or who have completed 15 transferrable credit hours of college coursework are not required to submit a high school or HSE transcript.

- A copy of their scores from a national American College Test (ACT) or the ACCUPLACER test. ACCUPLACER is a computer-based test which is administered in the Holladay Center for eLearning. Although a minimum score is not required for admission to MCC, test scores are required as they are used to determine course and/or program placement.

Non-degree Admission

A student who takes courses for credit, but who is not currently seeking a degree from MCC, will be classified as a non-degree student. Courses for non-degree students will be transcripted as they are for a degree-seeking student, and regular tuition will be charged. These students must submit the same admission documents as degree-seeking students:

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting agency. This transcript must show the date of graduation and the high school principal's signature. A student may present a HSE transcript in lieu of a high school transcript.
- Placement scores for course or program placement, if necessary.
- Official transcripts from each post-secondary institution attended. Having met general admission requirements, students who have earned a college degree or who have completed 15 transferrable credit hours of college coursework are not required to submit a high school or HSE transcript.

Audit Registration

Although MCC admits students with degree or non-degree status, a student may register for a college, credit-bearing course for personal enrichment or enjoyment without earning college credit. In these cases, the student is classified as a credit (CR) to audit (AU) registered student. If a student is only registered for audit coursework and is not concurrently registered for any other college courses for credit, the student need only to submit the following:

- A completed Application for Admission.
- A completed "Credit to Audit Change Form" for each course.

Students should note that financial aid is not available for credit courses taken for audit (AU). For more information on audit coursework, see the audit coursework policy within the academic section of this catalog.

International Student Admission

MCC considers International students for admission as freshmen and transfer students. All International student admission requirements must be completed by the application deadline of the beginning of the semester of interest. These admission requirements include completed forms required by MCC and the Immigration and Naturalization Service of the United States Department of Justice. All forms and correspondence with the College must be submitted in English.

The international student seeking admission to MCC must submit these documents:

- An International Student Application for Admission.
- A copy of the student's valid passport.
- A certified, translated and official transcript of the secondary scholastic record which includes a graduation or completion date.
- Officially certified, translated, and evaluated college transcripts from all non-U.S. colleges attended, if applicable.
- Official college transcripts from all U.S. colleges attended if the student is transferring from within the United States to MCC. Students applying for transfer from institutions within the United States

must submit an International Student Transfer Form completed by their current international student advisor before they may be considered for transfer, and they must be eligible for immediate re-admission to that institution.

- Evidence of proficiency in the English language. Proficiency may be demonstrated by an American College Test (ACT) composite score of 18, a minimum score of 500 on the Test of English as a Foreign Language (TOEFL), or a minimum score of 173 on the computer-based TOEFL or a minimum score of 61 on the Internet-based TOEFL. Official test scores should be sent directly to Meridian Community College from the ACT or TOEFL testing center.
- A completed Affidavit of Support form reflecting evidence of sufficient financial means to cover college and personal expenditures while in attendance. The affidavit must be certified and translated by a financial institution official or financial sponsor and must be accompanied by supporting bank documents, including a statement of finances form.

International students must submit these documents to the MCC Admissions Office prior to the issuance of an I-20 document. International students are required to enroll in, and maintain enrollment in, a minimum of 12 credit hours during each semester of study. At least 12 of the credit hours must be residential (not distance education).

MCC provides limited health insurance upon student enrollment. Additional health coverage is recommended.

Dual Credit/Enrollment and Early Enrollment

Students who are currently attending high school may earn dual credit or be dually enrolled in academic courses at MCC provided they have done the following:

- Earned fourteen core high school units and/or high school junior status as documented by an official high school transcript.
- Maintained a 3.00 grade point average (GPA) or better on a 4.00 grading scale on all high school courses as documented by an official high school transcript.

- Received an unconditional written recommendation from their high school principal and/or high school counselor and signed parental consent.

Under MCC's Early Admission program, a student who is classified as a junior or senior by his/her school, as documented by his/her official high school transcript, and has earned an ACT composite of 26, may enroll as a full-time student provided a principal or guidance counselor recommends that it is in the best educational interest of the student and the student provides signed parental consent.

Students who are not classified as a junior or who have not earned fourteen core high school units may enroll at MCC as dual credit or dually-enrolled students if they have a 30 or higher on the ACT, in addition to the 3.0 GPA, the unconditional high school principal and/or counselor recommendation, and signed parental consent.

NOTE: Home-schooled students must present an official transcript with a listing of specific courses completed from a recognized home school agency. If no such document is available, the parent of a home-schooled student may present an official transcript with a notarized sworn affidavit stating that the student's record is accurate in order to meet the requirements stated above.

Students who are currently attending high school may earn dual credit or be dually enrolled in career and technical education (CTE) courses at MCC provided they have

- been classified as a sophomore, junior or senior by their high school, as documented by an official high school transcript,
- received an unconditional written recommendation from their high school principal and/or high school counselor with signed parental consent, and
- been granted acceptance into a CTE course from an MCC CTE instructor based on student interest and instructor recommendation.

All Dual Credit/Enrollment and Early Enrollment students must submit the following:

- A completed MCC Application for Admission.
- A completed Dual Credit/Enrollment/Early Admission Application and Recommendation Form.
- An official high school transcript each academic year of enrollment.
- ACT or Accuplacer scores. Placement scores may be necessary for course or program placement. All students must meet MCC individual course placement requirements and prerequisites prior to enrollment.

For courses to be counted for secondary credit, a "B" average must be maintained during the first two (2) courses and all coursework thereafter.

Students should be aware that they must maintain a 2.0 GPA or higher in dual credit classes to be eligible for financial aid at MCC. Remedial college coursework is ineligible for dual credit consideration for academic courses at MCC.

Special Admissions

MCC enters into contractual agreements for educational services with an agency or organization where special admission may be granted to individuals participating in courses or activities covered by the contractual agreement. The Director of Admissions must approve requests for this type of special admission.

Admission/Placement Testing

Students will be provided the opportunities for learning experiences (e.g., developmental courses, counseling, tutorial assistance, etc.) that will help them to succeed in achieving their educational goals. To best position students to reach their goals, MCC uses relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program and/or course options.

MCC uses the American College Test (ACT), enhanced version, and the ACCUPLACER assessment for course placement purposes. The enhanced ACT was used beginning in October 1989. ACT scores posted prior to October 1989 may be used, but students are also urged to take the ACCUPLACER on campus for a more current assessment of their skills.

ACCUPLACER is a computer-based assessment given in the Holladay Center for eLearning. Prospective or enrolled students may take the ACCUPLACER multiple times at 90-day intervals.

All students seeking admission to the Associate Degree Nursing (ADN) or the Physical Therapist Assistant (PTA) programs must submit a national ACT score. The ACCUPLACER test score cannot be used as consideration for admission into the ADN or PTA programs.

Residence Status

MCC adheres to the following definitions in regard to a prospective student's residency:

- Residence of a minor student (one less than 21 years of age) will be defined to be that of either parent. If both parents are deceased, the residence will be that of the last surviving parent. If the minor lives with a court-appointed guardian, the residence of the minor will be the same as that of the guardian.
- Residence of an adult 21 years or older will be that place where he/she is actually living with the intention of remaining there indefinitely.
- Residence of a married student will be that of the student's spouse or may be claimed to be independent of the spouse.

Students must provide at least two documents as proof of legal residency when seeking Mississippi tuition costs. Admissions staff can provide a listing of documents that qualify as acceptable documentation of proof of residency.

These residency definitions are consistent with laws enacted by the Legislature of the State of Mississippi.

Residency Status of Military Personnel and Dependents

Members of the United States Armed Forces on extended active duty and stationed within the State of Mississippi and members of the Mississippi National Guard may be classified as residents for the purpose of attendance of state-supported institutions of higher learning and community and/or junior colleges of the State of Mississippi. Resident status of such military personnel who are not legal residents of Mississippi (as defined

above) shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

Resident status of a spouse or child of the Armed Forces of the United States on extended active duty shall be that of the military spouse or parent for the purpose of attending state-supported institutions of higher learning and community/junior colleges of the State of Mississippi during the time that the military spouse or parent is stationed within the State of Mississippi and shall be continued through the time that military spouse or parent is stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of a minor child terminates upon reassignment under Permanent Change of Station Orders of his/her military parent for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi, and except that children of members of the Armed Forces who attain Mississippi residency in accordance with the above provision, who begin and complete their senior year of high school in Mississippi, and who enroll full-time in a Mississippi institution of higher learning or community/junior college to begin studies in the fall after their graduation from high school, maintain their residency status so long as they remain enrolled as a student in good standing at a Mississippi institution of higher learning or community/junior college. Enrollment during summer school is required to maintain such resident status.

Students must provide at least two documents as proof of legal residency when seeking Mississippi tuition costs. Admissions staff can provide a listing of documents that qualify as acceptable documentation of proof of residency.

Admission Appeals

An admission/placement decision by the Director of Admissions may be appealed to the Dean of Student Services. An appeal of an Admissions Committee decision regarding placement in a specific education program or a ruling by the Dean of Student Services may be appealed to a Faculty Committee approved by the Vice President

for Operations. A ruling of the Faculty Committee may be appealed to the President of MCC. The President's ruling is final.

Transfer Credit

A student may apply 45 transfer credits toward the completion of an MCC Associate degree program provided the credits correspond to those of the MCC curriculum. Once a college transcript is received by the Registrar's office, the transcript is evaluated, and credits which are officially accepted are posted to the student's MCC transcript. Questions regarding the transferability of courses should be directed to the Registrar's office.

To be officially accepted, transfer work must meet the following guidelines:

- Credits must be earned at an institution accredited by an agency recognized by the U.S. Department of Education and are subject to review for quality and comparability to coursework at Meridian Community College. Students may be required to submit course descriptions and/or syllabi for evaluation purposes.
- The course must be equivalent to the course offered at MCC as determined by the appropriate division chair or program coordinator.
- A grade of "D" or better must have been earned in the course. When a "D" is used to meet a degree requirement, the student's degree GPA (calculated on all courses used to earn an MCC degree or certificate) must be 2.00 or higher. Although a course with a grade of "D" may be officially accepted by MCC, a grade of "C" or higher may be required for admission to a particular program.
- Technical courses are accepted if
 - In the judgment of the program faculty, the course content is consistent with the content of the course(s) offered at MCC. A written and skills test may be required to validate transfer course(s) competencies (see "Advanced Standing Examination").
 - A student has completed the course(s) with a grade of "C" or better at a regionally accredited institution within the past five years.
 - For Dental Hygiene courses, the courses have been completed within the past two years.
 - The credit is not awarded in the final semester of a program.



College-Level Examination Program (CLEP)

Meridian Community College welcomes students from a wide variety of backgrounds and learning experiences. Some students come to MCC with a firm grounding in a number of disciplines. MCC recognizes and honors their prior learning by accepting College-Level Examination Program (CLEP) tests, which measure a student's mastery of college-level, introductory course content in a wide range of subjects. Students meeting the credit-granting score in any of the tests listed at right will be granted course credit and a grade of 'P' will be entered on their transcript.

Examination	Credit-granting score	Credit Granted	Equivalent Course
American Literature	50	6 hours	ENG 2223, 2233
College Composition	50	3 hours	ENG 1113
College Composition Modular with Essay	50	3 hours	ENG 1123
English Literature	50	6 hours	ENG 2323, 2333
Humanities	50	3 hours	HUM 1113
College Mathematics	50	3 hours	MAT 1313
Biology	50	6 hours	BIO 1133, 1143
Chemistry	50	6 hours	CHE 1213, 1223
Calculus with Elementary Functions	50	3 hours	MAT 1613
Natural Sciences	50	6 hours	Nonlab Science Elective
French, Level I	50	6 hours	MFL 1113, 1123
	59	12 hours	MFL 1113, 1123, 2113, 2123
Spanish, Level I	50	6 hours	MFL 1213, 1223
	63	12 hours	MFL 1213, 1223, 2213, 2223
American Government	50	3 hours	PSC 1113
U.S. History I	50	3 hours	HIS 2213
U.S. History II	50	3 hours	HIS 2223
Human Growth/Devlp	50	3 hours	EPY 2533
Economics I (Macro)	50	3 hours	ECO 2113
Economics II (Micro)	50	3 hours	ECO 2123
Psychology	50	3 hours	PSY 1513
Social Sci/History	50	6 hours	Soc Science Electives
Sociology	50	3 hours	SOC 2113
Western Civ I	50	3 hours	HIS 1163
Western Civ II	50	3 hours	HIS 1173
Business Law	50	3 hours	BAD 2413
Info Sys/Comp Apps	50	3 hours	CSC 1113

Students may earn CLEP credit at MCC only in courses taught at MCC. The maximum number of CLEP credits that may be earned is 45 semester hours per student. To receive CLEP credit through MCC, a student must be enrolled in MCC courses.

Students who transfer to MCC after earning CLEP credit through another institution will have that credit posted to their MCC transcript if the

transferring institution's score requirement for credit is equivalent to MCC's. If such a determination cannot be made without an official CLEP score report, then it will be the responsibility of the students to have an official copy of their scores sent to MCC.

Advanced Placement Credit

MCC students may be granted credit for their scores on the Advanced Placement (AP) Examination of the College Entrance Examination Board. A grade of "P" will appear on the transcript for courses in which advanced placement credit is earned. These grades will not affect the MCC grade point average. The program coordinator or the Registrar determines applicability of such credit to a particular program of study.

Students may be granted a maximum of 18 semester hours of AP credit toward an MCC degree or certificate. Only 8 semester hours (2 courses) may be granted in a single subject area. Students planning to transfer to a university should consult that institution's catalog concerning its policy on the acceptance of AP credit. Students transferring to MCC must supply official copies of any AP scores for which they have been awarded credit. The Registrar is responsible for awarding credit for Advanced Placement courses. Credit will be given for both native and transfer students according to the following table:

AP Examination	Score	Hrs. credit	MCC Courses
Language & Composition	3	3	English Comp. I (ENG 1113)
Language & Composition	4 or 5	6	English Comp. I, II (ENG 1113, 1123)
Mathematics, AB Exam	3, 4, or 5	3	Calculus I (MAT 1613)
Mathematics, BC Exam	3	3	Calculus I (MAT 1613)
Mathematics, BC Exam	4 or 5	6	Calculus I, II (MAT 1613, 1623)
Biological Science	4	4	General Biology I (BIO 1134)
Biological Science	5	8	Biology I, II (BIO 1134, 1144)
U.S. History	3	3	American History I (HIS 2213)
U.S. History	4 or 5	6	American History I, II (HIS 2213, 2223)
European History	3	3	World Civilization I (HIS 1163)
European History	4 or 5	6	World Civilization I, II (HIS 1163, 1173)

Advanced Standing Examinations

Advanced Standing (Challenge) Examinations are available for coursework in Academic Affairs and Career and Technical programs. To earn credit through the "Advanced Standing (Challenge) Examination," the student must be admitted to MCC in good standing. Students must enroll in the course that they intend to "challenge." Complete instructions on how to apply to take one of these

exams are located in the offices of the Dean of Academic Affairs and the Associate Vice President for Workforce Education. Each "Advanced Standing Examination" costs \$75. If a student receives a satisfactory score, generally a grade of "C" or better, college credit is transcribed. A maximum of 25% of a degree program can be earned through Advanced Standing Examinations, course waiver/course substitution, or any other alternative credit method other than traditional seat time.

Students who receive a "W," or withdrawal grade, in a course are not eligible to apply for "Advanced Standing Examinations" until timeframe restrictions are removed and permission is granted by the Program Director or faculty member. The Program Director or faculty member involved will determine the schedule for "Advanced Standing Examinations." "Advanced Standing Examinations" cannot be used to overcome an earlier failure.

Credit for Experiential Learning

Students seeking credit for experiential learning or for a professional certificate may prove mastery of course content by passing an "Advanced Standing Examination." See the policy on "Advanced Standing Examinations."

Credit for Military Learning

If a person is attending college after a period of active duty in the armed forces, he/she may be eligible to receive undergraduate college credit according to the following guidelines. Application for the evaluation of these credits can be made through the Registrar's Office.

- For four months of active duty, students receive two credit hours in physical education.
- For six months of active duty, students receive four credit hours in physical education.
- For a year or longer of active duty, students receive four semester hours of physical education and three semester hours for Personal and Community Hygiene (HPR 1213) for a maximum of seven semester hours.
- For military service schools, students may earn credit as recommended in the American Council on Education (ACE) Guide. Credit is awarded based on the relevancy of the military training to the degree that is being pursued.

Credit for Foreign Travel

MCC recognizes the value of foreign study and awards college credit for study abroad to students who meet the following conditions. The students must

- Be a high school graduate.
- Obtain prior approval by the Dean of Academic Affairs.
- Complete the study no earlier than the summer preceding the fall term for which they have initially enrolled.
- Receive a grade of A, B, or C on the certificate issued by the sponsoring agency for such study.
- Request in writing to the Registrar that such credit be granted

MCC awards credit on the basis of one semester hour credit for each week of full-time study/travel, etc. A maximum of six semester credit hours is allowed for overseas study.

Registering for Classes

MCC students schedule their courses with their academic advisors. Academic advisement continues throughout the semester, with the actual registration being done several weeks prior to the start of each term. Returning students are able to register themselves online through Eaglenet after they confer with their advisors. Notices posted around campus and in the printed schedule of classes give detailed registration times.

A schedule of classes is made available to students each semester on the MCC website. Students are urged to determine the classes they need for their particular program of study and to be prepared to discuss those courses with their advisors. While advisors will assist students in course selection, the ultimate responsibility for a student's educational program rests with the student.

To be classified as a full-time student, a person must register for at least 12 semester credit hours. Students with fewer than 28 semester hours of earned credit are referred to as "freshmen," while those with 28 or more semester hours are classified as "sophomores." The maximum load for a first-term freshman is 18 hours. The average load for a typical student is 15-17 semester hours. This course load enables the student to complete a two-year educational program in two years.

eLearning

MCC recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet, broadcast television (ETV) and local cable programming, MCC students have the opportunity to receive classes at their home or office. MCC provides a growing number of credit and non-credit courses through eLearning deliveries. MCC is an active participant in the Mississippi Virtual Community College (MSVCC), an online effort of the public Mississippi community colleges, further increasing the number of Internet-based courses that are available.

Faculty and students participating in eLearning courses interact through phone, e-mail, discussion

boards, chat rooms, and face to face meetings. These courses meet the same educational requirements as the traditional classroom, just in a more flexible format.

Admission/registration procedures for eLearning courses are the same as outlined for the traditional classes. Cost for eLearning courses is maintained at the same rate as the traditional courses with the exception of a \$15 per course registration fee. Textbooks for eLearning students are available for MCC-originated courses in the MCC Bookstore located in Ivy Hall. MCC Bookstore staff will assist students in obtaining books for courses originating from other schools.

Students taking an online course through the MSVCC are required to take a minimum of one but no more than four proctored exams per course, depending on the credit hour of the course. Students can take proctored exams for no charge at any of the 52 approved MSVCC testing centers in the state of Mississippi. If a student chooses to use the virtual proctoring partner company or an alternative testing center not in the MSVCC system to take a proctored exam, the alternative testing center could charge a fee for testing. All proctoring fees incurred by using testing centers outside the approved MSVCC locations and virtual proctoring are the responsibility of the student.

Prior to registering for an eLearning course, MCC strongly recommends that students visit the eLearning website at <http://www.meridiancc.edu/elearning> and consult with an advisor to determine if eLearning is a viable alternative.

Schedule Changes

Prior to the beginning of classes for any semester, students may add or drop classes online through Eaglenet. During the first week of the semester, students may add a class by seeing an advisor. Students are not normally permitted to add a course after the first week of a semester. However, after the first week of classes, students may request to add a class through the instructor. If a student drops a course prior to the start of the class, no record of the course appears on the student's transcript.

For the standard seventeen week semester, any courses dropped after the second week through the fourteenth week of the semester will result in a "W" being recorded on the student's transcript. No student-initiated schedule changes will be allowed after the fourteenth week of the semester. In rare cases of dropping after the fourteenth week, the student will receive the grade earned in accordance with the grading policy as published in the "First Day Handout" for the course.

Specific dates for dropping and adding courses are listed on the academic calendars in the catalog.

Withdrawing from MCC

It is the student's responsibility to officially withdraw from any and all courses. The student should contact the instructor (in person, by phone or via e-mail) to discuss the decision to withdraw. To withdraw from any or all courses (including online courses) at MCC, students should complete the "Request to be Dropped from a Class" process found on Eaglenet. The request must be submitted by the withdrawal deadline. Refer to the Academic Calendar in the online catalog at www.meridiancc.edu for withdrawal deadlines. The student should review the attendance policy for each course; each class attendance policy still applies.

SECTION 3
ACADEMIC
INFORMATION

2018-2019

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Academic Information

Academic Grades

All academic grades are included when computing semester and cumulative grade point averages. Each grade carries the following quality points for each semester hour on a 4.0 scale:

Grade	Interpretation	Quality Point Value/ Semester Hour
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	0.0

The college standard for assigning grades is as follows:

A = 93-100

B = 85-92

C = 75-84

D = 68-74

F = below 68

There are some courses or programs for which this grading scale is unsuitable. Therefore, faculty members will provide their grading scales on the "First Day Handout."

The grade of "I" may be given at the end of the semester only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project on time. The "I" becomes an "F" if requirements for completing the course are not met by the end of the ninth week of the following semester (excluding summer term).

Administrative grades are as follows:

W - Withdrawal prior to published withdrawal date

AU - Registered for audit, not credit

The temporary grade of Incomplete ("I") and the administrative grades are not included when computing semester and cumulative grade point averages. They may, however, be used in computing satisfactory progress for federal financial aid or veterans benefits. See the explanations under those headings.

Quality Points & GPA

Quality of student work is measured by "quality points." The quality points for each letter grade are given in the previous chart. The following process is used to determine a student's grade point average (GPA): for each semester hour completed with a grade of "A," 4 quality points are given; for each semester hour completed with a grade of "B," 3 quality points are given; for each semester hour completed with a grade of "C," 2 quality points are given; for each semester hour completed with a grade of "D," 1 quality point is given. Thus, a three-hour course completed with a grade of "A" gives the student 12 quality points; a four-hour course completed with a grade of "C" carries 8 quality points.

A student's GPA is determined by dividing the number of quality points earned by the number of hours completed (excludes withdrawals and repeats). For example,

Course	Grade	Sem. Hr.	Quality Pts.
ENG 1113	A	3	3 x 4.0 = 12
BIO 1134	C	4	4 x 2.0 = 8
	Total	7	20

The 20 quality points earned divided by the 7 hours completed equals a 2.8571 grade point average (GPA).

It is a requirement that each Associate in Arts degree candidate has a 2.00 cumulative grade point average as well as a 2.00 GPA on all work completed at MCC in order to graduate. Associate of Applied Science degree candidates must have a 2.00 on all of their program coursework.

Audit Coursework

A course taken for audit will be recorded on the student's transcript as an audit "AU." The student will be expected to attend class and participate, as would a credit-seeking student. The student will neither receive credit for the course, nor will it affect the grade point average in any way. Regular tuition and fees are charged for an audited course. Students should note that federal, state, or institutional financial aid will not pay for an audited course.

A student who wants to change a course from credit "CR" to audit "AU" status must submit a completed "Credit to Audit Change Form" for each course that the student wants to change to audit status. A student has through the 50% point of the course length to change the status of a course from credit to audit, with the instructor's approval. A student who has enrolled in a class for audit will earn the non-credit grade of "AU." The student cannot change enrollment status from audit "AU" to credit "CR" once a class has started.

Class Attendance

MCC students are expected to attend class regularly. Instructors are required to keep accurate attendance records. Specific attendance requirements for each course are determined and enforced by the instructor and presented in writing to the class at its first meeting. The attendance requirements vary from instructor to instructor.

It is the responsibility of the student to consult with the instructor, in advance when possible, if an absence is inevitable. The instructor will determine whether an absence is excused or unexcused. Excused absences may require written documentation. The instructor will also consider how class work is to be made up and how credit for such work will be assigned.

If the student fails to attend classes for four consecutive day classes or two consecutive evening classes without making prior arrangements with the instructor, then he/she may be dropped from the roll with a "W" being recorded on the student's transcript. The student then has 10 days to petition for reinstatement or a grade change. The instructor is authorized to reinstate a student if he/she can justify reinstatement. If no reinstatement is sought, the grade of "W" will become permanent.

Grade Review Policy

Questions about grades received in a course should first be directed to the instructor. Students have the right to a review of a final course grade after the end of each semester. It is the student's responsibility to request the grade review in writing to the instructor of record in the relevant

course. The written request of the grade review must be presented to the instructor within 30 calendar days after the close of the final exam period for the fall semester, within 120 calendar days after the close of the final exam period of the spring semester, and within 30 calendar days after all summer, interim, and short-term courses. The instructor of record in the relevant course will provide a written response explaining the rationale for the instructor's decision on the final grade to the student requesting the review within 10 calendar days. The instructor will provide a copy of the written request and the written response to the appropriate division chair. Any further action, if needed, will be decided upon by the division chair and/or the appropriate dean(s).

The Phil Hardin Foundation Honors College

The Phil Hardin Foundation Honors College at Meridian Community College offers academically-gifted students the opportunity to enhance their educational experience. The Honors College is designed to complement the University Transfer program through enriched courses, development of leadership skills, and more individualized academic support. Students enjoy a community of classmates who are interested in making the most of their college learning experience. The Phil Hardin Foundation Honors College provides students with the opportunity for growth as students, leaders, and stewards of the community. Students also have the opportunity to broaden their horizons through educational travel. Students who complete graduation requirements for the Honors College will be awarded an Honors College diploma and will be eligible to transfer into the honors programs at participating Mississippi universities.

To be considered for enrollment in The Phil Hardin Honors College, prospective students must meet the following admission requirements:

Entering freshmen must

- Have a composite ACT score of 23 with a math sub-score no less than 19 and no other sub-score less than 18.
- Have a high school GPA of 3.5.
- Submit an Honors Application.
- Submit two letters of recommendation, with at least one of those being from a

teacher or administrator at their current school.

- Conduct an interview with the admissions committee.

Students who do not qualify for admission to the Honors College upon high school graduation or who do not apply for the Honors College prior to their first semester at MCC may apply for admission during their first semester, to be effective their second semester. To apply for admission, returning students must

- Have completed at least 15 transferrable hours at MCC with a GPA of 3.5.
- Submit an Honors Application.
- Submit two letters of recommendation completed by MCC faculty or staff.
- Conduct an interview with the admissions committee.

Students admitted to The Phil Hardin Foundation Honors College are expected to set high standards for themselves, both academically and behaviorally. Students are required to remain enrolled in 15 hours and maintain a 3.25 GPA. If a student's enrollment falls below 15 hours, the student may be immediately dismissed from the Honors College. If a student's GPA drops below 3.25, he or she will be placed on probation for one semester. If at the end of the probation period the student's GPA is still below 3.25, he or she will be dismissed from the Honors College. Students who receive disciplinary sanctions from the institution are subject to be dismissed from the Honors College.

To graduate with a diploma from the Honors College, at least 20% of the hours for the degree must be made up of honors classes. Hours earned in the honors forums and the honors leadership course will count towards this requirement. In addition, students must meet the following requirements:

- Complete at least one honors class per semester for a minimum of three semesters.
- Complete one honors forum per semester, unless otherwise approved by the academic dean.
- Complete required leadership course.
- Complete a cumulative total of 20 hours of documented community service.

For more information, contact The Phil Hardin Foundation Honors College at 601-484-8822.

Graduating from MCC

MCC confers degrees during commencement exercises at the end of the spring semester (May), at the end of the summer term (August), and at the end of the fall semester (December). A student must complete a prescribed program of study to receive an Associate in Arts Degree, an Associate of Applied Science Degree, or one- or two-year Certificate from MCC.

Each student is responsible for acquainting himself/herself with the requirements for graduation. A minimum of 60 semester hours is required to graduate with an Associate Degree, although some programs require more than 60 hours. Specific course requirements are contained in the Programs of Study section of this catalog. **Academic advisors will assist in every way possible, but the final responsibility for meeting all requirements for a degree in a program of study rests with the student.**

Students who plan to graduate and then transfer to a university must maintain a 2.00 cumulative GPA (cGPA) as well as a 2.00 GPA on all work attempted at MCC to graduate. Students planning to graduate in a Workforce or Career and Technical Education program must maintain an overall 2.00 cGPA in all their program coursework and pass all career-specific coursework with a grade of "C" or better. If transfer credit is used to meet the requirements for graduation, the transfer credit added to the MCC credit must yield at least a 2.00 GPA.

Students must complete 25% of their degree program at MCC to be considered for graduation. Students applying for an Associate of Applied Science Degree (AAS) or a Certificate must apply within three calendar years following the last semester of attendance; this requirement is waived for active duty Service Members and their family members. Students in the Associate Degree Nursing or a Health Education program must complete the final semester of technical courses in residency.

Applying for Graduation

Each student who plans to graduate from MCC must meet with his/her academic advisor to complete an application for graduation at the beginning of the final semester of study. For those students who wish to participate in the graduation ceremony, there is a commencement fee that must be paid to the Business Office at the time of registration for the semester in which the degree is to be conferred. Cap and gown arrangements will be made at this time. A late commencement fee will be assessed for applications received after the published deadline. Those who do not wish to participate in the ceremony will not be required to pay a fee; however, application deadlines still apply.

The student must also pay all fees and discharge all other financial obligations to the College before a diploma or official transcript will be issued to the student.

Every student who is to receive an Associate in Arts, Associate of Applied Science, or a Certificate from MCC should complete a graduation application. The student should meet with his/her advisor (in the advising area) to determine whether all requirements have been met. Each student is encouraged to participate in the graduation (commencement) ceremony. The student may participate in the commencement ceremony and pay the commencement fee or choose not to participate and have the diploma mailed to him/her at no cost.

Honors for Graduation

Students who attain a 3.25-3.49 GPA on all work attempted at Meridian Community College are eligible to graduate with "honors." Students who earn a 3.50-3.74 MCC GPA are eligible to graduate with "high honors." If a student attains an MCC GPA of 3.75-4.00, he/she is eligible to graduate with "highest honors."

Reverse Transfer Policy

Former students may transfer work back to Meridian Community College to complete degree requirements subject to the following

requirements:

- The reverse transfer policy applies to the Associate in Arts degree only.
- The maximum amount of credits that may be transferred back shall be 8 credit hours.
- Coursework is subject to the guidelines set forth in the transfer credit policy, located in Section 2 of the *MCC Catalog*.
- The student must complete the degree requirements and apply for graduation.

Academic Standings

Students are classified by the following policy:

- Students are in "good standing" if they achieve at least a "C" average.
- Students are on "academic probation" if, at the end of a semester, they have not earned at least a 2.00 GPA. Students placed on academic probation are advised by letter and asked to meet with their advisor several times during the next semester.
- Full-time students who were on academic probation the previous semester must earn a "C" average on at least 12 hours or be placed on "academic suspension" for a semester, excluding the summer term. (Summer terms are treated independently of the fall or spring semester for academic probation or suspension purposes.)
- If a student wishes to request permission to continue college when facing academic suspension, he/she must petition the Dean of Student Services in writing. This written appeal should address any reason why the student has not been successful, including any extenuating circumstances. If the suspension appeal is approved, the Dean of Student Services will clear the student to register. A student on "academic appeal" must earn a 2.00 GPA for the semester of the appeal or be placed on academic suspension for one academic year without appeal. The decision to reinstate a student facing academic suspension is made by the Dean of Student Services.
- Students in health education programs who fall below the published minimum academic requirements will be notified in writing by a faculty member.

President's and Dean's Lists

MCC recognizes scholastic achievements by publishing the President's and Dean's Lists at the end of the fall and spring semesters. The President's List includes students carrying 12 or more semester hours who have a grade point average of 4.00. The Dean's List includes students carrying 12 or more semester hours who have a grade point average of 3.25 to 4.00.

Transcript of Record

A student may obtain an official copy of his/her transcript (to be mailed or for personal use) by submitting a written request to the Records Office in Ivy Hall or by submitting an online request through the MCC website. A student may obtain an unofficial transcript through Eaglenet. No transcript will be furnished until the student has resolved any hold placed on his/her account.

Enrollment Verification

A student may obtain proof of college enrollment by logging into Eaglenet and choosing the "Enrollment Verification" link. Once the student enters and submits his/her identifying information, the student can then print or e-mail the enrollment verification document.

Policy on Privacy

MCC is in compliance with the policies on privacy of student records as described in the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, students enrolled in any post-secondary educational institution receiving federal funds are given certain rights concerning review of their education records.

The following rights are accorded under this act:

- Students are entitled to have access to their educational records upon proper request. Students are not entitled to have access to instructional, supervisory, and administrative personnel records; campus security records; employment records; or alumni/advancement office records
- Students are entitled to inspect and review their educational records and to challenge the contents if they feel those contents are inaccurate, misleading, in violation of privacy or other rights, or if they contain inappropriate

data. The College may require that a college official be present when a student inspects and reviews his/her educational records. Any questions concerning a student's access to records should be directed to the Records Office.

- The College must have written consent before any educational records are released to third parties (colleges, potential employers, etc.) that have requested copies of a student's educational records.
- Upon receipt of a subpoena or judicial order requiring the President of MCC to relinquish control of a student's records, the student will be notified insofar as possible of the subpoena or judicial order before the President relinquishes control of the records.
- The law allows "directory information" about students to be made public without specific permission from the students. Students are entitled to request that certain information be deleted from college publications. "Directory information" released includes a student's name and address, telephone number, date and place of birth, number of semester hours accumulated and/or currently taking, dates of attendance, awards and degree received. Information of participation in officially recognized activities and sports (including height and weight of members of athletic teams) is also included. If a student does not wish "directory information" made public, a written request must be on file with the Records Office. A student must make this declaration every semester that he/she desires the information withheld.
- The College maintains a list containing the signature, the date and the reason for all individuals receiving access to a student's records. The student is entitled to have access to this list. The law, however, allows college officials, including instructors, to have access to a student's educational records without signature.

Release of Educational Records

The College will release a student's educational record(s) upon the student's written request. The student must:

- Specify the records to be disclosed.
- State the purpose or purposes of the disclosure.
- State the party or parties and the address to which the disclosed information is to be sent.

The student shall, upon request, receive a copy of the record that is to be disclosed. It is college policy to furnish single copies of a student's record at no charge.

The College may release a student's educational records to the following without prior written consent:

- To college officials who have a legitimate interest in the records. College officials are defined as teachers, administrative personnel and other employees, such as campus security officers.
- To officials of another school in which the student intends to enroll upon request of the transfer school.
- To government representatives of the Comptroller General of the United States, the Secretary of Education, the U. S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
- To appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
- To organizations conducting studies for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student financial aid programs, and improving instruction and student life, provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.

- To accrediting organizations to carry out accrediting functions.
- To a parent of a dependent student as defined in section 152 of the Internal Revenue Code of 1986. College officials may release educational records to a parent on the basis of written certification from the parent that the student is a dependent as defined under the Code.
- To officials of the courts in compliance with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
- To appropriate parties to protect the health and safety of the student or other individuals in emergencies, with the understanding that only information essential to the emergency situation will be released, that information will be released only to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the College to the party receiving the information that no third party is to have access to such information without written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. #8 1232 g), and is not intended to impose any restrictions or grant any rights not specifically required by this act.

SECTION 4

STUDENT SERVICES & ACTIVITIES

2018-2019

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Student Services and Activities

Purpose of Student Services

The purpose of MCC's Student Services is to encourage the growth and development of each student's potential by providing educational programs which enhance his/her ability to learn, to become self-directed, to function more efficiently in society and to become a proficient decision-maker. Student Services, in collaboration with instruction, can assist students in achieving their educational objective. Student involvement in leadership roles in campus organizations and committees is designed to enhance personal leadership development and provide opportunities to participate in institutional decision-making.

Programs offered in Student Services include Academic Advisement, Testing, Tutorial Services, Career Development Services, Student Activities and Athletics. In addition, Admissions, Financial Aid, Campus Housing, Orientation, Records, Recruitment, Security, Fitness Center, Veteran Services, and Special Populations Services are also part of Student Services.

Academic Advising

Academic advisement plays an important role in the total educational program at MCC. The purpose of academic advisement is to help students develop their potential through self-direction and effective decision-making relative to their program of study. Advisors are assigned to all students based upon planned programs of study. However, students who are undecided, who are taking basic courses to enhance skills, or who are taking courses for personal enrichment or skill development are also assigned an advisor. Faculty advisors are available to students during their regular office hours, which are posted on office doors. Advisors are also available in Ivy Hall from 8 a.m. to 8 p.m. and in the Health Building from 8 a.m. until 4:30 p.m., Mondays through Thursdays, and from 8 a.m. to 3:30 p.m. in both locations on Fridays.

Students are welcome to see their advisor on a walk-in basis. It is recommended, however, during peak registration times (summer orientation and the two weeks prior to fall and spring semesters) to make an appointment with an advisor so waiting will be kept to a minimum.

If a prospective student would like a campus tour or to learn more about MCC programs, admissions and recruiting staff members are available at 601-483-8241.

Counseling

Information regarding referral for free mental health services for crisis situations (alcohol or drug abuse, family or marriage concerns, suicide, child or spouse abuse, etc.) may be obtained from MCC advisors, the Associate Dean for Student Services, the Dean for Student Services or other MCC Student Services staff.

Veterans' Affairs and Benefits

Meridian Community College welcomes Veterans and their beneficiaries. The institution's personnel designated to act as the School's Certifying Official (SCO) assists veterans and their families in the college enrollment and educational assistance process. In accordance with Mississippi Senate Bill 2127 (amends state law § 37-103-25), nonresident students who are United States Veterans and/or their beneficiaries who are entitled to Veterans' Educational Assistance under Title 38 of the United States Code are qualified as in-state residents for tuition purposes upon enrollment at MCC. To qualify as an in-state resident for tuition purposes, nonresident Veterans (whether or not entitled to Educational Assistance under Title 38 of the United States Code) must demonstrate release or discharge from active duty with no less than an Honorable discharge or a discharge under Honorable conditions. To qualify as an in-state resident for tuition purposes, nonresident beneficiaries must demonstrate a valid Transfer of Entitlement (TOE) for Veterans' Educational Assistance under Title 38 of the United States Code.

Note: It is the policy of Meridian Community College that once residency for nonresident Veterans and their beneficiaries is established for in-state tuition purposes, the in-state tuition status is immediately effective and is retained for all current and future enrollments.

In order to initiate use of VA educational benefits under Title 38, all Veterans and their beneficiaries must meet general admissions requirements of

the institution and must enroll in a program of study. All school policies and guidelines apply to students eligible for VA Education benefits. Having met general admissions requirements, students who wish to receive VA educational assistance under Title 38 should contact MCC's SCO to determine what student information is required in order to receive VA entitlements. Visit Meridian Community College's SCO office at 910 Hwy 19 N Meridian MS 39307 or refer all inquiries to veteransaffairs@meridiancc.edu. Students may obtain additional information regarding Veterans Education benefits at: www.gbill.va.gov.

Student Health Service

Although MCC does not employ full-time health personnel, first aid treatment is available from each residence hall supervisor, from Campus Police and at designated first aid stations in each building. Students should report sickness or injury of a more serious nature to Campus Police on the first floor of Ivy Hall or call extension 620. The Campus Police Officer will call for emergency medical services and/or transportation to a local health care facility if necessary. In case of injury or illness, Campus Police will also notify a student's family.

(Note: When assisting an injured or ill person on campus, faculty and staff should follow the Universal Precautions in Handling Body Fluids including the wearing of gloves and the disposing of supplies properly as recommended by the Centers for Disease Control.)

Students are encouraged to avail themselves of local health services whenever necessary. The Lauderdale County Health Department and doctors' offices are located near the campus. Students will be responsible for any medical bills.

Campus Eaglenet

All MCC students have online access to view their grades and their financial aid status, in addition to any balances on accounts or holds on their records, through Campus Eaglenet, MCC's local Internet portal. Each student also has an e-mail address which can be used even after the student leaves MCC. After students have been officially admitted to MCC, they will receive a letter

informing them of their Eaglenet user name and password. Eaglenet serves as the primary mode of communication between the institution and the student. Additionally, the use of Eaglenet encourages students to be proactive in their education and develops self-direction by allowing students to register for classes; changes classes; access the on-line library; and view transcripts and other vital information.

Orientation

MCC offers orientation sessions during the summer for incoming freshmen. These sessions serve to acquaint new students with the campus and to answer the questions and concerns of freshmen and their parents. Orientation participants meet faculty members, administrators and other students. They also learn about opportunities available to them, including student activities.

Freshmen students are allowed to register for fall classes only after they have attended one of the summer orientation sessions. An online orientation is available for distance education students or students who are unable to attend an on-campus session. In addition to the summer orientation session, new first-time full-time students are required to enroll in a 2 credit-hour orientation course LLS 1312 which gives them a more in-depth introduction to campus life and services. This course is taught online and is available to all students, including distance education students.

Support Services

Career and Technical Education (CTE) Support Services provides members of special populations equal access to recruitment, enrollment and placement activities, and to the full range of educational programs available. These programs include Career and Technical Education-specific programs of study, and comprehensive career guidance and counseling services. No one shall be discriminated against on the basis of his/her status as a member of a special population.

The CTE Support Services Office strives to encourage independence, to assist students in realizing their academic potential, and to facilitate the elimination of physical, programmatic, and attitudinal barriers.

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A student is considered part of a “special population” if he/she is

- economically disadvantaged.
- educationally disadvantaged.
- disabled.
- a displaced homemaker.
- a single parent.
- preparing for non-traditional training and employment.

Students with disabilities must self-identify to receive accommodations and special services. Identification involves a student registering with the CTE Support Services Office and presenting appropriate documentation verifying the disability. Self-identification is voluntary. However, the CTE Support Services Office can be of service to students only to the extent that their individual needs are made known. Students and prospective students are encouraged to make an early contact with the CTE Support Services Office.

Services for single parents and displaced homemakers include counseling, guidance in achieving career goals, advocacy support, community referrals and networking with agencies. Support groups are available to help build self-confidence and to offer solutions for time and stress management. The CTE Support Services Offices are located in Reed Hall and Smith Hall.

Interpreting Services for the Deaf/ Hard of Hearing

MCC strives to provide interpreting services for students with the proper documentation. When an interpreter is available, interpreting services are provided for all academic courses. The College is responsible for the cost of the interpreter; however, the College will not pay for interpreting services for courses that the student has previously satisfactorily passed. Vocational Rehabilitation may reimburse the College for the cost of the interpreter if the student qualifies for services through that agency.

To request the services of an interpreter, the student should see the CTE Support Services Coordinator. The Support Services office is located in Reed Hall.

Housing

MCC has three residence halls and a 72-unit apartment complex.

Eagle Residence Hall, located across Highway 19 from the campus, houses 126 male students. Located on the main campus are Thornton Hall, which houses 44 male students, and Foundation Hall, which houses 96 male students. The College Crossing Apartments, also located on the MCC campus, houses 214 female students and has both one- and two-bedroom units. A residence hall director lives in each of the halls and in the apartment complex.

Every student living in MCC housing must be enrolled as a full-time student and maintain full-time enrollment throughout the semester. A required meal plan is included in the cost of housing.

Admission to MCC does not guarantee a student a room reservation on campus. Students wishing to live in college housing should contact the Housing Director for complete details. The Housing Director's office is located in Ivy Hall, Room 131. Residence hall rules and regulations are published in the “Residence Life Handbook.” However, the policies stated in the MCC Catalog are the primary rules of the institution; the Resident Life Handbook is a supplement to the MCC Catalog.

Mail Service

Mail service is provided by the College in Ivy Hall. Students living in residence halls receive a mail drawer (included with housing) each semester. The address is as follows: Student's Name, Drawer #__, Meridian Community College, 910 Highway 19 N, Meridian, MS 39307-5801. Those students living in College Crossing Apartments receive their mail at the apartment mailboxes.

Mail is not distributed on weekends and holidays.

Campus Solicitation Policy

The intent of the MCC solicitation policy is to ensure noninterference with the educational activities and business operations of the College.

Solicitation is prohibited whereas the following definition and policy applies to activities by any off-campus individual or group and applies to all MCC property, locations and events.

Solicitation is defined as “any active attempt to raise funds through direct sale of merchandise, services, or donations, with or without products or services rendered.” Also, any method of communication intended to induce support of a service, organization, business activity, issue, cause, etc., will be considered solicitation. This includes the distribution of literature, leaflets and/or materials, posters, handouts, etc.

Any individual who violates this policy may be subject to sanctions or penalties including, but not limited to, charges of trespassing.

Campus Life and Student Organizations

Meridian Community College provides a variety of campus organizations, special interest groups and social activities for students.

The Campus Life Program provides activities designed to complement and supplement classroom education by providing another kind of learning experience. Campus Life involves students in the College and the community, provides leadership-training opportunities and creates professional and personal growth opportunities through student organizations.

Baptist Student Union (BSU) provides Christian fellowship and serves as a Christian witness to the campus and community.

College Activities Board (CAB) consists of a diverse population of the student body, faculty and staff who meet to plan, promote, and supervise a variety of social and educational activities for MCC students.

Collegiate Distributive Education Clubs of America (DECA) strives to develop future leaders in the hospitality area by helping students grow and develop as professional managers. DECA is open to students enrolled in Business and Marketing Technology, Hotel/Restaurant Management Technology, and Culinary Arts Technology. Programs and activities are planned to focus on the hospitality/tourism industry.

Fellowship of Christian Athletes (FCA) is open to all students and athletes to have a time of Christian fellowship and fun.

Future Educators of America (FEA) promotes all aspects of teaching and provides moral support and fellowship.

Graphic Artist Association (GAA) is open to students enrolled in the Graphic Design Technology program. The GAA gives students an opportunity to develop professionally by working on projects with the community as well as other campus organizations.

Health Occupation Students of America (HOSA) serves the needs of the Health Education students. The group helps to promote and strengthen the HOE (Health Occupations Educators) -HOSA partnership.

Organization of Student Nurses (OSN) is open to all student nurses in the Associate Degree Nursing Program at MCC.

Phi Beta Lambda (PBL-BOT) is the post-secondary division that provides opportunities for students to develop business-related career competencies. It is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Phi Beta Lambda (PBL-IST) is the post-secondary division of Future Business Leaders of America. PBL's purpose is to encourage a positive working relationship between business and education through leadership development programs. Proven results of PBL membership are leadership, self-confidence, competitive abilities, fundraising experience, good citizenship and business proficiencies.

Phi Theta Kappa (PTK) is the national honor society for community and junior colleges. The organization promotes leadership, scholarship, service and fellowship. MCC is the Nu Upsilon Chapter. Membership is open to any student who has earned 12 semester hours and has a grade point average of 3.5 or better on a 4.0 scale.

Skills USA Industrial Club of America (VICA) partners with both students/teachers and industry to ensure a skilled workforce. This state and national organization helps students prepare for careers in trade, technical and skilled service occupations. This organization was formerly known as VICA (Vocational Industrial Clubs of America).

Student Association of Broadcasters (SAB) is open to Broadcasting students and provides a hands-on approach to learning broadcasting skills at MCC and in our community.

Student Association of Cosmetology is open to Cosmetology students and provides a hands-on approach to learning cosmetology skills at MCC and in our community.

Student Association of Dental Hygiene Association (SADHA), affiliated with the American Dental Hygiene Association, promotes and sustains the practice of dental hygiene by increasing awareness of prevention of oral diseases in an effort to improve the public's total health. The organization actively participates in off-campus presentations educating the public in preventive measures and stays abreast of current events in the dental hygiene profession to promote the highest standards in the field.

Student Association of Early Childhood is an educational organization concerned about the care and education of young children. The organization helps each person grow as a professional worker with young children.

Student Association of Medical Lab Technicians (SAML T) promotes interest and knowledge about the Medical Lab Technology career.

Student Association Radiologic Technology (Rad Tech) promotes interest and knowledge about the radiological field and gives the students opportunity to develop professionally.

Student Association of Respiratory Care (SARC) seeks to educate the public about respiratory therapy and to further the development of each member's leadership qualities.

Student Practical Nursing Organization (PN) assists in the growth and development of the nursing profession, leadership and individual responsibility of the Practical Nursing student.

Special Interest Groups

A special interest group is an organization that is designed to support specific college functions and is financially supported through the MCC Budget. These groups often perform a specific service for the College and are not required to submit all paperwork and do not qualify for incentive funds or awards.

Chorus
 Dimensions
 Gospel Choir
 The Ivy League Student Recruiters
 Jazz Band
 The Phil Hardin Foundation Honors College

Student Leadership Training

MCC's Student Leadership Effectiveness and Development (LEAD) Program provides leadership training for campus organizations. The LEAD Program is open to all students.

Training sessions are presented throughout the fall and spring semesters. Topics include goal setting, assertiveness training, parliamentary procedures, time management, motivation, listening skills, college study skills, job search skills, conflict management, stress management, relaxation and creative thinking.

LEAD participants are invited to attend student leadership sessions. Programs feature guest speakers on motivational topics and current issues, ranging from the power of positive thinking to minority leadership. Students meet MCC's administrators, the Board of Trustees and other leaders in the community and state.

Each spring, certificates are awarded to students based on their participation in the year's training sessions at a LEAD reception.

Quave Student Life Center

The Quave Student Life Center is located at the east end of the campus, adjacent to Ivy Hall and Damon Fitness Center. This is a popular location on campus where students gather in their free moments for socializing and relaxation. Here they may listen to music, watch television, play video games, participate in table tennis, pool, or foosball, play card games, and enjoy a large deck for studying, eating, and/or talking.

Wilhelmine Tew Damon Fitness Center

The Wilhelmine Tew Damon Fitness Center, opened in January 1990, offers a variety of activities to students as well as to the community. Located near the MCC Baseball Complex, the

Fitness Center has the following facilities available for student, faculty, staff, and community use:

- Natatorium with a six lane 25 meter pool.
- Weight room and fitness area featuring Inflight Fitness equipment, Vision Fitness exercise bicycles, Stairmaster, Quinton and Precor Treadmills, Precor elliptical trainers, Precor AMT, and free weights.
- Dance studio with a cushioned floor.
- Tennis courts, track, outdoor basketball court, putting green and sand volleyball court.

For course information, times, schedules, fees, and policies for use, contact the Damon Fitness Center at 601-484-8763.

Intercollegiate Athletics

MCC is proud of its varsity athletics program. Many of its athletic teams and individual athletes are nationally recognized. The College has teams in men's and women's basketball, men's and women's tennis, men's and women's track and field, men's and women's cross country, baseball, softball, golf, and men's and women's soccer. Attendance at home games is free for full-time students, faculty and staff with a valid MCC I.D.

Intramural Sports

MCC offers a limited intramural program. The program provides activities for participants at different skill levels. Not limited to team sports, the intramural program sponsors competition in basketball, flag football, bowling, and table games. The Campus Life Coordinator coordinates this program.

Awards

Each spring, MCC sponsors an Awards Night presentation to recognize and honor outstanding students from different career programs and subject areas for leadership, scholarship and academic performance. The B.G. Raden Awards recognize outstanding student organizations. Students selected for Who's Who Among Students in American Junior and Community Colleges are also honored. The H.M. Ivy Award recognizes outstanding sophomores.

Outstanding service to the college and the community by a faculty member is honored through the T.J. Harris Award. Two John A. Johnson

Awards, which come with a \$500 award, recognize outstanding staff members. Three \$500 Clarence Roberts Outstanding Teacher Awards are also presented by the MCC Foundation.

At each graduation ceremony, a group of outstanding MCC graduates is recognized with "Circle of Excellence" awards sponsored by The MCC Foundation. During the spring graduation program, three \$3,000 H.M. Ivy Scholarships are announced to help top graduates with their junior and senior years of study.

Art awards and literary awards sponsored by the MCC Foundation are presented during the year and carry monetary prizes.

Full-time employees of the College are eligible for the "MCCer of the Month" recognition, which includes a \$250 award from the MCC Foundation.

Learning Resources

The Learning Resources Center, housed in the L.O. Todd Library, is comprised of five areas: the Library, the Production Center, Web Services, Duplication and Promotions Department. Since MCC accepts responsibility for the educational development and cultural enrichment of the community, some services, especially access to the book collections, may also be extended to citizens of Lauderdale County and the City of Meridian.

The L. O. Todd Library now contains the collections for MCC. It houses 44,089 titles. Additionally, the collections included 163,437 electronic books. The library subscribes to 232 periodicals, including scholarly journals, popular magazines, local and national newspapers. Several thousand other journals and magazines are available in full-text format via electronic databases and can be accessed from the Library's homepage on the Internet. The audio-visual (AV) collection of 1,009 items is held in formats ranging from sound recordings to DVDs. The library is a member of the National Network of Libraries of Medicine.

Many library services are available from the Library's home page on the MCC website including Question Point (24/7), which is a live reference service available at all times. Contact the Library for hours and more information at 601-484-8760.

The Production Center, the audio-visual arm of Learning Resources, is located on the lower level of the Todd Library. The Production Center manages audio/visual services and equipment for the College. The Center houses a television production and distribution facility as well as an FM commercial radio station, WEXR FM, and graphic services. The College also hosts a community cable channel and in-house informational channel for students, faculty and staff, which are disseminated from the Production Center. Additionally, viewing rooms and instructional programs in Graphics Communications Technology and Broadcast Communications Technology are located in the Production Center area. The Casteel Gallery of Art, which is located in the foyer of the L. O. Todd Library, maintains more than 300 works of art in its permanent collection and is named for the late Homer Casteel, a former MCC art instructor.

Student Success Center

The Student Success Center, located on the second floor of G.V. "Sonny" Montgomery Student Center, provides both one-on-one and computer-based tutorial services for MCC students. The Center contains 83 up-to-date computers for student use in word processing and Internet research. The computers also contain course related software. In addition, the Student Success Center houses the PLATO LEARNING SYSTEM, an individualized, self-paced, computer-managed instructional system that provides a wide range of instruction through specific course selection. The Center employs a highly qualified instructional staff as well as student tutors. Contact the Center at 601-481-1341 to schedule an appointment and for Center hours.

Computer Connection Center

The Computer Connection Center is dedicated solely to the enhancement of computer literacy in MCC's students. Meridian Community College (MCC) feels it is imperative for its students to understand the connections between their personal and professional lives and today's technology. The benefits of computer literacy impact both faculty and students. Classroom productivity, instructional options, and distance learning enrollment increase when students are

computer literate. Located on the second floor of the Montgomery Student Center, the lab contains 20 up-to-date computers and employs a full-time facilitator to oversee instruction and to provide one-on-one help. For more information, please call 601-581-3580 or e-mail qep@meridiancc.edu.

English & Reading Lab

The English & Reading Lab, located in the G.V. "Sonny" Montgomery Student Center – Room 203, offers tutoring services to students currently enrolled in MCC English courses. All tutors are MCC English faculty who will go over graded and ungraded papers with students to help target problem areas and assist in remediation. Computerized tutorials and use of computers for completing English assignments are also available. A website link in Eaglenet provides complete information, including operating hours and contact information for the Lab Coordinator.

Math Computer Connections (MC2) Lab

The MC2 Lab is located on the second floor of the G.V. "Sonny" Montgomery Student Center. The MC2 Lab is set up for students enrolled in Emporium Method math courses so that they may receive individualized help from math instructional staff and student assistants while spending required time in the lab each week in order to fulfill course credit requirements. Beginning, intermediate, and college algebra courses are offered as Emporium Method. The Emporium Method allows students to work at their own pace in the classroom, MC2 Lab, and home settings with guidance, encouragement, and individualized instruction from their math instructors. The MC2 Lab is equipped with 44 computers with internet access and printing capability. There are also tables set up so that students may access WiFi and work from personal devices. Other math students not enrolled in Emporium Method courses are welcome to utilize the MC2 Lab as space is available. The MC2 Lab is open during the fall and spring semesters. Hours may vary each semester, depending on the availability of instructional staff. Students will be given detailed information concerning the MC2 Lab once enrolled in a math course. For

more information you may contact the MC2 Lab at (601) 481-1377.

Net Tutor

Located within a Canvas course, NetTutor is a free, online, live tutoring service that is available to all MCC students. This service offers tutoring in the subject areas of Math, Sciences, Writing and English, IT and Computer Science, Nursing and Allied Health, Foreign Languages, Humanities and Social Sciences, Accounting, Economic, and Business.

The Holladay Center for eLearning

The Holladay Center for eLearning serves as the hub of distance education and instructional technology. Established in 2011, the Center includes 98 up-to-date computers in the main lab, which serves as the central location at MCC for proctored examinations for distance education courses offered through the MSVCC in addition to the administration of campus-based courses, nursing, ATI, and Accuplacer examinations. In compliance with ADA regulations, the Center provides 10 individual testing rooms for students who meet specific criteria. In addition to overseeing 15,000 appointments a semester, the Center administers, trains and supports the College's learning management system (LMS), Canvas by Instructure, which is utilized by online and campus-based courses. The Center also administers, trains, and supports the incorporation of eBooks, a campus wide initiative to introduce affordable electronic textbooks through the use of the LMS in online and campus-based courses. Faculty and staff seeking to increase their technologic skills and usage can attend one of the many Professional Development sessions on current and emerging technologies hosted by eLearning staff. The Center is located on 14th street, adjacent to the Annex trailers and Soccer complex. For more information, please visit the eLearning website at www.meridiancc.edu/elearning or contact the Center by e-mail at elearning@meridiancc.edu or by phone at 601-484-8669.

Ronald R. Miller Art Gallery

The Ronald R. Miller Art Gallery at Meridian Community is an extension of the MCC Art Dept. serving the students and community by hosting six art exhibits per year. The Miller Art Gallery is named in honor of theatre instructor Ronnie Miller, who was an art activist at MCC and in the community from 1966 through 2006. The Gallery is located in the Davison Fine Arts Center (Ivy Hall) and is free and open to the public Monday – Thursday from 10:00 am to 4:00 pm. For more information, contact John Marshall (MCC Art Dept. Coordinator) at 601.484.8647 or jmarshall@meridiancc.edu.

SECTION 5
RIGHTS,
RESPONSIBILITIES
& POLICIES

2018-2019

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Rights, Responsibilities & Policies

The following overview of students' rights and responsibilities, including behavior code, drug compliance regulations, due process procedures, and policies on dealing with sexual harassment is provided to assist students in adapting to campus life.

Student Behavior

Meridian Community College expects appropriate conduct and behavior of its students and staff at all times.

MCC strives to preserve a learning environment on the campus which is free from disturbances and disruptions. We believe that people are worthwhile individuals accountable for their own behavior and capable of achieving their full potential. To that end, the College has adopted rules and regulations which are considered to be reasonable and necessary for the orderly operation of MCC. MCC expects all students to conform to the ordinary rules of a polite society, to be truthful, to respect the rights of others and to have regard for preservation of state and college property as well as the private property of others.

Student Behavior Code

Students are expected to exhibit self-reliant, acceptable and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others, being truthful, not participating in unacceptable behavior, or violating federal, state and local laws and ordinances. The student behavior code is applicable to behavior on any MCC property as well as off-campus MCC related activities or events.

Major offenses, for which suspension or expulsion is appropriate, are those offenses that interfere with the mission of the College or interfere with others in the free exercise of their rights and duties or which involve a danger or threat of danger to individuals or property. Therefore, those individuals determined to be in violation of the following regulations will be dismissed from MCC for one calendar year from the date of the suspension:

1. Possession, use, distribution and/or sale of illegal drugs.

2. Possession or use of any item(s) appearing to be or which could be used as a weapon(s), including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials or other dangerous chemicals on college property.
3. Assault. Any intentional behavior that causes or may cause physical harm to another individual. This includes sexual, simple and aggravated assault, or fighting, except in lawful defense of one's self or another.
4. Setting or aiding to set unauthorized fires on college property.
5. Theft or forgery.
6. Possession of stolen property and/or attempt to sell this property.

Unacceptable acts of misconduct will subject a student to being placed on, at a minimum, "disciplinary probation" with additional penalties as determined by the Dean of Student Services or the Associate Dean of Student Services. This course of disciplinary action applies to those individuals determined to be in violation of the following regulations:

1. Possession, use, distribution and/or sale of alcohol. See alcohol policy.
2. Cheating on any test, examination or academic assignment of any kind. See the first-day handout for additional policies applicable for each course.
3. Any documented copying of words, ideas, or designs from books, articles, Internet sources, speeches or another person's unpublished works and presenting it as one's own work (plagiarism). See the first-day handout for additional policies applicable for each course.
4. Shoving, pushing, hitting or aggressively touching a member of the college community in a threatening manner so that the individual who is the recipient of this action perceives that he/she is in imminent danger of bodily harm.
5. Engaging in a riot or other activity which results in the disruption of the educational mission of the College or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the

campus or in connection with an off-campus college-related activity.

6. Violating municipal, state or federal law.
7. Refusing to appear and testify as a witness before a disciplinary committee.
8. Behaving in such a manner that interferes with the educational mission of the college, or interfering with the rights or duties of others, damaging or endangering public or private property and in which the student persists after being requested to desist by a college official or member of the faculty.
9. Entering locked or unoccupied MCC buildings, offices, classrooms, or laboratories without proper authority.
10. Threatening violence toward a member(s) of the campus community. This offense may result in the temporary removal of the accused person(s) from the college campus pending investigation of all charges and the scheduling of a hearing.
11. Participating in any act of harassment, physical or mental, perpetrated for the purpose of subjecting a student, faculty member, or other person to pain, discomfort, indignity or humiliation at any time or any place.
12. Destroying, damaging or defacing college, state, federal, public or private property.
13. Exhibiting gross indecency on campus or at college related activities.
14. Using cellular phones in the classroom. All cellular phones and beepers should be silenced or turned off while in the classroom. See the first-day handout for additional policies applicable for each course.
15. Providing false statements or representations about official matters.

A student on "disciplinary probation" who is found in violation of any further act of misconduct during the probationary period will be suspended/ dismissed from MCC for one calendar year from the date of the suspension.

Other unacceptable acts of misconduct which are prohibited and may result in disciplinary action as determined by the Dean of Student Services or the Associate Dean of Student Services are listed below:

1. Participating in or promoting any activity

designed to disrupt the regular and essential operation of MCC, including the learning process within the classroom, library, laboratory or anywhere else on the campus.

2. Using without authorization any college property, i.e., vehicles, machines, telephones, computers, and FAX machines.
3. Failing, refusing or being unable to present current MCC ID card upon the request of any official of the College.
4. Smoking or using e-cigarettes. Smoking and using e-cigarettes are strictly forbidden anywhere on campus.
5. Playing loud music anywhere on campus.
6. Using smokeless tobacco. The use of smokeless tobacco is strictly forbidden anywhere on campus.
7. Gambling in any form.
8. Using an automobile unsafely or recklessly driving any motorized vehicle on campus.
9. Violating parking or speed-limit regulations and failing to register vehicle or violating other campus traffic regulations.
10. Loitering, loafing or congregating on the grounds or in college buildings.
11. Using loud and/or obscene language.
12. Throwing paper, articles of food or drink, tobacco products or any article on the grounds or in any MCC building.

Conduct on Campus

MCC strives to preserve a learning environment on the campus which is free from disturbances and disruptions. Students are expected to exhibit self-reliant, acceptable and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others, being truthful, and not participating in unacceptable behavior or violating federal, state and local laws and ordinances. The following code is applicable to any facility owned or operated by MCC.

Fine Imposed Unacceptable Behavior

The purpose of this section is to outline different situations and types of unacceptable behavior for which a fine will be imposed. The following will be subject to a fine of \$25 for the first offense, \$50 for the second offense, \$100 for the third offense and disciplinary action including, but not limited

to, probation or suspension.

1. Publically using profanity, cursing or vulgarity.
2. Smoking cigarettes (including electronic) and/or using tobacco products is prohibited on campus, including any facility owned or operated by MCC.
3. Failing, refusing or not being able to present a current MCC ID card upon request (must wear on visible location of one's person at all times when on college property).
4. Entering or using College facilities without authorization.
5. Being unusually loud, creating a public disturbance including, but not limited to, shouting, using portable radios, using automobile radios, using laptops or musical instruments.

Sexual Misconduct Policy

Meridian Community College is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere free of the threat of sexual assault. Every member of the College community should be aware that the College considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a quality learning environment.

MCC views any form of sexual misconduct (including sexual assault, domestic violence, dating violence and stalking) as a serious offense, and such behavior is prohibited by state law and by college policy. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities. The College will investigate reports of violations of sexual misconduct in an impartial, prompt, and equitable manner. Reporting an incident is a separate step from choosing to prosecute. We are concerned with the victim's welfare and want to ensure that the appropriate treatment and support is provided. When a person files a report with the Campus Police, he or she is not obligated to continue with legal proceedings or college disciplinary action. Prosecution of individuals for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges or disciplinary proceedings instituted by the College. The Title

IX coordinator (or designee) oversees the College's investigation and response to incidents of Title IX violations. Meridian Community College has designated the following employee as the Title IX Coordinator.

Mr. Derek Mosley
Social Science Instructor
Smith Hall, Room 109
910 Highway 19 North
Meridian, MS 39307
Phone: 601-553-3453
Fax: 601-484-8635
Email: dmosley@meridiancc.edu.

A student also has the right to file a formal complaint by contacting the United States Department of Education:

Office of Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202.1100
Customer Service Hotline: 800-421-3481
TDD: 877-521-2172 Email:
Email: OCR@ed.gov Website: www.ed.gov/ocr

Types of Sexual Misconduct

1. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
2. Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - a. Rape- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b. Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is

prohibited by law.

- d. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Consent is defined as agreeing to do or allow something. It may be given by words or actions, so long as those words or actions create clear, mutually understood permission to engage in (and the conditions of) sexual activity. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. A person who is unable to consent includes, but is not limited to, any person under the legal age of consent, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious or for any other reason unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

- 3. Domestic Violence: A felony or misdemeanor crime of violence committed
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 4. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - a. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved

in the relationship.

- b. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- c. Dating violence does not include acts covered under the definition of domestic violence.
- d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- 5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.

For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Reporting Sexual Assault and Receiving Assistance

The Title IX Coordinator (or designee) is available to help anyone who reports a violation of the sexual misconduct policy. The Coordinator can provide assistance and information regarding crisis intervention, assessment, and referral for the victim and the accused. The Coordinator, along with other members of student services, are responsible for coordinating prevention education efforts on campus.

Individuals may report violations of sexual misconduct to the Title IX Coordinator by phone, email, or written notice. Employees of the college should report violations to the Human Resources Coordinator located in the Business Office of Hardin Hall.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the College will provide the student or employee with a copy of the MCC Sexual Assault policy which contains written explanations of the student's or employee's rights and options.

A student may choose to use the College disciplinary process in cases involving another student, whether the incident occurred on- or off-campus. An individual has the right not to report if they choose. If the reporting student requests confidentiality or requests that the complaint not be pursued, the Coordinator will take all reasonable steps to investigate the complaint and respond consistently with the student's request as long as doing so does not prevent the College from responding effectively. The College will take all reasonable steps to protect the confidentiality of the victim and other necessary parties. Publicly available record keeping, including Clery Act reporting and disclosures, will not contain personally identifying information about the victim. The College will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The Coordinator will inform the student that confidentiality cannot be assured.

If the reporting student insists that he/she remains anonymous in the investigation, the Coordinator will inform the student that such a request will limit the College's ability to respond to the complaint. The Coordinator will evaluate the request in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students. When reasonably available, the College can provide assistance in changing academic, living,

transportation, working arrangements, and other protective measures, if requested with the Coordinator, regardless of whether the victim chooses to report the crime to campus or local police and regardless of whether the incident occurred on or off campus.

Any college employee receiving a report of sexual assault involving a student should refer the matter to the Title IX Coordinator. The Coordinator will discuss options and resources with the person reporting the sexual assault and with the student.

Where applicable, MCC will enforce orders of protection, “no contact” orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts or by the institution.

MCC maintains relationships with various institutions which offer confidential services to assist victims of sexual violence. A few of those institutions are the Care Lodge, Weems Mental Health, Psychology Associates, and Wesley House. These institutions provide services such as counseling, health, mental health and victim advocacy. See the contact information below for off campus resources.

Care Lodge
24 Hour Hotline 601-693-4673
Community Service 601-482-8719
Domestic Violence Shelter
601-483-8436

Wesley House
1520 8th Avenue
Meridian, MS 39307
601-485-4736

Weems Community Mental Health Center
1415 College Drive
Meridian, MS 39307
601-483-4821

Psychology Associates
5004 Highway 39 North
Meridian, MS 39307
601-693-8307

Anderson Regional Health System
2124 14th Street
Meridian, MS 39301
(ER) 601-553-6111

Rush Foundation Hospital
1314 19th Avenue
Meridian, MS 39301
(ER) 601-703-9260

Procedures for Reporting a Sexual Misconduct Violation

- A person should go to a safe place as soon as possible.
- The person should also try to preserve all physical evidence. If a person is reporting a sexual assault that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important particularly if a person wishes to prosecute the offender. The person should not shower or bathe, wash hands, use the toilet, change clothing, or wash clothing or bedding. If the victim changes clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.
- The person should seek medical attention. A medical examination will provide any necessary treatment and collect important evidence. MCC police are available to transport sexual assault victims to any local hospital of the victim's choice, where a rape examination may be conducted. See the local hospitals listed previously in this section.
- The person may report the incident to the Title IX Coordinator or Campus Police.
- The person should call MCC Campus Police. (It is the victim's decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from the Title IX Coordinator.) To report an incident that has just occurred, or to report an incident at a later date, call MCC Campus Police at 601-484-8620 or 601-934-0072.

Reporting an incident to the MCC Campus Police helps

1. Identify and apprehend the alleged assailant;
2. Maintain future options regarding criminal prosecution, College disciplinary action, and/or civil action against the perpetrator; and
3. May protect the victim and others from future assaults by the same assailant.

When an incident is reported, an MCC police

officer will complete an incident report. An investigator will be summoned to begin an investigation into the offense. This process is important if the victim wishes to bring criminal charges at this or a later time. The victim will be asked questions about the incident and asked to identify any witnesses and what happened before and after the incident. Generally, the MCC Campus Police work to safeguard the identity of the victim.

- The person should call off-campus police. A person can call 911, the Meridian Police Department (601-485-1893), or the Lauderdale County Sheriff's Department (601-482-9898).
- The person should seek counseling or other support. A victim who wishes to speak to someone confidentially is encouraged to contact one of the resources listed previously in this section.

Disciplinary process

In responding to reports of sexual assault, the College will support and protect the persons involved and protect the College community. Interim measures such as campus escorts, academic changes, employment or housing modifications, or interim suspension may be provided to any person involved in an incident.

A charge of sexual assault against an individual will be handled by the Office of the Dean of Student Services under the normal College disciplinary processes. The Dean of Student Services has the discretion to suspend a student accused of sexual assault, pending the completion of the investigation. Upon completion of any necessary investigation, the Dean of Student Services will formally notify the accused student of the charge(s).

Both the person filing a complaint and the person accused of a violation of the policy on sexual assault has certain rights in the College disciplinary process. The standard of evidence in sexual misconduct violations is a preponderance of the evidence.

The person filing a complaint has the right to

- Be present whenever the accused student is present in the disciplinary process;
- Be accompanied by a representative of his

- or her choice;
- Be present when (or if) disciplinary action is announced to the accused;
- Make a formal statement, orally or in writing, prior to consideration of any penalty to be imposed on the offender;
- Be notified, at the same time as the offender, of any penalty being imposed;
- Be notified of any appeals filed by the offender, and to respond to any new evidence presented as the basis for any appeal; and
- Be notified, at the same time as the accused, of the result of any appeals.

Retaliation

Retaliation against a person who has in good faith filed, supported or participated in an investigation of a complaint of any type of discrimination, harassment or sexual misconduct as defined above is prohibited. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint, or adversely altering that person's educational, living, or work environment. Students accused of retaliation will be subjected to the procedures of the MCC Disciplinary Process.

Sanctions

The sanctions for students found guilty of sexual assault under this policy range from a minimum of suspension for one year to a maximum of permanent expulsion. Any student suspended under this policy must, as a condition of reentering the College, submit to the Dean of Student Services proof of successful completion of counseling by a licensed mental health professional and the results of a psychological evaluation.

Education programs

MCC has contracted with a company to provide online, interactive sexual misconduct education for students and employees. Each module provides information related to sexual assault, dating and domestic violence, sexual harassment, bystander intervention and links to federal and state laws. Other topics related to healthy relationships, the importance of consent and being a good communicator, and the many ways

a student can help create the safe, positive campus to be a part of are also discussed.

During the academic year, local agencies such as the Care Lodge and Wesley House provide programs and services to our students and employees relating to domestic violence. The Care Lodge also hosts a conference on Domestic Violence which is attended by various employees.

Disciplinary Process for Students

The Board of Trustees of MCC charges the President of MCC with the responsibility for maintaining appropriate standards of acceptable behavior and further authorizes him to terminate, suspend and/or place limitations on continued attendance for violations of the Student Behavior Code. The aim of disciplinary action is the redirection of a student's behavior toward self-directed, responsible behavior and the achievement of academic goals.

The President has delegated this responsibility to the Dean or Associate Dean of Student Services. When a student is believed to have violated the Student Behavior Code, the Dean or Associate Dean will gather information and hold a meeting with the student(s) involved. If deemed necessary, disciplinary actions shall be taken after the meeting is held.

A student may appeal the decision of the Dean or Associate Dean to the Meridian Community College Student Appeals Council. The request must be submitted in writing within two working days to the Dean or Associate Dean of Student Services. The Administrator will then notify the Chairperson of the Meridian Community College Student Appeals Council of the student's desire to appeal. The Council's decision will be the final level of institutional appeal. See *Student Appeals Procedure*.

Students adjudicated guilty of violation(s) of the conduct code will be subject to one or more of the following:

- Counseling - Confidential psychological service to help students deal more effectively with conduct.
- Reprimand - Formal written notice and official recognition taken of the violation.

- Community Service - Performance of a specified service for a prescribed number of hours to the College community.
- Grade Reduction - Reductions of grade(s) for test(s), assignment(s), or course(s).
- Restrictions - The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include requirements such as vacating campus housing or not operating motor vehicles on campus.
- Restitution - A payment for financial injury in cases involving theft, destruction of property, or deception.
- Probation - An official written warning that the student conduct constitutes an offense, but is not sufficiently serious to warrant probation with restrictions, suspension, or expulsion. Students are restricted from holding office in any student organization and cannot represent the College in any official capacity during the term of probation. Continued enrollment depends on maintenance of satisfactory conduct during the period of probation.
- Suspension - The termination of the student's attendance at the College for an indefinite or specified period of time. A grade of "W" will be recorded on the student's permanent record for each course on the student's schedule at the time of the suspension. "Disciplinary Suspension" and the effective date will also be recorded on the student's permanent record. If the Dean of Student Services approves the request, the words "Disciplinary Suspension" will be replaced by the word "Withdrew."
- Expulsion - The involuntary and permanent separation of the student from the College. A grade of "W" will be recorded on the student's permanent record of each course on the student's schedule at the time of the expulsion. "Permanent Expulsion" and the effective date will be placed on the permanent record. This will remain on the permanent record indefinitely or until an appeal is held by the Dean of Student Services and the expulsion is approved for removal. In a case of appeal and approval by the Dean of Student Services to remove the expulsion, the words "Permanent Expulsion" will be replaced by the word "Withdrew."

Student Appeals Procedure

Students who are subject to institutional discipline as related to academic or campus conduct issues have the right to appeal decisions rendered by the appropriate administrator* to the Meridian Community College Student Appeals Council. The Council Chairperson and members will be appointed annually by the President.

Once a decision on any case has been rendered by the appropriate administrator supervising the institutional component related to the case, the student has two working days to notify that administrator in writing of his/her desire to appeal the decision. The student is encouraged to base appeals on facts which he or she thinks may not have been considered in the original decision. The appropriate Administrator will then notify the Chairperson of the Student Appeals Council of the subject's desire to appeal.

The Chairperson will convene the Council within five working days of notification of the appeal and notify the student of the time and place of the hearing. A minimum of three days' notice is required for the Committee members to review the files before the Committee meets, with most meetings to be scheduled on Fridays. A quorum of five faculty and/or staff members is required for an official hearing before the Committee. Two alternate faculty or staff members in addition to the 8 regular committee members should be appointed to accommodate unforeseen circumstances where Committee members are excused or recused with a quorum being otherwise unobtainable.

The student's failure to appear at the hearing within 10 minutes of the designated time will constitute his/her acceptance of the administration's original decision on the case.

At the hearing, the Council will consider the administration's findings on the case as well as the student's rebuttal. Each side has the right to call witnesses in support of his/her case, and each side has the responsibility to notify those witnesses of the time and place of the Council meeting. Witnesses will participate in the hearing only during the time that they are called to testify. Hearings will be recorded. In the event the student determines to be represented by legal counsel, the college administration reserves the right to

do likewise.

Having heard all testimony, the Council will retire to decide the case. The Council has the authority to (1) uphold the Administration's initial decision on the case; (2) reverse the decision; or (3) modify the Administration's decision. The Chairperson will have the responsibility to notify the appropriate administrator* and the MCC President of the Council's findings. The President will charge an appropriate member of the college administration with the responsibility to notify the student of the outcome of the hearing within ten business days. The Council's decision will be the final level of institutional appeal.

The intent of this policy is to adjudicate such matters in a timely manner so that the student will be fully aware of his/her standing with the college.

**The appropriate administrator will likely mean the Vice President for Operations or the VP's designee in the case of general education classes; the Associate Vice President for Career Technical/Workforce Education or his/her designee in the case of career and technical/workforce education programs; and the Dean of Student Services in the case of campus conduct issues unrelated to classroom activities.*

Student Complaint Procedure

Meridian Community College provides procedures for students to resolve complaints or grievances with the College. For purposes of this policy, a complaint or a grievance are synonymous terms and are herein referred to as a "complaint." A student should communicate his/her complaint as soon as possible to ensure the timely resolution of the complaint.

Non-Academic Matters:

1. Student complaints usually start, informally, at the department level where the student is encouraged to talk directly with the faculty or staff member in an effort to resolve the issue. If the student prefers to talk to someone other than the faculty or staff member involved, the student must present the complaint to the immediate supervisor of the person involved. The supervisor, faculty or staff member will provide the student with a decision within three business days.

2. Should further arbitration prove necessary, the student must submit a written statement to the appropriate Dean, Associate Dean, Vice President or Associate Vice President of the respective department which includes:
 - b. a written statement with contact information, including email address, that is signed and dated and clearly states the nature and basis of the alleged offense, the name(s) of the person(s) committing the alleged offense, the specifics of the incident(s) in question and the names of any known witnesses; and
 - c. the remedy sought by the student.
3. Within five business days of receipt of the complaint, the appropriate administrator will acknowledge through personal communication or via email, receipt of the complaint.
4. Within ten business days of receipt of the complaint, the administrator will meet with the student and initiate an investigation regarding the complaint.
5. Within 30 business days of receipt of the complaint, the administrator will provide a written response to the student outlining the decision or resolution regarding the complaint.
6. If the student is not satisfied with the decision and a mutually acceptable solution cannot be reached, the student will have 48 hours to submit a written appeal request to the Meridian Community College Student Appeals Council via the office of the appropriate administrator, typically the Dean of Student Services, the Dean of Academic Affairs, the Associate Vice President of Workforce Education, or the Vice President for Finance (see "Student Appeals Procedure" in the MCC Catalog).
7. The Council's decision will be the final level of institutional appeal.

Academic Matters:

1. A student who has a complaint about a grade received in a course should see the "Grade Review Policy" in section three of the MCC Catalog for the grade review procedure.

2. For “non-grade matters,” student complaints usually start, informally, at the department level where the student is encouraged to talk directly with the faculty member in an effort to resolve the issue. If the student prefers to talk to someone other than the faculty member involved, the student is encouraged to present the complaint to the immediate supervisor of the person involved. The supervisor or faculty member will provide the student with a decision within three business days.
3. Should further arbitration prove necessary, the student must submit a written statement to the appropriate instructional unit of the College which includes:
 - a. a written statement with contact information, including email address, that is signed and dated and clearly states the nature and basis of the alleged offense, the name(s) of the person(s) committing the alleged offense, the specifics of the incident(s) in question and the names of any known witnesses; and
 - b. the remedy sought by the student.
4. Within five business days of receipt of the complaint, the appropriate administrator will acknowledge through personal communication or via email, receipt of the complaint.
5. Within ten business days of receipt of the complaint, the administrator will meet with the student and initiate an investigation regarding the complaint.
6. Within 30 business days of receipt of the complaint, the administrator will provide a written response to the student outlining the decision or resolution regarding the complaint.
7. If the student is not satisfied with the decision and a mutually acceptable solution cannot be reached, the student will have 48 hours to submit a written appeal request to the Meridian Community College Student Appeals Council via the office of the appropriate administrator, typically the Dean of Student Services, the Dean

of Academic Affairs, the Associate Vice President of Workforce Education, or the Vice President for Finance (see “Student Appeals Procedure” in the MCC Catalog).

8. The Council’s decision will be the final level of institutional appeal.

The College recognizes and accepts Mississippi Commission on College Accreditation (MCCA) oversight in resolving complaints from students taking distance education under the auspices of the State Authorization Reciprocity Agreement (SARA). In addition, The Mississippi Commission on College Accreditation has a published student complaint policy found at http://www.mississippi.edu/mcca/student_complaint_process.asp. To file a complaint, a student should complete the complaint form available on the website. MCCA is located at 3825 Ridgewood Road, Jackson, MS 39211 and can be reached by telephone 601.432.6647.

Drug-Free Policy

Meridian Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as any part of its activities. Therefore, the College informs all students and employees regarding illicit drugs and alcohol abuse and use. Any Workforce/Career Technical student who exhibits behavior, in the opinion of the instructor, consistent with the use of drugs and/or alcohol, will be required to submit to a urine or blood analysis test.

If a student is found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, the College will initiate legal action or begin dismissal proceedings, or both, against the violator(s). MCC shall continue to inform and educate all students of the dangers of drug abuse. Should a student need counseling, referral or other assistance, the College will provide this assistance. This statement is prepared to comply with the “Drug-Free Workplace Act of 1989,” 34 CFR Part 85, Subpart F, and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). To comply with this act, any student convicted of a drug statute violation is required to notify MCC within five days of such conviction. Students found guilty of substance abuse may

be suspended from campus housing and/or suspended from MCC for one or more semesters as determined by the Dean of Student Services or the Associate Dean of Student Services. For additional information related to the MCC substance abuse policy, contact the Dean of Student Services Office in Ivy Hall.

Alcohol Policy

Under MCC’s drug-free compliance policy, alcohol possession and/or use on any MCC property as well as off-campus MCC related activities or events are strictly prohibited. Those individuals determined to be in violation of the alcohol policy will be placed on disciplinary probation. In addition, the following actions will apply:

- For the first offense, possession of alcohol on MCC property or an MCC related activity or event carries a \$100 fine; viewing of an alcohol violations video; and mandatory, confidential, alcohol counseling provided through a contracted mental health service provider.
- For the second offense, possession of alcohol on MCC property or an MCC related activity or event carries a \$200 fine and disciplinary suspension/dismissal from MCC.
- If any fine is not paid by the end of the semester, a hold will be placed on the student’s record.

Smoking and Tobacco Use Policy

Meridian Community College prohibits smoking and/or using tobacco products on or in any facility owned or operated by MCC. Smoking includes the use of any product that is smoked and produces smoke or vapor including but not limited to cigarettes, hookahs, and electronic cigarettes. This policy applies to all students, faculty, staff and visitors. Violators will face a fine and could face further disciplinary action.

CAMPUS SECURITY

Vehicle Registration

All motor vehicles driven on campus must be registered and have a parking decal. The first decal is free of charge; additional decals are \$10 each. A vehicle is defined as a car, truck, motorcycle, or any other type of moveable transportation. Safety and security decals are available in the Security office in Ivy Hall. Parking

decals must be displayed in the lower left corner of the rear window. Decals are issued for one motor vehicle and must not be transferred or affixed to another vehicle. A new decal will be issued each academic year. Students who live in campus housing will be issued a special decal that must be displayed in order to park in the residential parking lot.

A student who changes his/her place of residence or whose decal becomes illegible is responsible for immediate re-registration of his/her car in order to secure the proper decal. Also, when the owner trades his/her car, he/she is responsible for removing the old decal. Any violations noted against the old number will be charged to the person to whom it was issued.

Driving Regulations

Meridian Community College students are expected to comply with the following automobile regulations:

- Each student who operates a motor vehicle on campus must register for and display a parking decal. The decal authorizes the student to park on campus in designated parking areas.
- No motor vehicle shall display more than one MCC decal at any one time.
- Vehicle operators must obey campus regulations and operate vehicles in a safe and courteous manner.
- MCC is not responsible for contents in vehicles parked on campus.
- Speed limit on the MCC campus is 15 mph unless posted differently. All state traffic laws apply on campus.
- Registered operators must observe and obey all traffic and parking signs on campus.
- Registered students are responsible for their vehicles on campus.
- Vehicle operators must not repair vehicles on campus grounds or parking lots.
- Vehicles are not to be left on campus for more than 48 hours without notifying Campus Police.
- Vehicles are not to be parked on grass, sidewalks, entrances, or exits.
- All accidents should be reported immediately to the Campus Police.
- Vehicle operators must be aware of the colored curb markings and their meaning:

Blue curb* – Handicapped Parking

Yellow curb* – No Parking

*Signage overrides curb markings.

- All vehicles are to be driven into parking spaces front-end first.
- Any vehicle operated by a person whose driving privileges have been suspended may be towed away at the owner's expense.
- Any vehicle parked in a reserved area may be towed away if deemed necessary by the Campus Police.

Penalties for violations shall be as follows:

No Parking Zone	\$25
Parking on Grass	\$25
Improperly Parked	\$25
Parking in Wrong Zone	\$25
Parking in Handicapped Zone	\$100
No Decal	\$25
Decal Improperly Displayed	\$25
Speeding	\$25
Failure to Stop at Sign or Signal	\$25
Reckless Driving	\$25
Other	\$25

Once a person has received five tickets from the Campus Police office, the sixth one and each one thereafter will cost \$50 other than for a handicapped-parking violation.

Additional parking is available on the Mississippi State, Meridian Campus for all MCC faculty, staff and students.

Bicycle Regulations

1. Cyclists should use extreme caution and slow down or walk their bicycles when interacting with pedestrians. Cyclists should not use sidewalks and walkways when pedestrians are present.
2. Automobiles are not required by law nor equipped with the reaction time to stop for bikes shooting across crosswalks. It is best for bicyclists wishing to use crosswalks to walk their bicycle through the crosswalk as a pedestrian.
3. Bicycles using campus roadways operate with the same rules as automobiles.
4. Bicyclists are strongly encouraged to wear safety equipment while on campus (including helmets) as well as properly maintain the mechanical aspects of their bike for the safest

riding experience possible.

5. Bike Rack use on campus is mandatory. We are asking all bike riders to assist the college by not locking bikes in such a way that they block sidewalks or handicap access to buildings. Furthermore, we ask bike riders to refrain from locking bikes to campus trees or foliage, light poles or other freestanding posts or any railings or any other freestanding structures (except bike racks). Keep in mind we have students with disabilities who require accessible pathways and specific access to buildings and we are required by law to protect this access.
6. MCC is not responsible for loss or damage to bicycles.
7. Bikes locked or left anywhere else besides a bike rack are subject to the lock being cut and the bike impounded by Campus Police.

Lost and Found

Any items that are found on or near campus should be turned in immediately to the Campus Police office in Ivy Hall. Inquiries concerning lost books, articles of clothing, identification cards, etc. should be directed to Campus Police personnel.

Student Identification Card

All students who enroll at Meridian Community College must have a valid MCC identification card. Students must display a current MCC ID card on his/her person at all times while on campus. ID cards are provided and validated by the Campus Police office, located on the first floor of Ivy Hall. The student must provide a form of photo identification and a current class schedule to obtain an ID card. The ID card must be worn on the person above the waist, which means it cannot be on a purse, book bag, etc. Individuals without an ID card in plain view will be stopped to verify their status as a student, staff, or authorized visitor. Displaying of the ID is also required for use of the MCC library and most other services and activities. Individuals who fail to display the identification card may be subject to sanctions and penalties including charges of trespassing and/or suspension from school.

The first ID made for any student is free. There is a \$10.00 replacement fee.

Search and/or Questioning of Students

Meridian Community College reserves the right to search any dormitory room or vehicle or question any person on campus subject to probable cause. Policies include the following:

- Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by College officials and can be made if necessary in the absence of the student.
- College officials will not delegate to other law enforcement officers their reasonable right to searches for purposes of maintaining order and discipline of the campus.
- College officials will cooperate with law enforcement officers when a search warrant(s) is presented.
- Whenever there is reasonable cause, the Dean or Associate Dean of Student Services, Housing Director or a Campus Police officer will search rooms and vehicles. The student will be present when possible; however, in all cases a witness will be present.

The rights of students regarding search and questioning will be in accordance with the United States Constitution. The Board of Trustees recognizes that the law must be upheld, and when circumstances require, school officials may search or question students, particularly in cases involving the welfare and safety of people, the protection of property, and the possible violation of law and College rules. The Dean or Associate Dean of Student Services, with the assistance of Campus Police, may search and a question student when in his/her judgment the welfare and safety of the college is in jeopardy.

Exposure Control Policy

In order to protect individuals against exposure and unforeseen risks from bloodborne pathogens, MCC has adopted a campus-wide Exposure Control Policy which is compatible with the Occupational Safety and Health Administration's (OSHA) "Latest Rule on Career and Technical Education Exposure to Bloodborne Pathogens," published in March 2000. The policy addresses environments and programs on campus where there is a possibility

of exposure to blood and bodily fluids. The College has identified tasks and procedures that are hazardous or potentially hazardous for students, faculty and staff. Students in nursing and health programs are taught "Standard Precautions" when their studies begin and are reviewed annually thereafter. These standards include the minimizing or eliminating of risks of exposure through responsible work habits and controls and recognizing the seriousness of possible exposure to bloodborne pathogens. Students are informed through handouts and orientation sessions in other appropriate programs, laboratories and classes if hazards or potential hazards exist. Personal protective equipment currently in use in specified health programs includes disposable gloves, masks, protective glasses/goggles, disposable gowns and pipetting devices. The handling and disposal of sharps is taught in all health programs and science classes using needles and sharps.

A detailed exposure control protocol for faculty, staff and students is published in the Meridian Community College Faculty/Staff Handbook, the First Day Handouts for laboratory classes, and the orientation materials for all MCC programs in which there is some risk of exposure to hazardous substances.

Sexual Harassment

It is the policy of MCC, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at MCC is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition:

Sexual harassment of employees and students at MCC is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature, when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

- submission to or reflection of such conduct is used as the basis for employment decisions affecting that individual, and/or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.

Students who feel that they have been sexually harassed under the above definition and wish for further information or assistance in filing a complaint should contact the Dean of Student Services with a written report of the complaint setting forth the facts involved.

Network Policies and Procedures

I. INTRODUCTION AND PURPOSE

The purpose of the MCC Information Network is to support the overall educational mission of the College, in accordance with School policies. Access to the network and its resources is a privilege. Network users must at all times respect the rights of others and the integrity of the network.

This policy governs the use of all computers, laptops, tablets, cellular devices, computer-based networks, wireless devices whether owned by the College or the individual, and related hardware and software at Meridian Community College. Under federal statutes and the sections of the Mississippi Code that regulates the use of these resources, the College is required to ensure that this equipment and software are used properly and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use while still complying with state and federal law, College policy and a productive work environment.

II. SCOPE

This policy applies to all College faculty, staff, administrators, students, and visitors who utilize the resources of the College network. It covers all computing hardware, network infrastructure, routers, switches, hubs, servers, wireless devices (including tablets and cellular devices, and laptops), and all types of software identified as "supported by the College."

Also included are the following categories of data systems: the administrative and student information system and data which have been collected or generated by the College. Not covered is neither data which is generated, stored, and used by students or employees for their own purposes nor software or data which the College does not support, even though such may be stored on College hardware and/or used by individual departments.

USER RESPONSIBILITIES

A. Network Security – Network access is controlled by passwords, and the level of access granted is determined by a user's job-related requirements. Passwords must not be logically identifiable with the user, must be changed periodically as required by the system, and must not be shared with anyone else.

B. Ethical Use – The network, including the Internet and e-mail, is for official College use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. This includes the use of Email, messaging services and social networking sites (such as Facebook and Twitter). Users will not access, view, or alter any data unless authorized to do so by a supervisor or instructor.

C. Security – The College makes every effort to protect the network from intrusion from within and without. All attempts to "hack" into the network constitute a serious offense and will be dealt with appropriately. All suspected attempts to violate network security must be reported to the Director of Telecommunications. Meridian Community College will comply with all legal requests made by federal, state, and local authorities in pursuit of criminal violators. If necessary, MCC will monitor any correspondence, Internet activity, telephone records, or data stored on or created by the College's resources. Users of this network cannot attempt to bypass security by using someone else's login credentials. In addition, instructors will not allow students access to their workstations. Users with access to sensitive and secure information, such as financial data, social security numbers, and other personal information, must take all precautions necessary to protect this data. Terminals should never be

left unattended or information displayed where others can observe. If such sensitive data is taken off-campus (on a laptop, other mobile device, or portable drive), it is the user's responsibility to ensure the confidentiality of the information.

D. Copyrighted and Intellectual Property-Users may use only legally obtained and licensed software on the College's computers. In addition, users are strictly prohibited from downloading, storing, or making available to others materials that are governed by copyright laws or would be considered the intellectual property of someone else – e.g. music, videos, and books.

E. Access to the Internet – The College provides Internet access through the College network to all employees having a network account, as well as, to students through computer labs and in certain situations, the public at large. Note that, online gaming is not allowed due to its disproportionate use of network resources. Excessive use of the telephone or the Internet, unless specifically job-related, hurts productivity and job-performance. Supervisors have the right to investigate any such activity they deem as excessive. The College does not allow access to sites which are considered objectionable (for example, pornographic or adult sites), and it is a violation of College policy to use the Internet for political purposes, for illegal activity, for profit-making ventures, or for the harassment of individuals or organizations. This includes the use of e-mail, messaging services and social networking sites (such as Facebook and Twitter). Users should be aware that all Internet activity is logged and that this information is monitored on a regular basis. Any effort to bypass the College's web filter or conceal the user's identity (through the use of spoofing, anonymizers, proxy servers, etc.) is a violation of College policy and subject to sanctions.

F. E-mail – An e-mail account is provided for each employee who has a network account and to students through Eaglenet. As with Internet access, e-mail is intended only for official College business and not for illegal activity, for personal profit making ventures, for political purposes, or to harass any person or organization. This includes the use of Email, messaging services and social networking sites (such as Facebook and Twitter). Spamming or phishing is specifically

forbidden. E-mail is, by definition, public and is subject to review by College officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.

G. Unauthorized Software and Equipment – Users will not download or install any unauthorized software on a computer, nor will they connect any electronic device to the network without the approval of the Director of Telecommunications.

H. Compliance – Every user of the network is required to read and comply with the MCC NETWORK POLICIES AND PROCEDURES document.

I. Sanctions.

1. Employees – An employee found guilty of violating the terms of the MCC NETWORK POLICIES AND PROCEDURES document is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Telecommunications will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, criminal prosecution or any other sanction as outlined in the MCC Policy Manual.

2. Students – A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or any other disciplinary action described in the MCC Catalog.

3. Public – A member of the public found guilty of misuse of the network is subject to loss of network privileges and/or criminal prosecution.

**SECTION 6
FINANCIAL
INFORMATION &
SCHOLARSHIPS**

2018-2019

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Tuition

Tuition at MCC is determined by a student's residential and academic status (full-time or part-time). One-half of all tuition and fees are due and payable at the Business Office in Hardin Hall before a student attends the first class of the semester for fall and spring semesters. The balance must be paid by Friday of the eighth week of school. For summer semesters, all tuition and fees are due and payable at the Business Office before classes begin. Room and board charges must be paid prior to moving into housing for all semesters. See the section entitled "Deferments" for information concerning Financial Aid deferment. It is the student's responsibility to pay tuition and fees on time. The tuition and fees listed in this catalog are subject to change.

Tuition for Mississippi Residents

Full-time (12 semester hours or more)
\$1350 per semester

Part-time (less than 12 semester hours)
\$150 per credit hour

Surcharge for more than 25 semester hours
\$150 per credit hour

Tuition for Out-of-State Residents

Full-time (12 semester hours or more)
\$1890 per semester

Part-time (less than 12 semester hours)
\$177 per credit hour

Surcharge for more than 25 semester hours
\$150 per credit hour

Tuition for International Students

Full-time (12 semester hours or more)
\$1890 per semester

Part-time (less than 12 semester hours)
\$177 per credit hour

Surcharge for more than 25 semester hours
\$150 per credit hour

Registration Fees

Full-time students (12 sem. hrs. or more)
\$25 per term

Part-time students (less than 12 sem. hrs.)
\$15 per term

Technology Fee
\$6 per credit hour per semester

Safety and Security

\$10 per semester

Online Course

\$15 per course per semester

(Note: Career and Technical Education program fees may be reassigned to new course numbers as curriculum changes occur within these programs.)

Course Fees

Some courses may incur fees associated with the course or program. Please refer to the Course Fee Schedule published at the Meridian Community College website, www.meridiancc.edu, or contact the business office at (601) 483-8241 for a complete list of course fees.

Room & Board Charges

Room and Board - Per Semester Cost

Dorms & Dorm-style Apartment	
Shared	\$100 Deposit
Private	\$100 Deposit

Eagle Hall (includes 7-day, 19 meal plan and use of laundry)	
Shared	\$1,800 per semester
Private	\$2,550 per semester

Thornton Hall (includes 7-day, 19 meal plan and use of laundry)	
Shared	\$1,900 per semester
Private	\$2,750 per semester

College Crossing Apt., dorm-style (includes 7-day, 19 meal plan, and use of laundry)	
Shared	\$2,200 per semester
Private	\$3,200 per semester

Summer Room & Board Charges

Summer housing fees must be paid in advance. Summer term room and board fees are non-refundable. If the cafeteria is available, a debit plan of \$150 is required for each 5-week term. All meals are \$6. Therefore, this will provide the student with 25 meals during the 5-week period. The summer housing rates are non-refundable and are as follows:

College Crossing Apartment

5-week term	\$300
for double occupancy	
5-week term	\$600
for private room when available	
10-week term ...	\$600
for double occupancy	

10-week term ...\$1,200
for private room

Eagle Dormitory

5-week term	\$200
for double occupancy	
5-week term	\$400
for private room when available	
10-week term ...	\$400
for double occupancy	
10-week term ...	\$800
for private room	

In addition, a fee of \$150 will be assessed for each 5-week term for the debit plan, if the cafeteria is open.

Monthly Apartment Leases

Deposit	\$200
Application Fee	\$20
One-Bedroom	\$500
9 month lease per month	
One-Bedroom	\$450
12 month lease	
Two-Bedroom	\$650
9 month lease per month	
Two-Bedroom	\$550
12 month lease	

Non-credit classes

Fees for non-credit classes are established at the time of registration and are based on the cost of the course.

MCC reserves the right to change tuition and fees.

Refunds

Tuition / Fee Refund Policy - Prior to the first class day, a 100% refund will be given.

Class length

4 weeks or less –	no refund
5 to 10 weeks –	100% refund during the 1st wk
	50% refund during the 2nd week
11 to 17 weeks –	100% refund during the 1st wk
	75% refund during the 2nd week
	50% refund during the 3rd week

It is the student's responsibility to officially withdraw from any and all courses. Refunds of fees are computed according to the instructor's recorded last date of class attendance. Attendance in an online course is measured by active participation in the course (i.e., submission of weekly assignments). Any claims disputing actual class

attendance and requests for exceptions because of extenuating circumstances must be submitted in writing to Business Office within 90 days after the end of the semester of withdrawal. Any exception to this policy must be approved by an administrative committee. The College will not refund fees originally paid by check until the check has successfully cleared the student's bank.

Students receiving any type of financial aid, including grants, loans, scholarships or veterans' benefits, must consult with a Financial Aid Office staff member before dropping any course.

Withdrawal/Refund Policy for Students Who Are Called to Active Duty

Any student who has enrolled at Meridian Community College who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been drafted into any component of the armed forces of the United States, or is an immediate family member or legal dependent of any such service member, may be allowed to withdraw as a student of the Institution, with a full refund of tuition, out-of-state fees (if applicable), student fees and any special fees, with room and board fees prorated with the approval of the President.

Any student who withdraws from Meridian Community College under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student called to active duty, or the dependent of a service member who is called to active duty, who has completed at least $\frac{3}{4}$ of the semester and is in "good standing" with the College, and who needs to take only the final examination to complete the semester, has the option to leave the College pursuant to this policy, without his/her class standing affected, and without refund of any of the above fees or tuition. However, within ninety (90) days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty, or the dependent of a service member who is called to active duty, who has completed at least $\frac{3}{4}$ of the semester and is in "good standing" with the Institution, has the option to leave the College pursuant to this policy, without his/her class standing affected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

Fall and Spring Room and Board

During the first four weeks of the semester, refunds for room and board will be calculated on a weekly pro-rated basis. After the first four weeks of the semester, the remaining cost is considered incurred and no refund is issued. Refunds for the meal plan will be pro-rated on a weekly basis.

In the case of a natural disaster, exceptions may be made to the above policy. Students should make this type of request in writing to the Dean of Students Office. They will be notified of any refund that is granted.

Summer Room and Board

Summer housing fees must be paid in advance. Summer term room and board fees are non-refundable.

Dorm Deposit

All resident students are required to pay a housing deposit of \$100. If a student does not check in to the housing unit, he/she will be refunded the deposit provided he/she notifies the Housing Office of the cancellation and request for refund.

Once a student decides to cease living in a housing unit, he/she may request a refund of the deposit by following the proper checkout procedures beginning with the completion of the "Checkout Procedures" form. A deposit is refunded only when the room key is returned, proper paperwork has been filled out, there are no damages, the room is clean, and the resident's account has been paid in full. If damages occur, the resident loses the deposit and will be charged for repairs, missing items, etc. Anyone who desires a refund of the deposit must complete the checkout form and process within 180 days after cancelling his/her contract or moving out of the residence halls. Otherwise, the deposit will be forfeited.

Deferments

A student may defer payment of fees in fall or spring semester only on the following deferment schedule:

Tuition:

- Students must pay one-half of all charges prior to classes starting. The balance must be paid by Friday of the eighth week of school.
- Students may defer all of their tuition, if they have applied for financial aid, the Financial Aid Office has determined that they are eligible for financial aid and will qualify for enough financial aid to cover their current charges.
- If a student fails to pay, he/she may be removed from classes and be required to re-register.

Residence Hall and Meals:

- Students must pay the full amount of the cost of room and board prior to moving into housing. If they fail to pay by the deadline, they will not be allowed to move into the residence hall.
- Students may defer their room and board, if they have applied for financial aid, the Financial Aid Office has determined that they are eligible for financial aid and will qualify for more aid than the amount of their charges for room and board and half of their tuition and fees.

Paying for Classes

Students can pay their tuition in the Business Office in Hardin Hall or online through Eaglenet. Payments by check, cash, credit card, or money orders are accepted. Even though an advisor has met with a student and provided a copy of his/her schedule, classes are not reserved until the student has registered in the computer and paid his/her tuition. The deadline for paying tuition is printed on the student's schedule.

Students who are using financial aid or scholarships to assist in paying for classes must go to the Financial Aid Office in Ivy Hall to make sure that the aid for which they qualify is credited to their account in the Business Office.

Purchasing Books

Textbooks and supplies for MCC courses may be purchased at the MCC Bookstore located in Ivy Hall. Bookstore hours are 8 a.m. – 4:30 p.m.,

Monday through Thursday, and 8 a.m. – 3:30 p.m. on Friday. During the first week of classes, the Bookstore has extended hours to accommodate evening students.

Students receiving financial aid (Pell Grants, scholarships, etc.) should direct financial aid questions to the Financial Aid Office. Financial aid will become active in the Bookstore approximately three days before classes begin in the fall and spring terms. Dates for late start, short terms and summer terms will be posted. Students will need to present their Student I.D. and a copy of their schedule to use their financial aid and to receive textbooks in the Bookstore.

The Bookstore also carries a variety of sportswear, supplies, snacks, specialty gifts, balloons and novelty items.

Unpaid Balances from Previous Semesters

Any outstanding and past due amounts owed to the College must be paid in full before a student may register for additional courses. All payments received on student accounts will be applied in the same order in which the charges were incurred. A student who has a hold on his/her record because of any overdue account may not receive a transcript or a diploma, or view mid-term grades on Eaglenet until the account is cleared.

The administrative authorities of the College will withhold transcripts and diplomas, degree certification, letters of “good standing,” and other certification of enrollment and deny readmission of any student who incurs an overdue financial obligation to the College.

The student’s records may be cleared and a diploma or transcript released when the debt is paid in full. The respective College department or agency will notify the College Registrar when the debt has been paid. MCC reserves the right when payment is made by check for releases not to be made until 10 business days after check has been deposited.

Applying for Financial Aid

To be considered for any type of financial aid, students must submit an admissions application and transcripts from all colleges previously attended

to the Office of Admissions.

To be considered for any type of scholarship, students must submit a scholarship application to the Scholarship Coordinator. Scholarships have various deadlines. Please see the Financial Aid Office for specific scholarship deadlines.

Students must submit the following to the Financial Aid Office to be considered for grants, loans, or the work-study program:

- An Institutional Student Information Record (ISIR), and
- All supporting documentation, such as tax transcripts.

An Institutional Student Information Record (ISIR), may be obtained by completing the Free Application for Federal Student Aid (FAFSA) form. This form is available online at www.fafsa.gov. In order to be considered for part-time employment, students must submit a Federal Work Study application to the Financial Aid Office. To apply for a student loan, students must request a student loan packet from the Financial Aid Office.

Students should access EagleNet to view any outstanding documents needed to complete the student’s financial aid file.

Priority Deadlines

In order to qualify for some scholarships, students must submit applications to the Financial Aid Office and the Office of Admissions by May 1 for the fall semester and December 1 for the spring semester. After these dates, eligibility may be limited to federal grants and loans.

Note: “Non-degree” students are not eligible for financial aid.

Academic Year

For purposes of awarding Federal Pell Grant and Federal Direct Loans, MCC defines the academic year as 34 weeks of instructional time and 28 semester credit hours of earned coursework. Federal Direct Loan progression limits are based on the student’s progression within the student’s program of study. Students should contact the MCC Student Loan Assistant with questions regarding their current program progression and loan limit eligibility.

Award Notification

Once all of the required information is submitted to the Financial Aid Office and grant eligibility is determined, a student will receive an award notification in an e-mail to the student’s Eaglenet e-mail account. The student should notify the Financial Aid Office in writing if he/she wishes to decline any or all of their financial aid awards. This may be done through e-mail or in person. E-mails are sent to notify students of any changes to their financial aid account. The FSEOG funds are limited and will be awarded to students based on the availability of funds, after the deadline dates. In August, supervisors of the Federal Work-Study Program notify students of interview opportunities.

Student loan notification is made to the student/parent after eligibility is determined via Eaglenet. Recipients of scholarship awards are notified by e-mail as selections are made.

Students should access Eaglenet to view the types and amounts of aid they have been awarded.

Satisfactory Academic Progress Policy for Recipients of Title IV Federal Financial Aid

In order to remain eligible to receive Title IV financial assistance at Meridian Community College, students must progress satisfactorily towards completion of an academic or vocational-technical program.

Title IV Federal Financial Aid consists of the following:

- Federal Pell Grant
- Federal College Work Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Stafford Loan Program (FDSL)
- Federal Direct Parent Loan Program (PLUS)

In order to maintain Satisfactory Academic Progress, all students attempting one credit hour or more must have a **semester GPA of a 2.00**. In addition to the 2.0 GPA each semester, each student must complete 67% of all coursework attempted at MCC and applicable transfer work and maintain a certain cumulative GPA based on the cumulative hours attempted. An example of this pace is provided below.

Cumulative Sem. Hrs. Attempted:	From	1	2	3	6	7	9	10	12	13	15	16	18	19	21
	To	1	2	5	6	8	9	11	12	14	15	17	18	20	21
Must have earned this many credits:		1	2	3	4	5	6	7	8	9	10	11	12	13	14
With at least this cumulative grade point average:		1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.75	1.75
Cumulative Semester Hours Attempted (including Ws):					1-18			19-40			41-96				
Minimum Cumulative Grade Point Average:					1.5			1.75			2.00				

Financial aid standing is computed at the end of the fall, spring, and summer semesters. Students are notified in writing by the Financial Aid Office at the end of each semester if they are placed on warning or suspension, or become ineligible due to attempted hours. The Financial Aid Office will update their financial aid standing in BANNER and adjust financial aid accordingly. Students should note this standing is separate from the academic standing.

Students may access Eaglenet to view their current financial aid standing.

The following defines financial aid standings and other criteria for financial aid:

Financial Aid Warning: A student who fails to meet the minimum standards for satisfactory progress will be placed on warning for the following semester. During the warning semester, the student will continue to be eligible to receive Title IV aid.

Financial Aid Suspension: After a semester of warning, a student who does not meet the minimum standards will be placed on financial aid suspension. A student will not be eligible for Title IV financial aid until minimum standards are met.

Maximum Time: A student will not be eligible for any federal financial aid at MCC after attempting 93 semester hours (this includes accepted transfer hours) regardless of grade point average, cumulative hours earned, or change of program.

Hours attempted for which the student did not receive financial aid will be included for purposes of meeting satisfactory academic progress requirements.

Withdrawals: All withdrawals ("W") will be counted as hours attempted and will be considered when evaluating satisfactory academic progress for financial aid. Withdrawals will not be included in the calculation of the grade point average.

Incomplete Grades: Incomplete ("I") grades must be removed by the end of the 9th week of the succeeding semester or the "I" becomes an "F." The grade of "I" is not included when computing semester and cumulative grade point averages. Therefore, the grade earned by 9th week of the succeeding semester would be used in computing satisfactory progress for the end of that semester.

Repeated Courses: Repeated courses are not counted in the determination of the number of semester hours attempted and do not affect overall grade point average. Students cannot receive financial aid for more than one repetition of a previously passed course. Students cannot receive financial aid for any repetition of a previously passed course due to the student failing other coursework. (Ex. Student fails Nursing I and has to repeat the entire semester. Financial aid will cover the failed class but not the other classes, such as Seminar.)

Transfer Courses: Transfer students will enter MCC with the same status as a new student who has never attended college. The transfer courses which are applicable toward the student's degree at MCC will be included in the cumulative grade point average and will not affect the student's financial aid standing until the end of the semester in which the student transferred.

Remedial and Non-credit Courses: Remedial courses will be treated in the same manner as other college courses attempted. Non-credit courses will not be counted in hours attempted or used in computing grade point average; **therefore, a student will not receive financial aid for non-credit courses.**

Audit Courses: A student is not eligible for financial aid for audit courses. Audit courses are not counted as hours attempted and are not used in computing grade point average.

Reinstatement of Eligibility: A student on financial aid suspension may attend Meridian Community College at his/her own expense unless also on academic suspension. The student must attain a 2.00 for the semester and attain the minimum cumulative grade point average indicated by the satisfactory academic progress policy for federal financial aid recipients in order to be reinstated.

Appeal Process: A student who has at least a 1.50 cumulative grade point average may appeal the suspension of financial aid. A completed appeal

form must be submitted to the Financial Aid Office. The form may be obtained in the Financial Aid Office or printed from the MCC Web page. The appeal will be reviewed and determined whether the suspension is justified. Only exceptional circumstances or an improved academic record will be considered. The student will be notified in writing through their Eaglenet e-mail account of the decision made within 20 business days. Students whose appeals are approved will be placed on financial aid probation and may be given an academic plan which they must follow. This plan will assure that they will be able to complete their degree within the timeframe to meet SAP. These students may only apply for a student loan after mid-term. At this time, a student must provide a copy of his/her mid-term grades to the student loan assistant for review. If the student has a "C" average at mid-term, he/she will be allowed to apply for a student loan after attending in person entrance counseling and submitting a completed loan packet to the loan assistant. This does not replace the steps that have to be completed online for a student loan.

Note: Financial aid suspension does not prevent students from attending MCC if they are not on academic suspension.

Student Consumer Information

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain consumer information will be made available to any student or prospective student at Meridian Community College. This information will include a description of all financial aid programs, application procedures, eligibility requirements, criteria for recipient selection, a statement of the rights and responsibilities of students, means of payments and any other financial aid information. Information will also be made available concerning cost of attendance, academic programs, refund policy, student retention, the number and percentage of students completing programs if available, assistance for the disabled, and other general information pertaining to MCC. The financial aid office will provide this information to students requesting it or help students obtain the information.

Refund Policy for Recipients of Title IV Federal Financial Aid Who Completely Withdraw from Meridian Community College

Recipients of Federal Title IV Financial Aid who completely withdraw from classes are required to have their award recalculated. Federal Title IV Financial Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Stafford Student Loans.

The Higher Education Amendments of 1998 define "withdrawal" as failure to complete the period of attendance on which federal aid eligibility was based. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending classes. In either case, when a recipient of Title IV funds ceases attendance during a term, MCC must calculate how much federal aid was earned and how much was unearned. The amount of aid a student has earned for the term is based on the length of time the student remains enrolled for that term. The unearned amount must be returned to the Title IV programs.

MCC will begin by determining the percentage of the term completed. This percentage is determined by dividing the number of calendar days completed as of the date of withdrawal by the total number of calendar days in the term.

- If the student withdraws on or before 60 percent of the term has elapsed, the percentage of federal aid earned is equal to the percentage of the term completed.
- If the student withdraws after 60 percent of the term has elapsed, the percentage of federal aid earned is equal to 100 percent.

The amount of federal aid earned is equal to the percentage of funds earned multiplied by the total amount of funds that was disbursed (or could have been disbursed) as of the day the student withdrew.

Repayment of the unearned amount

MCC will return the lesser of

- Total amount of unearned aid or

- Institutional charges multiplied by unearned percent.

The student will return

- The amount of unearned federal aid after MCC has returned its share.

Unearned funds are first applied (paid back) to any Title IV loans borrowed during the term.

Unearned funds are required to be returned to Title IV loans in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan

When the school must return loan funds to the lender on the student's behalf (or parent's in the case of a PLUS loan), the student's account will be charged for this amount. When the federal calculation determines, instead, that it is the student's (or parent's) responsibility to return funds directly to the lender, the unearned funds are repaid in accordance with the terms of the loan.

If unearned funds remain after all loans have been repaid, the remaining unearned funds must be credited to the Title IV programs in the following order:

- Federal Pell Grant
- Federal SEOG

When MCC must return grant funds on the student's behalf, the student's account will be charged for this amount. When the responsibility for repaying funds to the Title IV grant programs falls to the student, the student is required to return only 50 percent of the grant overpayment as calculated using the federal formula. Grant overpayments may be collected according to arrangements satisfactory to the school, or by overpayment collection procedures prescribed by the Department of Education.

Federal Pell Grant Program

The Federal Pell Grant Program provides grants to undergraduate students who have financial need and meet the other general eligibility requirements for student financial assistance. Credit balances are paid at the end of the first nine weeks each semester (fall, spring). Pell Grants are awarded during the summer to students who meet the above requirements. For details about summer Pell Grants, contact the Financial Aid Office.

Applying for a Pell Grant

To apply for a Pell Grant, the student should complete the Free Application for Federal Student Aid (FAFSA) on the internet at www.fafsa.gov. The paper forms are only available from the Department of Education or by printing a form that is available online. Students may obtain up to 3 paper copies by calling 1-800-433-3243. Financial aid personnel will gladly help with any questions about completing the application. The student should list all schools that he/she wants to receive the information.

Within two weeks after completing the FAFSA online, or four weeks if completed by paper, the school will receive the results electronically, and the student will receive a Student Aid Report Information Acknowledgment (SAR). If the student did not list MCC on the original application, the student should add MCC's school code online to his/her FAFSA as soon as possible.

If a student qualifies to receive a Pell Grant and has submitted all necessary documentation, an account is established so that he/she may charge tuition and fees in the Business Office.

The student's financial aid will become active in the Bookstore approximately three days prior to his/her class start date. Students receiving financial aid should direct questions or problems to the Financial Aid Office. They will need your student ID and a copy of their class schedule to use their financial aid and to purchase textbooks in the Bookstore.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is a "need based" grant awarded to undergraduate students. Priority is given to students who receive Federal Pell Grants. These awards are made on the availability of funds and are up to \$600 per semester.

Lifetime Pell Eligibility Used (LPEU)

The amount of Federal Pell Grant funds a student may receive over his/her lifetime is limited by a federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. This cannot be appealed.

Unusual Enrollment History

Unusual Enrollment History (UEH) indicates whether the student has an unusual enrollment history with regard to the receipt of Federal Pell Grant (Pell Grant) funds and is intended to address possible fraud and abuse in the Title IV student aid programs. The specific enrollment pattern that warrants concern is one where the student attends an institution long enough to receive Title IV credit balance funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining just long enough to collect another Title IV credit balance without having earned any academic credit.

All students who receive an UEH Flag will be reviewed by the school. The school will then determine if the student is eligible for continued eligibility of financial aid or will be denied financial aid.

Approval of Continued Eligibility

If the institution approves the student's continued eligibility, the Financial Aid Administrator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress (SAP) appeals. The Financial Aid Administrator may also wish to counsel the student about the Pell Grant duration of eligibility provisions and the impact of the student's attendance pattern on future Pell Grant eligibility.

Denial of Continued Eligibility

If a student did not earn academic credit at one or more of the relevant institutions and does not provide, to the Financial Aid Administrator's satisfaction, an acceptable explanation and documentation for each of those failures, the institution must deny the student any additional Title IV program assistance. The student will have an opportunity to question and appeal the decision.

Regaining Aid Eligibility

Students who have lost eligibility of financial aid due to UEH may subsequently regain eligibility if they otherwise meet all other standards of MCC's SAP policy. Students may be given an academic plan, which they will need to follow

in order to regain eligibility. If a student does regain eligibility, this would become effective the semester after the period of ineligibility. It would not be retroactive.

Appeal Process

Students who are denied eligibility for financial aid due to unusual school history, can appeal this decision with the Financial Aid Office. Students should see a Financial Aid Officer to discuss your options.

Mississippi Student Financial Aid Programs

The Mississippi Office of Student Financial Aid (MOSFA) provides aid to Mississippi students in the form of scholarships, grants, and loans. To apply for any State aid or to obtain a listing of all programs available, log on to www.riseupms.com or contact the MOSFA at 1-800-327-2980.

Mississippi Tuition Assistance Grant (MTAG)

MTAG is a grant supported by the state of Mississippi to help students with the costs of going to school. Any student who is a Mississippi resident is eligible to apply for this grant. All students who apply must be able to prove that they have been a MS resident for the past year. Any student applying for and receiving MTAG must meet the standard requirements established by the Mississippi Post-Secondary Education Financial Assistance Board (Board) and the financial aid office at Meridian Community College. This grant is subject to proration based on funding availability.

Eligibility Requirements

For high school seniors and students with less than 12 college credit hours:

- 15 or higher on the ACT
- 2.5 or higher GPA
- Enrolled in 15 or more credit hours
- Not receiving the maximum Federal Pell Grant award

For college students with 12 or more credit hours:

- 2.5 or higher GPA on all college work attempted
- Enrolled in 15 or more credit hours
- Not receiving the maximum Federal Pell Grant award
- Not in default on a federal student loan or owe a refund on any federal or state funds

Mississippi Eminent Scholars Grant (MESG)

MESG is a grant supported by the state of Mississippi to help students with the costs of going to school. This grant is for students with exceptional ACT scores and high school GPA. Any student applying for and receiving MTAG/MESG must meet the requirements established by the Mississippi Post-Secondary Education Financial Assistance Board (Board) and the Financial Aid Office at Meridian Community College. This grant will pay the cost of full tuition and fees (up to \$2,500/year) for students who qualify. Students who receive this grant must be able to prove they have been MS residents for the past year.

Eligibility Requirements

- 29 or higher on the ACT
- 3.5 or higher GPA
- First-time freshman out of high school
- Enrolled in 15 or more credit hours

Workforce Innovation & Opportunity Act Funds (WIOA)

Financial Assistance is available for dislocated workers through the Workforce Innovation & Opportunity Act of 2014. A dislocated worker is defined in three ways:

- A person who has been laid-off from his/her job for no fault of his/her own, usually through downsizing or plant closure;
- A person who is a displaced homemaker;
- A person who was financially supported by a dislocated worker.

To be considered for WIOA funds, a student must be admitted to an approved program, must have applied for a Pell Grant, and must have registered with the Mississippi State Employment Service. Eligibility is determined through the local WIN Center.

William D. Ford Federal Direct Loan Program

The College participates in the William D. Ford Federal Direct Loan Program. This program offers three types of student loans:

- Subsidized Loan
- Unsubsidized Loan
- PLUS (parent) Loan

To be eligible for a Direct Loan, the student must

- Complete the Free Application for Federal

Student Aid (FAFSA),

- Enroll in at least six (6) semester credit hours (half-time) at MCC,
- Meet requirements of MCC's Satisfactory Academic Progress Policy (SAPP)*, and
- Have a need as determined by the FAFSA and the Cost of Attendance minus other aid.

Other criteria may also apply.

*Students who do not meet MCC's SAP Policy or who are in need of additional financial assistance may contact the student loan assistant.

Subsidized Federal Loan Summary

Students must have unmet need, as determined by the FAFSA to qualify for a Subsidized Student Loan. The federal government will pay the interest owed on a subsidized loan while the student is enrolled in at least six credit hours and making satisfactory academic progress as determined by the school.

150% Direct Subsidized Loan Limit

If a student is a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that the student can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to a student, he/she may not receive Direct Subsidized Loans for more than 150 percent of the published length of the student's program. This is called a "maximum eligibility period." The maximum eligibility period is generally based on the published length of the student's current program. The published length of any program of study is located in the school's catalog.

Because a maximum eligibility period is based on the length of the current program of study, a maximum eligibility period can change if the student changes to a program that has a different length. Also, if Direct Subsidized Loans are received for one program and then the student changes to another program, the Direct Subsidized Loans received for the earlier program will generally count toward a new maximum eligibility period.

Unsubsidized Federal Loan Summary

Before MCC can certify an Unsubsidized Loan, eligibility for a Subsidized Loan will be determined. The Unsubsidized Loan is not a need-based loan. The borrower is responsible

for paying the interest that accrues on this loan from the date of disbursement as well as through the life of the loan.

Federal PLUS Loan Program

This is also a loan authorized by the federal government for parent borrowers to help pay for a dependent student's education beyond high school. The government does not pay the interest on this loan.

Applying for a William D. Ford Federal Direct Loan

Once a student's eligibility criteria have been met, the student must call or come by MCC's Financial Aid Office and request a Student Loan Application packet. The packet outlines in detail the steps for a student to complete in order to apply for the loan. When the steps are completed and the information returned to MCC, the loan will be processed and awarded to the student, if eligible. The student will receive an e-mail notifying him/her of a change to his/her account once the loan is processed. If the student does not receive an e-mail, the student should check MCC's Eaglenet for award information or documents requested. Once a student's loan has been processed, the amount will not be increased except in extenuating circumstances. Detailed documentation as to why the loan needs to be increased must be presented to the Assistant Director of Financial Aid. Once the information is reviewed, the student will receive the approval or denial of the increase in writing via e-mail.

Disbursement of Loan Money

The lender will disburse the student loan funds to MCC in two separate and equal disbursements within the loan period. All charges owed to MCC will be taken out of the student's first loan disbursement, so the student may not receive a refund from the first disbursement. Student loan refunds will not be available to any student until at least eight (8) weeks after the first day of the semester. Students will receive an e-mail notification via their Eaglenet e-mail with information regarding refund check availability. If, when the student loan funds are disbursed or the student comes to pick up his/her loan refund check, the student is not attending at least six (6) credit hours, the loan funds will be returned to the Department of Education.

Loan Repayment

Repayment of the loan begins six (6) months after the student ceases to be enrolled at least half-time.

Federal Work-Study Program

The Federal Work-Study Program provides on- and off-campus employment opportunities for eligible students.

To be considered for a Federal Work-Study job, the student must have applied for a Pell Grant, submitted a College Work-Study Job Application and have unmet financial need as determined by the Federal Needs Analysis Methodology. A background check will be performed on each student placed in a work-study job that requires them to work with minors. The student must be cleared before they are allowed to work with any minors.

The number of hours a student may work during the academic year is determined by the job to which he/she is assigned. Most jobs on campus average between 32 and 40 hours per month. All students are paid the federal minimum wage per hour and are paid on a monthly basis. Students are employed to work in the library, in residence halls, in the Production Center, in the Admissions Office, in the Records Office, in Student Services, as assistants to instructors, and in other positions.

Scholarships

Many students receive scholarships at MCC totaling almost \$500,000 each year which are provided through several sources. See the following section for detailed information about MCC scholarships.

Applications for first-time freshman scholarships should be filed at the same time admission applications are filed. The priority deadline for first-time freshmen is April 1. Sophomore students and transfer students may begin applying for scholarships after February 1. To receive priority consideration for scholarships, applications should reach the Scholarship Coordinator's Office by May 1. Other applications are considered individually if funds are available.

Scholarship Classifications

<p style="text-align: center;">MCC Foundation Tuition Guarantee Program</p>	<p>The MCC Foundation underwrites the cost of tuition for four semesters of study at MCC for any graduate of a Meridian or Lauderdale County High School or any home school graduate who resides in Lauderdale County. By enrolling in the fall following their spring graduation, students retain the Tuition Guarantee for four consecutive semesters provided they earn a 2.00 GPA and maintain at least 15 credit hours each semester. Students must apply for Federal and State Financial Aid. Other requirements may change yearly. These funds are coordinated with other aid programs.</p>
<p style="text-align: center;">MCC Gold</p>	<p>Based on the student's ACT score and the student must meet all requirements of the Tuition Guarantee program. To maintain Tuition Guarantee Plus funds, students must earn a "C" average or above (2.0 on a 4.00 scale) each semester and maintain 15 or more credit hours. Failure to remain enrolled in 15 or more credit hours will result in the forfeiture of underwritten tuition and the TG Plus funds for the current and subsequent semesters. Students must apply for MCC Foundation Scholarships for their Sophomore year. ACT Score 21 or above awarded \$600 semester</p>
<p style="text-align: center;">President's Scholarship</p>	<p>This scholarship is for Mississippi residents outside of Lauderdale County. Students must enroll in a minimum of 15 credit hours at MCC the fall semester following their high school graduation. Students must have earned at least a 25 on the ACT. Students will be awarded a full-tuition scholarship for four semesters that they attend MCC. Students must maintain a 2.5 GPA and remain enrolled in a minimum of 15 credit hours for each semester. Priority deadline is June 1st.</p>
<p style="text-align: center;">President Plus</p>	<p>This scholarship is for books/educational needs. First-time freshmen who are Mississippi residents outside of Lauderdale County are eligible if they meet all MCC admissions requirements and score 25 or above on the ACT. Students must enroll in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters. Applicants should apply for this scholarship as soon as they receive their ACT score since awards are made on a first-come basis. No award will be made after the first day of class.</p>
<p style="text-align: center;">Dean's Scholarship</p>	<p>This scholarship is for Mississippi residents outside of Lauderdale County. Students must enroll in a minimum of 15 credit hours at MCC the fall semester following their high school graduation. Students must have earned at least a 20 on the ACT. Students will be awarded a half-tuition scholarship for four semesters that they attend MCC. Students must maintain a 2.0 GPA and remain enrolled in a minimum of 15 credit hours for each semester. Priority deadline is June 1st.</p>

MCC Foundation Scholarships	Awards vary. Award is based on academic excellence, program of study, extracurricular activities, financial need, and desire to achieve. Students must normally remain enrolled in 15 or more semester credit hours, but some of these scholarships are designated for part-time students. These scholarships are made possible through the generosity of contributors to The Meridian Community College Foundation.
Eagle Scholarship	This scholarship is for Mississippi residents outside of Lauderdale County. Students must enroll in 15 credit hours the fall semester following high school graduation and remain enrolled in a minimum of 15 credit hours. Students must have a high school GPA of 3.0 or higher. The award is for \$150/semester for 4 semesters and is stackable. Students must maintain a 2.5 GPA each semester.
MCC Achievement Scholarship	Awards vary. Awards are based on academic excellence, program of study, extracurricular activities, financial need, and the desire to achieve. Recipients should be full-time students and must maintain a 2.0 grade point average each semester. Students must reapply each year for the MCC Achievement Scholarship.
Rising Eagle Scholarship	This scholarship is for the top GED graduate (highest composite GED test score earned) from each graduating class. Students must be a Mississippi resident and must enroll in 15 credit hours for the fall or spring semester immediately following their GED graduation and remain enrolled in a minimum of 15 credit hours. This award is for half-tuition for 4 semesters. Students must maintain a 2.0 GPA each semester and is stackable. The scholarship cannot be regained if lost.
Fine Arts Scholarship	Awards vary. Faculty may recognize students with talent in music, drama, or art by awarding scholarships based on auditions or portfolios. Recipients must enroll in and maintain at 15 or more credit hours.
Athletic Scholarship	Awards vary. Recipients must meet eligibility rules of MCC. Selections are made by the coaching staff based on scouting observations and/or tryouts. Recipients must enroll in and maintain 15 or more credit hours.
Valedictorian	Full tuition scholarship (out-of-district); \$600/sem (in-district). First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and served as valedictorian of their graduating class. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters.
Salutatorian	One-half tuition scholarship (out-of-district); \$300/sem (in-district). First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and served as salutatorian of their graduating class. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters.

Star Student Scholarship	This scholarship is for the STAR student from a high school in Mississippi. Students must enroll the fall semester following high school graduation and maintain at least 15 credit hours each semester. Students must have a high school GPA of 3.0 or higher. The award is for \$300/semester for 4 semesters and is stackable. Students must maintain a 2.5 GPA each semester. The scholarship cannot be regained if lost. (Star students are determined by each high school as part of the Mississippi Economic Council's recognition program.)
Eagle Scout/Girl Scout	One-half tuition scholarship. First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and provide documentation verifying their Eagle Scout/Gold Award. Lauderdale County graduates will receive this money in addition to their Tuition Guarantee funds. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.0 GPA to receive the scholarship for four consecutive semesters. Award will be made after the first day of class.
Leadership Scholarship	Leadership in high school (\$200/semester); MS resident: 2.0 GPA and enroll in a minimum of 15 credit hours.
Non-traditional Scholarships	Student must be a Mississippi resident and 23 years of age or older. If student has prior course history, he/she must have a least a 2.0 MCC GPA. Student must enroll in a minimum of 15 credit hours and maintain 15 credit hours each semester and must not have attended MCC within the past academic year. Student must apply for federal and state financial aid. This award is for up to the cost of full-tuition for one year and will be coordinated with all other financial aid. Students must maintain a 2.0 GPA each semester. All awards are based on availability of funds and are made on a first come, first served basis.
Part-time Scholarship	Student must be a Mississippi resident and enrolled in less than 12 credit hours. If student has prior course history, he/she must have at least a 2.00 MCC GPA. Student must apply for federal financial aid. The award is for up to the cost of half-tuition for one semester and will be coordinated with other financial aid. Student must maintain a 2.0 GPA each semester. All awards are based on availability of funds and are made on a first-come, first served basis. Student must reapply each semester for this scholarship.

Scholarship Policies

The following policies and regulations are used in administering the scholarships for MCC:

- All scholarship recipients must enroll in and be in attendance in 15 or more credit hours each semester.
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hours and maintain enrollment in 15 credit hours through the end of the eighth week of the standard semester. If by this point a student is not enrolled in and attending the minimum 15 credit hours, scholarship funds will not be applied to the student's account. Any recipient who falls below 15 credit hours before the eighth week of the standard semester will be placed on scholarship probation for the following semester. This will allow the student to meet the 15 credit hours per semester requirement during the following semester. If the student does not maintain enrollment in a minimum of 15 credits during the probationary semester, he/she will be ineligible to receive scholarship funds. This policy applies to all students except for students accepted and enrolled in a career and technical education program (including Health Education and Nursing).

- All scholarship recipients must maintain the grade point average as specified in their award letter. There is no probationary period.
- Any scholarship recipient dismissed from school for disciplinary reasons forfeits his/her scholarship and is not eligible for another scholarship.
- A scholarship recipient who fails to attend school in consecutive fall/spring semester forfeits his/her award.
- Scholarships do not cover fees, such as registration, technology, safety and security, or summer school tuition and fees.
- Any scholarship recipient who officially or unofficially withdraws forfeits his/her scholarship. The student will then be ineligible for a scholarship for the following semester of attendance.
- Any scholarship recipient who withdraws from school is encouraged, but not required, to pay back any of his/her scholarship. The student will not receive any refund of scholarship money.
- Scholarships are awarded for a maximum of four semesters.
- Any student in default on any type of financial aid is not eligible to receive any scholarship.

Additional Policies for President's and Dean's Scholarships

- President's and Dean's scholarships are only awarded to first-time freshmen from the State of Mississippi. To qualify, students must attend MCC the fall semester immediately following their high school graduation. Students who attend MCC during the summer following their high school graduation are eligible for a President's or Dean's scholarship in the fall. Students must apply before the first day of fall semester classes.
- President's and Dean's scholarships are awarded on the basis of the date a completed file is received in the Financial Aid Office, not on the individual's ACT score. A completed file for a President's or Dean's scholarship includes a scholarship application and a copy of the student's high school transcript, including ACT scores.
- Scholarship awards cannot be raised after the first day of classes for the first semester of enrollment.
- President's and Dean's scholarships are given for four semesters (excluding summers) provided the student enrolls in and maintains 15 or more credit hours and the required grade point average.

The MCC Foundation Scholarships

Listed below are some of the scholarships that are funded through The MCC Foundation. Recipients must maintain at least a "C" average and most require that a student be enrolled in 15 or more credit hours.

Ida Mae James Alexander Memorial Scholarship	Awarded to English or journalism major with high academic record.
MCC Alumni & Friends Scholarship	Awarded to a sophomore student based on merit/need.
Anderson Board of Directors Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, financial need, and who has been active in student and community organizations.
Dr. Jeff Anderson Memorial Scholarship	Awarded to a student in their final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations.
Anderson Support and Development Foundation Allied Health Scholarships	Awarded each spring semester to two Allied Health students.
Dr. William J. Anderson, Jr. Memorial Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations.
Dr. William J. Anderson, III Memorial Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations.
Charles Armstrong Scholarships	Given to outstanding Meridian High seniors who will be attending MCC.
A T & T Scholarship	Awarded to a Tuition Guarantee student majoring in Business. Selection is based on merit and need.
Laurie M. Autry Memorial Scholarship	Awarded to an outstanding student in the Physical Therapist Assistant Program.
C. B. Bailey Memorial Scholarships	Given to outstanding students. Based on merit and need.

S. A Rosenbaum/BankPlus Scholarships	Awarded to students in the Construction Trades program.
Beverly Barham Memorial Scholarship	Given to a deserving student who demonstrates need. Prefer recipient be member of Dusty Social Service Club.
Barnett All America City Scholarships	Given to employees of the City of Meridian. Awarded on a first-come, first-served basis, this scholarship pays for one course per semester.
Howard Barnett Memorial Scholarship	Awarded to a Tuition Guarantee student.
L. C. Barrell Family Scholarship	Awarded to a Meridian High School graduate who plans to work in a field that will advance the growth and preservation of our natural landscape. Scholastic performance, leadership ability, and financial need are considered in the selection.
Dorothy McCauley Bates Memorial Scholarships	Given to sophomore math or physical science majors.
The Bebe Fund Scholarship	The Bebe Fund is designed to support education majors who have graduated from a public high school and who are planning to pursue teaching careers in a public school system.
Sallie Mae Bell Memorial Scholarship	Given to a student who is a graduate of a Lauderdale County high school who is studying elementary education and has a financial need.
George J. Blackwell Scholarship	Awarded to a deserving student.
George and Etta Mac Bounds Memorial Scholarships	Given to students with a good academic record and financial need.
Dr. Lemann H. and Wilma S. Bounds Scholarship	Awarded to a student in the health field.
Thomas and Norma Bourdeaux Scholarship	Awarded to a student with a 'B' average who is studying pre-law, history, or political science. Second priority is given to an art student.

Harry and Vivian Boureau Scholarship	Given to a sophomore music major.
Reva Breckenridge Memorial Science Scholarship	Given to a student who plans to be a teacher, preferably in the sciences.
Keli Breanne Brown Memorial Scholarship	Awarded to a graduate of West Lauderdale High School who plans to pursue a degree in physical therapy or physical therapist assistant. Preference may also be given to members of HOSA or students who played high school tennis.
A. D. Burdette Memorial Scholarship	Awarded to a student majoring in mathematics.
Margaret F. Butler Memorial Scholarship	Awarded to a student in the University Transfer Program. First preference is a student majoring in accounting. Scholarship performance, leadership ability and financial need are considered in selection.
Madeline Scott Callahan Memorial Scholarship	Awarded to a student in a health program who has shown a quest for knowledge and a willingness to help others.
Carney-Nelson Scholarship	Awarded to a student studying veterinary medicine, science, or nursing; designated for books, fees, and tuition, if student is eligible for Tuition Guarantee. First preference should be an employee of Animal Medical Supply and/or Poplar Springs Animal Hospital. Second preference should be a child of an employee of above.
Casteel Memorial Scholarships	Awarded to students who are majoring in or interested in art or a related field. Students must be taking an art class.
CEFCO Scholarship	Awarded to a student maintaining a three point grade average. First preference should be given to a full-time or part-time student that is an employee of CEFCO or its affiliates. Second preference should be a child or grandchild of an employee. Third preference should be a student studying in a business related field.

A. C. Johnson/Civitan Club Scholarship	Given to an MCC student who is either a relative of a Civitan Club member or who is a special education or elementary education major. Designated for books.
Robert Cochran Memorial Scholarship	Awarded to a graduating sophomore who plans to attend Mississippi State University or Millsaps College; has to have been a contender for the Ivy Scholarships; academic performance is the principal criteria.
Emma Ruth Corban Scholarship	Awarded to a student majoring in social science.
Winnie P. Crampton Memorial Nursing Scholarship	Given to a deserving nursing student.
Linda and Marty Davidson Scholarship	Awarded based on scholastic achievement, leadership ability, leadership potential, and financial need; "B" average required.
Clifton M. "Buddy" Davis Memorial Scholarship	Awarded to a Clarke County (MS) student who plays golf: if one is not available, it may go to a Lauderdale County student.
L.J. Davis Memorial Scholarship	Awarded to a graduate of Enterprise High School entering the University Transfer Program or a Career and Technical Education Program at MCC. Criteria include potential for leadership, academic, excellence, and high moral standards.
Meridian Area Dental Association Scholarship	Awarded to a deserving student who is pursuing a career in the dental field.
Marshall and Miriam Deonier Memorial Scholarships	Awarded to students majoring in religious studies.
Glen Deweese Math Scholarship	Given to a sophomore student over 25 years of age who is interested in math or a related field.
DHUGG Scholarship (Dennis E. Huggins III Memorial Scholarship)	Awarded to a deserving student who demonstrates academic ambition and financial need.
Dixie Highway High School Scholarship	Awarded to an outstanding student; preference given to a descendant of a Dixie Highway School graduate. Designated for books.

T. K. Dobbins Memorial Scholarship	Awarded to a student that is majoring in Marketing/Sales. "B" average must be maintained.
Margaret Reed Dulaney Memorial Scholarship	Awarded to a deserving student.
Eva Mae Gilbert Edwards Memorial Scholarship	Awarded to a deserving student.
R.A. Emmons Family Education Scholarship	Awarded to a student preferably with an indicated interest in pursuing a career in public school teaching in the Lauderdale County, Mississippi area.
W. H. Entrekin Family Music Scholarship	Awarded to a student who is interested in music.
Erika's Hope Memorial Scholarship	Awarded to a student who has utilized assistance through Care Lodge or Wesley House. Student should be a U.S citizen. "B" average must be maintained.
Evans Phi Theta Kappa Scholarship Award	Awarded to the chapter president of Phi Theta Kappa.
Bo Russell/Meridian Exchange Club Scholarship	Given to an incoming freshman from Meridian or Lauderdale County. Based on need and high school record.
Katherine Stanford Foster Memorial Scholarship	Awarded to a student who is a member of Central Baptist Church, 2nd preference to a choral student. This is designated for books.
Jacob Chester Frist Memorial Scholarship	Given to a nursing student with financial need.
Nicholas Gianakos Memorial Scholarship	Awarded to MCC students in the university transfer program.
Carolyn and Arthur H. "JR." Goldman Memorial Scholarship	Financial need, student aspires to be an engineer. Can go toward tuition or books.
Dotty and Hardy Graham, Sr. Scholarship	Honors College Student, B average or better with financial need.
Dr. Thomas and Joycelyn Greer Scholarship	The recipient shall be a full-time student enrolled in the Associate Degree Nursing Program. Applicants are selected on the basis of scholastic ability, leadership ability, leadership potential and financial need.

Shirley Griffin Nursing Scholarship	To be awarded to ADN students with emergency needs. Chosen by instructors.
Debbie Gunn Memorial Scholarship	Awarded to a student in the Associate Degree Nursing Program, married with children, involved in their church and the community, and financial need.
William J. Gunn Memorial Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations.
H. M. Ivy Scholarships	Awarded to outstanding May graduates of MCC.
Karen Bounds Hamilton Memorial Nursing Scholarship	Awarded to an outstanding student entering the third semester of the Associate Degree Nursing Program.
Marilyn Hampton Memorial Scholarship	Awarded to a deserving student.
Mattie D. Hart-Emma Donald Music Scholarship	Awarded to a music major to be used for music supplies.
Judy Hartzler Nursing Scholarship	ADN student with a B average with financial need.
Katherine Chisolm Hester and Lamar Hester Memorial Scholarship	Awarded to a non-traditional ADN student; based on merit and need.
T. H. and Allie Hobgood Scholarship	Awarded to a Tuition Guarantee student who displays academic excellence and leadership skills.
Eddie Holladay Broadcasting Scholarship	Awarded to a deserving broadcasting student; based on merit or need.
Dr. Jeff Hollingsworth Memorial Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations.
Richard and Faye Hollingsworth Nursing Scholarship	Awarded to a deserving student in the ADN Program. Selection is based on merit and need.

Hotel Restaurant Supply/ Jerry Greene Scholarship	Awarded to a local student majoring in Hotel/Restaurant Management Technology.
Catherine Hovious Nursing Scholarship	Awarded to an outstanding Associate Degree Nursing student.
Linda and Billy Howard Computer Technology Scholarship	Awarded to a student studying computer technology.
Richard Harper Howarth, Jr. Memorial Scholarship	Awarded to a student based on scholastic ability and financial need.
Dr. George Howell Memorial Scholarship	Awarded to a student in the nursing program with an excellent academic record. Preference to Tuition Guarantee students.
Kelley Humphreys Memorial Nursing Scholarship	Awarded to a full-time student in the Associate Degree Nursing Program who has completed at least one semester, has a "C" average, is a U.S citizen, and is a Mississippi resident. Student must submit a letter verifying financial need.
Austin and Alice James Scholarships	Given to university transfer students who are taking or have taken accounting. Student must have made an "A" in accounting and have a 3.5 GPA.
Marguerite Jenkins English Scholarship	Awarded to a student majoring in English education.
Bill Johnson Memorial Scholarship	Awarded to a graduating sophomore who plans to attend the University of Mississippi and major in Business. Selection is based on scholastic ability and financial need.
John and Ann Johnson Scholarship	Awarded to a business or education major who is a graduate of a Lauderdale County school. Must have a C average.
Reuben S. Johnson Memorial Scholarship	Awarded to a student in the final year of the Associate Degree Nursing Program who has an outstanding academic record, who has financial need, and who has been active in student and community organizations
Walter and Cora Thompson Johnson Scholarship	Given to a graduate of West Lauderdale High School who exhibits citizenship, academic excellence, and versatility.

Edwin Arlo Joiner Scholarship	West Lauderdale High School graduate or graduate who attends Midway Baptist Church; priority given to construction trades and health care career students.
Ann and Ken Joyner Book Scholarships	Awarded to deserving students who need financial assistance.
Earl G. Kennedy Memorial Scholarship	Awarded to a student majoring in fish and wildlife service. Based on scholastic ability and need.
Key Brothers Scholarship	Awarded to a Meridian or Lauderdale County graduate with a 3.00 or higher GPA.
King's Daughters and Sons Earnest Workers Scholarship	Awarded to a Licensed Practical Nurse who is advancing his/her training in the Associate Degree Nursing Program.
Kiwanis Club Scholarships	Awarded to students who show promise in academics and citizenship. Designated for books.
L.P.N. Program Fund Scholarship	Awarded to a deserving student who needs financial assistance.
Edward T. Lafferty Scholarship	Awarded to an Associate Degree Nursing student who resides outside of Lauderdale County. Recipient must have maintained a "B" average in high school and be in need of financial aid.
William and Dorothy Lerner Memorial Scholarship	Given to an MCC student who demonstrates financial need.
William and Dorothy Lerner Memorial Business Scholarship	Given to a deserving business or marketing student.
Ed Lewis Memorial Scholarship	Awarded to a deserving student on the golf team.
LFW Ministries Scholarship	Awarded to a single mother with children; based on need.
Stennis "Judge" Little Memorial Scholarship	Given to students who have completed at least 6 hours with a "B" average. Part-time students are eligible.
Jack Malone Memorial Scholarship	Awarded to a student in the construction trades program.

Lloyd Wilton Marsalis Memorial Scholarship	Awarded to a deserving West Lauderdale High School graduate in the University Transfer Program. Selection is based on merit and need.
Kathleen Newby McDaniel Memorial Scholarship	Awarded to a deserving Tuition Guarantee student; covers full tuition, fees and books.
Emily Louise McDonald Memorial Scholarships	Given to outstanding first-year nursing students for continuing study during their second year.
Mabel and S. Carl Merritt Scholarships	Given to outstanding students. Based on need.
Midway Member Scholarship	Awarded to a freshman who attends Midway Baptist Church and will be renewed for their sophomore year if at MCC.
Thomas Y. Minniece Memorial Scholarship	Given to a student from Latin America.
Mitchell Companies Scholarships	One awarded to a sophomore in the Graphic Design Technology Program; one awarded to a business major.
William D. Mobley Memorial Scholarships	Awarded to second-year Dental Hygiene students.
G. V. "Sonny" Montgomery Tuition Guarantee Scholarship	Awarded to a Tuition Guarantee student who displays academic excellence and leadership skills.
Sarah Cox Moore and Nannie Moore Hudson Memorial Scholarship	Awarded to a student pursuing a degree with an emphasis in music. First preference should go to a student who plans to serve in church music.
Dr. William R. Moore, II Scholarship	Awarded to a student in the ADN Program. The recipient is required to be a full-time student, a single parent who has been and is raising their own children and also is based on scholastic ability, leadership ability, leadership potential and financial need.
Joyce Morrison Memorial Scholarships	Given to nursing students with prior experience in health field upgrading their career. Must have "B" average.
Ruth Van Dyke Nelson Memorial Scholarships	Awarded to students who plan to transfer to a university. Based on merit and need.

Chuck Nicholson Community Bank Veteran Scholarship	Awarded to a veteran who has served in a combat area.
Sara and Sam Niemetz Scholarships	Awarded to math majors who have completed 6 hours of transferable math courses with a 3.5 average in those classes.
Gloria Nuckolls Memorial Scholarship	Awarded to a student in a health education program who has financial need.
OLE Oscar Lewis Estates, LLC Scholarship	Student with special needs such as dyslexia, hearing or visually impaired. Enrolled in the dual enrollment program through Ross Collins from MHS at MCC. The student should have vocational needs and be intent on completing a vocational program at MCC.
Bill Herndon/Downtown Optimist Club Scholarship	Awarded to a Lauderdale County student who graduates from the GED Program at MCC.
Alexander Ott/The Crossings Scholarship	Awarded to (1) a sibling of Alexander Ott; (2) employees or children of employees of The Crossings; (3) a student who has been in foster care; (4) a deserving student who has a financial need.
Eli Pacetti Memorial Scholarship	Awarded to an instrumental music student.
Phil Hardin Foundation	Awarded to a male and female student based on financial need.
Pioneer Classes Endowment Scholarship	Awarded to a full-time student with scholastic ability and need.
Dr. Octavious Douglas Polk, Sr. and Mrs. Evelyn Lucille Dorsey Polk Memorial Scholarship	Awarded to an African-American or international student in the Associate Degree Nursing Program. Preference is given to single mothers. Must have "B" average.
Gerald Price Memorial Scholarship	Awarded to an outstanding second year student in the Medical Laboratory Technology Program.
Rev. George Pugh Memorial Hospitality Scholarship	Awarded to students in the Hotel Restaurant Management Program and Culinary Arts. Chosen by the instructors.

Medical Laboratory Technology Scholarship	Awarded to an outstanding second year student in the Medical Laboratory Technology Program.
Gerry Wayne Purvis Scholarship	First priority in awarding given to a student who is a child of an employee of Purvis Business Machines; second priority based on merit and need.
Radio People Scholarship	Given to an outstanding student in the Broadcast Communication Technology Program.
C. B. "Dough" and Alice Rawlings Memorial Scholarships	Awarded to students who participate in sports as a manager, trainer, batgirl or cheerleader. Based on merit and need.
Jo and George Rea Memorial Scholarship	Awarded to a student in the University Transfer Program studying accounting. Selection is based on merit and need.
Rea, Shaw, Giffin & Stuart Scholarship	Given to an accounting or computer science major. Based on merit and need. Preference given to a Tuition Guarantee student.
Recycled and Renewed Allied Health Scholarship	1st priority given to a nursing student who is an organ transplant recipient; 2nd priority given to a nursing or allied health student that is an organ donor or immediate family member of an organ donor; 3rd priority living organ donor or immediate family member that has been a living organ donor.
Maude Reid History Scholarship	Awarded to a student majoring in history education.
Clare Reynolds Memorial Nursing Scholarship	Awarded to an outstanding student entering the third semester of the Associate Degree Nursing Program.
Elizabeth Welsh Riley Memorial Scholarships	Awarded to sophomore nursing students who are active in the community and who have shown an exceptional caring attitude in clinical settings.
Mary Ann Bonney Riley Elementary Education Scholarship	Given to an elementary education major.
Richard F. Riley, M.D., Nursing Scholarship	Awarded to an outstanding student entering the third semester of the Associate Degree Nursing Program. Preference is given to a male student.

Miriam Roberson Memorial Nursing Scholarships	Given to outstanding nursing students for continuation of their studies in their second year.
I. A. Rosenbaum Memorial Scholarship	Awarded to a Lauderdale County or Meridian High School graduate in the University Transfer Program. Selection is based on scholastic leadership, leadership potential and financial need. Must maintain a "C" average.
Lucile Reisman Rosenbaum Memorial Scholarship	Awarded to a graduating MCC student who is transferring to a senior university. Scholastic performance, exceptional leadership, and financial need are the criteria. The funds are to be paid directly to the institution of the recipient's choice.
Meridian Rotary Club Scholarship	Awarded to a local student in the University Transfer Program who is majoring in education.
Royalty Education Scholarship	Awarded to an outstanding graduating sophomore who plans to continue his/her education in a field dedicated to work with young people.
Sonny Ruff Excellence in Nursing Scholarship	Awarded to a male Associate Degree Nursing student with financial hardship that demonstrates excellence in nursing and maintains a "B" average.
Judie Bounds Rutledge Memorial Scholarship	Awarded to a traditional or non-traditional student. Must maintain a "C" or above average.
Saint-Gobain Corporation Foundation/CertainTeed Veterans Scholarship	MS or AL resident, honorably discharged veteran, high school diploma or GED and be of good moral character. Pursuing an AA or Technical Degree.
Big and Ham Sanders Memorial Scholarships	Awarded to sophomore university transfer students. Based on merit and need.
Cecil and Doris Seale Scholarship	Given to a deserving student who is in a two-year degree program.
D. P. and Ruby Self Scholarship	Awarded on the basis of academic excellence and financial need.
Dan Self/Robbie Jones Pre-Law Scholarship	Given to a student who plans to pursue a career in law.

Jack Shank History Scholarship	Given to an education major who plans to specialize in history or social studies. Based on merit and need.
Andy Sharp EMS Memorial Scholarship	Student must be enrolled in the EMS Paramedic Program at MCC. The recipient shall be chosen on the basis of scholastic ability, leadership ability, leadership potential, financial need and maintain a "C" average.
Jackie Bates Slay Memorial Scholarship	Financial need, full-time student with at least a C average. Child of an employee at Slay Steel and/or a member of Oak Hill Baptist Church.
Lee Anne Smith Memorial Scholarship	Awarded to a deserving student in the University Transfer Program.
Maude Smith Memorial Scholarship	Given to a sophomore Tuition Guarantee student who has an exceptional record in freshman English courses. Financial need and career plans are also considered.
Margaret and Bill Smylie Scholarship	Awarded to a single parent with definite need in the nursing program.
State Farm Companies Scholarship	Awarded to a non-traditional student based on financial need and merit.
Structural Steel Services Scholarships	Given to deserving MCC students whose parents or spouses work at Structural Steel Services.
Construction Services/ A. C. Terry Scholarship	Awarded to a student in the Construction Trades Program.
Dr. Dan Thornton Memorial Nursing Scholarship	Given to a deserving nursing student.
Mae Carroll Thornton Scholarship	Given to a student who is a mother and is studying in a health care program.
Jacob Toney Memorial Scholarship	Awarded to a Clarke County resident in a health program.
Upward Bound Scholarships	Recipients selected through Boys and Girls Club.

Bob and Barbara Walker Scholarship	MS resident majoring in either elementary education or the music program and plans to attend Mississippi State University or Millsaps College.
Rodney Walker Technology Scholarship	Given to an engineering or drafting major who has financial need.
Waters Family Scholarship	The recipient must start MCC following high school graduation, enroll in the University Transfer or two year program, must maintain a "C" average. Primary consideration to a current employee's child, stepchild in the home of employee, or employee's grandchild of Waters International Trucks or Waters Truck and Tractor.
Norma Rawlings Webb Scholarship	Awarded to a non-traditional single parent female student.
Tommy Webb Memorial Business Scholarship	Awarded to an outstanding business student.
Bill and Gay Whitworth Scholarship	Awarded to a sophomore student. Based on merit and need.
Garnett and James Cox Wilbourn Memorial Scholarship	Awarded to a deserving Tuition Guarantee student based on merit and need. Selection made by the Foundation Office.
Mavis Williams Memorial Nursing Scholarship	Awarded to a non-traditional student in the ADN Program who is divorced or widowed, has custody of her children and is receiving no other assistance.
Charles and Jean Winright Scholarship	Awarded to a Tuition Guarantee student based on merit.
W. C. Winstead Scholarship	Awarded to a student in the Construction Trades Program. Must maintain a "B" average. Scholastic ability, leadership ability, and potential financial need are considered in selection.
WTOK Scholarship	Awarded to a deserving student in Broadcast Communication Technology Program.

Charles and Doretha Young, MLK Scholarships	Awarded to a student with scholastic ability and need.
Charles E. Young, Sr. Scholarship	Awarded to a student in the MCC Cosmetology Program.
Ralph E. Young Memorial Scholarship	Awarded to sophomore business majors. Based on merit and need.

Other External and MCC Scholarships

Lauderdale County/ Meridian Junior Miss	Awarded to the winners of the Junior Miss Competition.
Future Teachers of America (FTA)	Given to a deserving education major.
Winston County Health Care Scholarship	Given to a student in a health related field who agrees to work after graduation in Winston County.
Lanier Walker Navy League Scholarship	Given to a deserving MCC student.
Mississippi Band of Choctaw Indian Scholarships	The Choctaw Indian Tribe offers numerous scholarships to its constituents to attend MCC.
MCC Band and Chorus Scholarships	Awarded to MCC band members or chorus members.

SECTION 7
PROGRAMS
OF STUDY

2018-2019

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Meridian Community College offers the degrees of Associate in Arts in University Transfer and Associate of Applied Science and certificates in the divisions of Business, Health Education, Nursing, Industrial Technology, and Emergency Services. To receive the Associate in Arts Degree (AA), Associate of Applied Science Degree (AAS) or one- or two-year Certificate from Meridian Community College, the student must complete the prescribed program of study as outlined in the current catalog.

The AA Degree is awarded to students in the University Transfer Program who complete the 38-semester hour Core Curriculum for University Transfer and also complete an additional 22 semester hours in approved transferable courses. Each University Transfer student, when admitted to MCC, is required to select an area of concentration, which parallels a university major. The student's advisor uses that area of concentration and the catalog of the college or university to which the student plans to transfer as tools for advising the student regarding the appropriate courses which should be taken in addition to the University Transfer Core.

The AAS Degree, Career Certificate, and Technical Certificate is awarded to students in the divisions of Business, Health Education, Nursing, Industrial Technology and Emergency Services who complete the programs of study specified in the catalog. The 15-semester hour Core Curriculum for Career Programs is imbedded in the curriculum for each of these programs. For complete information on graduation requirements, see each program of study.

Rationale for Required Core Courses

In order for an educated person to function in today's world, we believe that a student who receives the AA degree or the AAS degree should be able to read at the college level, write correctly, utilize basic computer functions, communicate orally effectively, and solve higher algebraic problems. We believe that these skills are interconnected and delineate the minimum level of attainment for an educated person. This belief is embodied in the 38-semester hour Core Curriculum for the AA degree and in the 15 semester hour Core Curriculum for the AAS degree, both of which parallel the first two years of state universities' Core Curricula. The college ensures that its graduates demonstrate these

skills by successfully completing the Core Curriculum of their degree choices into which some combination of these skills has been embedded. In particular, the college focuses on each of the skills as follows:

Reading Skills – MCC defines college reading skills as a student's ability to read and comprehend books, periodicals, and other materials at a level commensurate with freshman and sophomore level college students. MCC ensures its graduates are competent in reading by its faculty's selecting college level textbooks and other reading materials for most courses and making reading assignments within those books and other materials. Very few MCC courses (such as some physical education activity courses) do not require a text. For any student to achieve a passing grade in most MCC courses, he/she must score at a passing level on examinations that are based in some part on information covered in the required text. Therefore, by virtue of achieving passing grades in MCC courses, all graduates demonstrate reading proficiency.

Writing and Computer Skills – MCC defines college writing skills as a student's ability to construct effective sentences and paragraphs, apply rules of grammar and punctuation, spell correctly, select appropriate words, and develop in written form clear, concise thoughts and ideas. These elements are addressed in English Composition I (ENG 1113), a Core Curriculum graduation requirement for the AA and AAS degrees at MCC. Correct writing is stressed throughout the General Education/University Transfer courses. It is evaluated in tests, assignments, and research papers.

MCC defines college computer skills as the ability of a student to type, word process, save files, edit, print, navigate the Internet, conduct electronic research, and demonstrate workplace writing skills (varied format procedures). MCC uses Blackboard, an online learning system which allows faculty to develop supplemental sites for extra course materials, tests, assignments depository, research, and group work in General Education/ University Transfer courses. Therefore, by virtue of successfully taking the core curricula, students gain computer skills.

Higher Algebra Skills – For the purposes of the AA degree, MCC defines higher algebra skills as analyzing and solving inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; and systems of equations. These skills are taught

in College Algebra (MAT 1313). All AA graduates of the college must pass College Algebra (MAT 1313) or a higher mathematics course as a Core Curriculum requirement. This requirement ensures that all AA graduates have the desired higher algebra skills.

For the AAS degree, MCC promotes mathematical skills that are pertinent to the career for which the student is preparing. Business and Office Management Technology, Medical Office Management Technology, and Hotel/Restaurant Technology require Business Math (BOT 1313). Health Information Technology requires Health Statistics (HIT 2133), and Marketing Management Technology requires Merchandising Math (MMT 1413).

Other programs, such as Computer Programming Technology, Computer Network Technology, Medical Lab Technology, Physical Therapist Assistant, Radiological Technology, Drafting and Design Technology, Electronics Technology, Applied Electronics Technology, Machine Tool Technology, Fire Protection Technology (at the University Transfer level), and Telecommunications Service Technology require a mathematics course at the Intermediate Algebra (MAT 1233) level or above as a component of the curriculum.

The Associate Degree Nursing program features mathematics components in Nursing 1110, 1210, 1320, 2110, and 2210. Mathematics elements are part of the Respiratory Care Practitioner curriculum in RCT 1214, RCT 1313, RCT 1414, RCT 1424, RCT 1323, RCT 2434, and RCT 2713. For Fire Protection Technology, all students must pass Fire Service Hydraulics (FFT 2313), which features elements of mathematics particular to that discipline. Likewise, the Emergency Management and Communications Technology Program provides assurance of math skills through two courses: ECT 2313, Hazardous Materials, and ECT 2513, Financial Management.

Dental Hygiene Technology requires Introduction to Chemistry (CHE 1113) as part of the curriculum. CHE 1113 requires students to demonstrate skills in algebraic computations, including problems involving fractions, and decimals, balancing chemical equations, and solving for unknown quantities.

General Education/ Academic Affairs

University Transfer Programs

Michael Thompson, Dean

General Education includes those courses traditionally labeled “arts and sciences” plus other experiences which give students a wide background of interrelated knowledge. The purpose of these courses and experiences is to enable students to think logically, to solve problems, and to clearly communicate their thoughts, choices, and solutions. General education provides the stimulus to encourage students to investigate more deeply those unfamiliar areas that will enrich their lives and enable them to cope with the stresses and changes of life in years to come.

General Education Goals

1. Clearly communicate in written form.
2. Think logically.
3. Solve problems.

University Transfer

-Associate in Arts

MCC offers the University Transfer Program for students who plan to transfer to a four-year institution. The University Transfer Program is parallel to the courses taken by freshmen and sophomores at universities and senior colleges. Students who plan to continue their studies at a university should secure a catalog from that school so that their schedules can be formatted to parallel the senior institution's curriculum.

The University Transfer Associate in Arts degree consists of a series of core courses and a selection of transferable courses based on the student's desired major. Generally, one-half of the hours required for a bachelor's degree may be transferred from a community college to apply to a degree at a senior institution.

While there are no programs designed for transfer to senior institutions that require a minimum ACT score for admission, the following is a guide for placement in most general education courses at MCC:

Attain a 17 composite score on the ACT. (Some courses require higher for placement purposes.);

Or

Score a 70 or higher on the ACCUPLACER Reading Section;

Or

Earn a “C” or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours with a “C” average or above at an accredited college or university. Developmental courses do not satisfy this requirement.

Core Curriculum for University Transfer:

The Associate in Arts (AA) Degree is awarded to students who complete the 38-semester hour Core Curriculum for University Transfer and also complete additional 22 semester hours in approved transferable courses. Note: CTE courses will not count towards the AA degree.

English Composition I & II. 6 hours

College mathematics 3 hours

Approved choices: MAT 1313, MAT 1323

MAT 1613, MAT 1753

Science with lab 8 hours

Approved choices: BIO 1113/1111, BIO 1123/1121, BIO 1133/1131, BIO 1143/1141, BIO 1313/1311, BIO 1533/1531, BIO 2413/2411, BIO 2423/2421, BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, CHE 1113/1111, CHE 1213/1211, CHE 1223/1221, PHY 2243/2241, PHY 2253/2251, PHY 2413/2411, PHY 2423/2411, PHY 2515, PHY 2525

Mathematics/Science elective. 3-4 hours

Approved choices: Any math course numbered higher than College Algebra (MAT 1313), any science w/lab course listed above.

Public Speaking 3 hours

Humanities 6 hours

Approved choices: ENG 2223, ENG 2233, ENG 2323, ENG 2333, ENG 2423, ENG 2433, HIS 1613, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HUM 1113, MFL (Elementary or

Intermediate French or Spanish), PHI (any Philosophy course).

Fine Arts. 3 hours

Approved choices: ART 1113, ART 2713, ART 2723, MUS 1113, MUS 2313, MUS 2323, SPT 2233

Social/Behavioral Sciences 6 hours

Approved choices: CRJ 1313, ECO 2113, ECO 2123, EPY 2523, EPY 2533, GEO 1123, PSC 1113, PSY 1513, PSY 2523, SOC 2113, SOC 2133, SOC 2143, SOC 2213

Total 38 hours

There is a direct correlation between the quality of one's health and his/her capacity to learn and function well in society. Meridian Community College's physical education courses promote personal wellness, which transcends curricular considerations, and is rather a lifelong goal for every human being. Thus, the College strongly encourages students to enroll in a physical education course as a degree plan elective.

The following charts detail some of the most common University Transfer options pursued by MCC students. These course frameworks are only SAMPLES. Students MUST consult the current catalog of the institution to which they intend to transfer for specific requirements. No baccalaureate degrees are awarded at Meridian Community College.

**Pre-Architecture
Mississippi State University**

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, MFL	3
Humanities	HIS	3
Social/Behavioral Science	SOC, PSY, PSC, ECO	6
Fine Arts	MUS 1113 or SPT 2233	3
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Business Calculus I or Calculus I	MAT 1513 or MAT 1613	3
General Physics I & II	PHY 2414, 2424	8
Drawing I & II	ART 1313, 1323	6
General Electives	Courses may be used toward a minor.	13
Total Hours		60

Art

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG--(USM prefers ENG 2423)	6
Humanities	HIS 1163, 1173	6
Fine Arts	MUS 1113 or SPT 2233	3
Social/Behavioral Science	SOC, PSY, PSC, ECO	6
Lab Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Drawing I & II	ART 1313, 1323	6
Design I & II	ART 1433, 1443	6
Three-Dimensional Design	ART 1453	3
Elective		4
Total Hours		60

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Athletic Training/Exercise Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	6
Humanities	HIS (any history)	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Social/Behavioral Science	GEO 1123, PSC 1113 or SOC 2143	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Anatomy & Physiology I & II	BIO 2514, 2524	8
General Physics I w/lab	PHY 2413/2411 or PHY 2414 (required at USM)	4
College Algebra	MAT 1313	3
Trigonometry	MAT 1323 (required at USM)	3
Nutrition	BIO 1613	3
Personal and Community Health	HPR 1213	3
Prevention and Care of Athletic Injuries	HPR 2723	3
Computer Science Elective	CSC 1123 or higher	3
Total Hours		63

NOTE: Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Business/Accounting

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS (any history)	6
General Psychology	PSY 1513	3
Social/Behavioral Science	PSC 1113 (required @MSU)	3
Fine Arts	ART 1113 or MUS 1113 or SPT 2233	3
Laboratory Sciences	BIO, PHY, CHE	8
College Algebra	MAT 1313	3
Business Calculus I	MAT 1513	3
Business Statistics	BAD 2323	3
Principles of Accounting I & II	ACC 2213, 2223	6
Principles of Economics I & II	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3
Computer Science Elective	CSC 1113	3
Total Hours		62

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Biology

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS (any history)	6
Social/Behavioral Science Elective	PSY1513 or SOC 2113	3
Fine Arts	ART 1113, MUS 1113, or SPT 2233	3
General Biology I & II	BIO 1134, BIO 1144	8
General Chemistry I & II	CHE 1214, 1224	8
General Physics I & II	PHY 2414, 2424	8
Organic Chemistry I & II	CHE 2424, 2434	8
College Algebra and Trigonometry or Calculus I and II	MAT 1313 and MAT 1323 or MAT 1613 and MAT 1623	6
Total Hours		62

Chemistry

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities - History I & II	HIS 1163, 1173	6
Social /Behavioral Sciences	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113 or MUS 1113	3
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I, II or General Physics I-A, II-A	PHY 2414, 2424, 2515, 2525	8-10
Calculus I, II	MAT 1613, 1623	6
Modern & Foreign Language	MFL	6
Total Hours		63-65

Computer Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS 1163, HIS 2213, HIS 2223	3
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
Social/Behavioral Science	ECO, GEO, PSC, PSY, SOC	6
General Biology I w/lab	BIO 1134	4
General Physics I-A & II-A	PHY 2515 & 2525	10
General Chemistry I	CHE 1214	4
Calculus I, II, III	MAT 1613, 1623, 2613	9
Computer Science—Object-Oriented Programming	CSC	6
Electives		3
Total Hours		60

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Criminal Justice/Administration of Justice

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS	6
Fine Arts Elective	ART 1113, MUS 1113, SPT 2233	3
Social/Behavioral Science Electives	GEO 1113, PSC 1113, PSY 1513, SOC 2113, ECO 2113, ECO 2123	6
Humanities Elective	PHI 2113	3
Lab Science	BIO, CHE, PHY	4
Lab Science	BIO, CHE, PHY	4
College Algebra	MAT 1313	3
Major—Criminal Justice	CRJ 1313, 1323, 1363, 2513	12
Electives		7
Total Hours		60

Elementary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG	6
Humanities	HIS (World Civ. preferred @ USM)	6
Fine Arts	ART 1113 or MUS 1113	3
Social/Behavioral Science	PSC 1113 or SOC 2113	3
Principles of Geography	GEO 1123	3
Biological Science	BIO	4
Physical Science	PHY	4
Another Science w/lab	BIO or PHY	4
College Algebra	MAT 1313	3
Real Number System	MAT 1723	3
Geometry, Measurement and Probability	MAT 1733	3
Electives from Areas of Concentration	*(See university catalog for specific electives)	9
Total Hours		60

Pre-Engineering

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities Electives	HIS, MFL, ENG, PHI (no Bible courses)	6
Social Science Electives	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113 or MUS 1113	3
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Differential Equations	MAT 2913	3
Intoduction to Linear Algebra**	MAT 2113	3
General Chemistry I & II	CHE 1214, 1224**	8
Physics I-A, II-A (calculus-based)	PHY 2515, 2525	10
Engineering Mechanics (Statics)	EGR 2413	3
Total Hours		63

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.
NOTE: **Required for Computer, Electrical, Industrial, Mechanical Engineering majors.

Forensics/Forensic Chemistry

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG	6
Humanities	HIS	6
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
Social Sciences	SOC 2113, PSC 1113	6
Calculus I	MAT 1613	3
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I & II	PHY 2414, 2424	8
General Biology I & II	BIO 1134, 1144	8
Total Hours		65

Health, Physical Education, and Recreation

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS (any history)	3
General Psychology	PSY 1513	3
Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113	3
General Biology I	BIO 1134	4
Anatomy & Physiology I	BIO 2514	4
College Algebra	MAT 1313	3
Math/Science Elective		3/4
Personal and Community Health	HPR 1213	3
First Aid and CPR	HPR 2213	3
Introduction to Kinesiology/Health, Physical Education, and Recreation	HPR 1313	3
Electives	Courses should apply to an endorsement area	13
Total Hours		60/61

Liberal Arts (English, History, Languages, etc.)

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (continuous sequence)	6
Humanities	HIS 1163, HIS 1173	6
Fine Arts	ART 1113, MUS 1113, or SPT 2233	3
Social/Behavioral Sciences	PHI 2113	6
Humanities elective- (Introduction to Philosophy)	PHI 2113 (not religion)	3
Lab Sciences	BIO, CHE, PHY	8
Natural Science	Any natural science	4
College Algebra	MAT 1313	3
Modern & Foreign Language	MFL (one language)	9
Electives		3
Total Hours		60

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Mathematics

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG 2423, ENG 2433	6
Humanities	HIS 1163, 1173	6
Modern & Foreign Language	MFL	6
Social Science Elective	PSC 1113, ECO 2133, ECO 2123	3
Behavioral Science Elective	PSY 1513 or SOC 2113	3
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
Lab Science sequence	BIO 1134, 1144, CHE 1214, 1224, PHY 2515, 2525	8/10
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Electives		4
Total Hours		60/62

Music

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG 2423 or ENG 2433	3
Humanities	HIS 1163, 1173	6
General Psychology	PSY 1513	3
Lab Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313	3
Math/Science Elective		3/4
Music Theory I, II (Lecture and Lab)	MUS 1214, 1224	8
Music Survey	MUS 1123	3
Piano	MUA 1511, 1521, 2511, 2521	4
Applied Major		8
Ensemble		4
Total Hours		62-63

Pre-Medical/Pre-Dental

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities elective	HIS, PHI, MFL, ENG	6
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I & II	PHY 2414, 2424	8
General Psychology (required for dental school)	PSY 1513	3
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Statistics	MAT 2323 (required @ UMMC)	3
Total Hours		62

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Pre-Pharmacy University of Mississippi

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities Electives	ENG, HIS, PHI, MFL	6
Social Science Electives	Any social science courses	6
Fine Arts	ART 1113, MUS 1113, or SPT 2233	3
Calculus I	MAT 1613	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424, 2434	8
General Physics I & II	PHY 2414, 2424	8
Economics II (Microeconomics)	ECO 2123	3
Statistics	MAT 2323	3
Total Hours		65

Pre-Physical Therapy

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	HIS, PHI, MFL, ENG	6
General Psychology	PSY 1513	3
Social Science	ECO 2113 or PSC 1113	3
Fine Arts	ART 1113, MUS 1113, or SPT 2233	3
General Biology I & II	BIO 1134, 1144	8
Anatomy and Physiology I, II	BIO 2514, 2524	8
General Chemistry I & II	CHE 1214, 1224	8
General Physics I & II	PHY 2414, 2424	8
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Total Hours		62

Secondary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG	3
Humanities	HIS	6
Fine Arts	ART 1113, MUS 1113, or SPT 2233	3
General Psychology	PSY 1513	3
Social/Behavioral Sciences	Any social/behavioral science course	6
Biological Science w/lab	BIO	4
Physical Science w/lab	PHY	4
College Algebra	MAT 1313	3
Math	Any math course higher than MAT 1313 – excludes Math for Teachers	3
Math/Science Elective	If a science is chosen, a lab must be included	3
Academic Teaching Area	*Courses should be selected according to concentration area	15
Total Hours		62

NOTE: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Social Work

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG (any literature)	3
Humanities	HIS (any history)	3
Humanities elective	ENG, HIS, PHI	3
Introduction to Philosophy	PHI 2113	3
General Psychology	PSY 1513	3
Political Science— American National Government	PSC 1113	3
Principles of Economics I (Macroeconomics)	ECO 2113	3
Modern & Foreign Language Spanish I and II	MFL 1213, MFL 1223	6
Introduction to Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
Anatomy & Physiology I w/ lab	BIO 2514	4
Physical Science w/lab	PHY 2244 or PHY 2254	4
Biological Science w/lab	Any BIO w/lab	4
College Algebra	MAT 1313	3
Statistics	MAT 2323	3
Computer Science Elective	CSC 1113 or 1123	3
Total Hours		63

Theatre

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities electives	HIS 1163, 1173	6
Social/Behavioral Science electives	ECO, PSC, PSY, SOC	6
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
College Algebra	MAT 1313	3
Math elective (higher than MAT 1313)	MAT 1323	3
Lab Sciences	BIO, CHE, PHY	8
Math/Science elective		3/4
Fundamentals of Theatre Production	SPT 1213	3
Voice, Diction, and Phonetics	SPT 1153	3
Theatrical Make-up	SPT 1273	3
Stagecraft	SPT 2223	3
Theatre electives		9
NOTE: Theatre Major Core Classes (SPT) – Admissions into classes requiring equivalent courses as prerequisites will be by interview, audition, and/or portfolio review. However, this excludes SPT 1113.		
Total Hours		62

NOTES: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

Pre-Veterinary

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities electives	ENG, HIS, MFL, PHI	6
Social/Behavioral Science electives	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113, MUS 1113, SPT 2233	3
College Algebra	MAT 1313	3
Math elective (higher than MAT 1313)	MAT 1323	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I w/lab	CHE 2424	4
General Physics I w/lab	PHY 2414	4
Microbiology w/lab	BIO 2924	4
Electives		2
Total Hours		60

NOTES: *Students MUST refer to the catalog of the university to which they plan to transfer for specific requirements.

The GRE general exam is required for consideration of admission to the veterinary school. In addition, applicants must have a minimum GPA of 3.0 in both cumulative and in the required sciences and mathematics courses.

Career/Technical and Workforce Education

Dr. Richie McAlister, Associate Vice President for Workforce Education

The Associate of Applied Science Degree is awarded to students in the divisions of Business, Health Education, Nursing, Industrial Technology and Emergency Services who complete the program of study specified in the catalog. The 15/16-semester hour Core Curriculum for Workforce Programs, listed below, is imbedded in the curriculum for each associate degree program.

English Composition I 3 hours

College Mathematics/
Higher Math/Science with Lab 3/4 hours

Approved choices: MAT 1313, MAT 1323, MAT 1613, MAT 1753, BIO 1113/1111, BIO 1123/1121, BIO 1133/1131, BIO 1143/1141, BIO 1533/1531, BIO 2413/2411, BIO 2423/2421, BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, CHE 1113/1111, CHE 1213/1211, CHE 1223/1221, PHY 2243/2241, PHY 2253/2251, PHY 2413/2411, PHY 2423/2411, PHY 2515, PHY 2525

Public Speaking 3 hours

Humanities/Fine Arts 3 hours

Approved choices: ENG 2223, ENG 2233, ENG 2323, ENG 2333, ENG 2423, ENG 2433, HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HIS 1613, HUM 1113, ART 1113, MUS 1113, MUS 2423, SPT 2233, ART 2713, ART 2723, MUS 2313, MUS 2323, PHI (any Philosophy course).

Social/Behavioral Science. 3 hours

Approved choices: CRJ 1313, ECO 2113, ECO 2123, EPY 2533, GEO 1123, PSY 1513, PSC 1113, SOC 1113, SOC 2113, SOC 2143, SOC 2213

Total 15/16 hours

The College holds true that there is a direct correlation between the quality of one's health and his/her capacity to learn and function well in society. MCC's physical education courses promote personal wellness, which transcends curricular

considerations, and is rather a lifelong goal for everyone. Thus, the College strongly encourages students to enroll in a physical education course as a degree plan elective.

Division of Business

Business and Marketing Management Technology - Associate of Applied Science

Sandy Clark, Program Coordinator/Instructor

Between one-fourth and one-third of the civilian workforce in the United States performs marketing activities. Marketing offers career opportunities in areas such as e-commerce, professional selling, advertising, retail buying, management, and wholesaling. Marketing career opportunities also exist in non-business organizations such as hospitals, parks and recreation, armed forces and government agencies.

Marketing Technology - Management Emphasis is a field of study for students who aspire to attain a management position. This program allows the student to apply theories of management to decision-making experiences.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MMT, FMT, and BAD course to progress in the program. The courses should be taken in sequence. Any change must be approved by the program coordinator.

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of college level coursework excluding developmental coursework with a "C" average or above at an accredited college or university.

Students in the Marketing Management Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester	Hours
ENG 1113 English Composition I	3
MMT 1113 Principles of Marketing	3
MMT 1313 Selling	3
MMT 1413 Merchandising Math	3
Computer Related Elective	3
MMT 1710 Marketing Seminar I	0.5
MMT 1000 Marketing Management Technology Lab	0
Semester Hours	15.5

Second Semester

Second Semester	Hours
*MMT 1123 Marketing Applications	3
MMT 2233 Human Resource Management	3
MMT 2423 Retail Management	3
SPT 1113 Public Speaking	3
Social/Behavioral Science Elective	3
MMT 1000 Marketing Management Technology Lab	0
MMT 1720 Marketing Seminar II	0.5
Semester Hours	15.5

*Prerequisite: MMT 1113 Principles of Marketing

Business and Marketing Management Career Certificate/31 hours.

SECOND YEAR

First Semester	Hours
MMT 1323 Advertising	3
MMT 2213 Principles of Management	3
MMT 2313 E-Commerce Marketing	3
ECO 2113 Economics I	3
or	
WBL 2913 Work Based Learning	
MMT 1730 Marketing Seminar III	0.5
Math/Science with Lab Elective	3/4
MMT 1000 Marketing Management	0

Technology Lab
Semester Hours 15.5/16.5

Business and Marketing Management Technical Certificate/46.5 or 47.5 hours

Second Semester		Hours
BAD 2413	Legal Environment of Business	3
FMT 1233	Buying Fundamentals	3
MMT 2243	Marketing Case Studies	3
	Humanities /Fine Arts Elective	3
MMT 1740	Marketing Seminar IV	0.5
	Accounting Elective (BOT 1433 or ACC1213)	3
MMT 1000	Marketing Management Technology Lab	0
Semester Hours		15.5
Total Semester Hours		62/63

Business and Marketing Management Associate of Applied Science/62 or 63 hours.

Business Office Management Technology - Associate of Applied Science

Dr. Richard Coughlin, Program Coordinator/
Instructor

The two-year program of study in Business Office Management Technology (BOMT) is designed for students who desire full-time employment immediately after graduation from MCC. This program provides students with a background of knowledge and skills needed to meet the changing technology of today's business and professional offices.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each BOT and ENG course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of college level coursework excluding developmental coursework with a 'C' average or above at an accredited college or university.

Course of study:

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1433	Business Accounting	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester		Hours
BOT 1213	Personal and Prof Development	3
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
ENG 1113	English Comp I	3
Semester Hours		15

SECOND YEAR

First Semester		Hours
*BOT 1853	Microsoft Excel II	3
BOT 2133	Desktop Publishing	3
BOT 2333	Microsoft Access	3
SPT 1113	Public Speaking I	3
	Math or Science w/Lab Elective	3/4
Semester Hours		15/16

Second Semester		Hours
BOT 2723	Administrative Office Procedures	3
BOT 2823	Communication Technology	3
BOT 2833	Integrated Computer Applications	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
Semester Hours		15
Total Semester Hours		60/61

*Prerequisite required for this course.

A student who has earned a degree in Medical Office Management Technology (MOMT) and plans to pursue a degree in Business and Office Management Technology must complete all required courses within five years of receiving his/her MOMT- AAS degree.

Business Office Management Technology - Certificate Program

Dr. Richard Coughlin, Program Coordinator/
Instructor

This program is designed to prepare students for entry-level positions in professional and business offices. All courses may be transferred into the two-year Business Office Management Technology Associate of Applied Science Degree Program. A certificate will be awarded upon completion of the 30 or 45 hour program.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each BOMT and ENG course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of college level coursework with a 'C' average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Course of study:**FIRST YEAR**

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1433	Business Accounting	3
BOT 1763	Communication Essentials	3
Semester Hours		15

Second Semester

Second Semester		Hours
BOT 1213	Personal and Prof Development	3
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
BOT 2333	Microsoft Access	3
Semester Hours		15

Career Certificate Exit Point**SECOND YEAR**

First Semester		Hours
*BOT 1853	Microsoft Excel II	3
BOT 2133	Desktop Publishing	3
BOT 2723	Administrative Office Procedures	3
BOT 2823	Communication Technology	3
BOT 2833	Integrated Computer Applications	3
Semester Hours		15
Total Semester Hours		45

Technical Certificate Exit Point

*Prerequisite required for this course.

Computer Network Technology - Certificate Program

Curtis Beckman, Program Coordinator/Instructor

This program is designed to prepare students for entry-level positions in professional and business offices. All courses can be transferred into the two-year Computer Network Technology Associate of Applied Science Degree Program. A certificate will be awarded upon completion of the program.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Candidates for graduation must also obtain an A+ Certification.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IST and MAT course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "B" or above in Intermediate English and Reading (ENG 0124) and a "B" or above in Beginning Algebra (MAT 0123);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Information Systems Technology – Certificate Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Semester		Hours
IST 1124	IT Foundations	4
IST 1133	Fundamentals of Data Communications	3
IST 1154	Web & Programming Concepts	4
IST 1244	Network Administration Using Windows Server	4
Semester Hours		15

Second Semester

Second Semester		Hours
IST 1223	Network Components	3
IST 1163	Concepts of Database Design	3
IST 1143	Principles of Information Security	3
IST 1112	Fundamentals of Information Technology	2
IST 2254	Advanced Network Admin Using Windows Server	4

Semester Hours 15

Total Semester Hours 30

Computer Network Technology- Associate of Applied Science

Curtis Beckman, Program Coordinator/Instructor

Computer Network Technology is a two-year program that offers training in data communications, network administration, and client/server systems. An Associate of Applied Science degree is earned upon successful completion of the Computer Network Technology Program.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IST and MAT course to progress in the program.

Candidates for graduation must also obtain both the A+ Certification and Network+ Certification.

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "B" or above in Intermediate English and Reading (ENG 0124) and a "B" or above in Beginning Algebra (MAT 0123);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Computer Network Technology Program must attend MCC full-time (12 or more semester credit hours).

The following courses should be taken in sequence. The program coordinator must approve any change.

Course of study:

FIRST YEAR

First Semester		Hours
IST 1124	IT Foundations	4
IST 1414	Client Side Programming	4
IST 1244	Network Administration Using Windows Server	4
	College Algebra/Quant. Analysis	3/4
Semester Hours		15/16

Second Semester

Second Semester		Hours
IST 1223	Network Components	3
ENG 1113	English Composition I	3
IST 1112	Fundamentals of Info Tech	2
IST 2254	Advanced Network Admin Using Windows Server	4
IST 1143	Principles of Information Security	3
Semester Hours		15

SECOND YEAR

First Semester		Hours
IST 2224	Network Planning and Design	4
IST 2324	Script Programming Language	4
IST 1254	Network Administration Using Linux	4
	Humanities/Fine Arts Elective	3
Semester Hours		15

Second Semester

Second Semester		Hours
IST 1133	Fundamentals of Data Communications	3
IST 1163	Concepts of Database Design	3
IST 2233	Network Implementation	3
SPT 1113	Public Speaking	3
	Social/Behavioral Science Elective	3
Semester Hours		15
Total Semester Hours		60/61

Computer Programming Technology - Certificate Program

Curtis Beckman, Program Coordinator/Instructor

This program is designed to prepare students for entry-level positions in professional and business offices. All courses can be transferred into the

two-year Computer Programming Technology Associate of Applied Science Degree Program. A certificate will be awarded upon completion of the program.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Candidates for graduation must also obtain an A+ Certification.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IST and MAT course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "B" or above in Intermediate English and Reading (ENG 0124) and a "B" or above in Beginning Algebra (MAT 0123);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Information Systems Technology – Certificate Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester		Hours
IST 1124	IT Foundations	4
IST 1314	Visual Basic Programming Language	4
IST 1133	Fundamentals of Data Communications	3
IST 1414	Client-Side Programming	4
Semester Hours		15

Second Semester

Second Semester		Hours
IST 2334	Advanced Visual BASIC Programming Language	4
IST 1163	Concepts of Database Design	3
IST 1153	Web & Programming Concepts	3
IST 1112	Fundamentals of Information Technology	2
IST 1143	Principles of Information Security	3

Semester Hours 15

Total Semester Hours 30

Computer Programming Technology-Associate of Applied Science

Curtis Beckman, Program Coordinator/Instructor

Computer Programming Technology is a two-year program that offers training in both traditional and web-based programming. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming Technology Program.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IST and MAT course to progress in the program.

Candidates for graduation must also obtain an A+ Certification.

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "B" or above in Intermediate English and Reading (ENG 0124) and a "B" or above in Beginning Algebra (MAT 0123);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Computer Programming Technology Program must attend MCC full-time (12 or more semester credit hours).

The following courses should be taken in sequence. The program coordinator must approve any change.

Course of study:

FIRST YEAR

First Semester	Hours
IST 1124 IT Foundations	4
IST 1314 Visual Basic Programming Language	4
IST 1414 Client Side Programming	4
College Algebra/Quant. Analysis	3/4
Semester Hours	15/16

Second Semester

Second Semester	Hours
IST 2334 Advanced Visual BASIC Programming Language	4
IST 1153 Web & Programming Concepts	3
IST 1112 Fundamentals of Information Technology	2
IST 1143 Principles of Information Security	3
ENG 1113 English Composition I	3
Semester Hours	15

SECOND YEAR

First Semester	Hours
IST 1133 Fundamentals of Data Communications	3
IST 1163 Concepts of Database Design	3
IST 2373 C Programming Language	3
Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective	3
Semester Hours	15

Second Semester

Second Semester	Hours
SPT 1113 Public Speaking	3
IST 2384 Advanced C Programming Language	4

IST 2314 Systems Analysis & Design	4
IST 1514 SQL Programming	4
Semester Hours	15
Total Semester Hours	60/61

Cosmetology – Certificate Program

Tanya Wright, Program Coordinator/Instructor

The Cosmetology Program is a 12-month course of study designed to prepare students to care for the hair, complexion, hands, and feet. The curriculum is designed to comply with the standards of the Mississippi State Board of Cosmetology. Students are required to complete a total of 1500 clock hours in classroom theory and supervised work training. Upon successful completion of the program, the student will receive a certificate and will be eligible to take the State Board of Cosmetology certification exam.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each COV course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain an ACT composite score of 14 and a math subscore of 14;

Or

Score a 51 or higher on the ACCUPLACER Reading Section and a 35 or above on the Arithmetic Section;

Or

Earn a grade of "C" in English Composition I (ENG 1113);

Or

Complete 15 semester hours of general education courses with a "C" average (CGPA of 2.0) or above at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Have either a high school diploma or GED;

And

Attend a Cosmetology Informational Session.

Students in MCC's Cosmetology Program must attend MCC full-time (12 or more semester credit hours).

Ability to benefit does not apply to the Cosmetology Program; the student must have either a high school diploma or GED upon enrollment.

NOTE: In order for a student to progress in MCC's Cosmetology Program, the student must earn a grade of "C" or better on each COV course. A minimum passing grade of 79 percent is required in each Cosmetology Program course to graduate.

Course of study:

Fall Semester

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

Spring Semester

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

Summer Term

Summer Term	Hours
COV 1263 Cosmetology Sciences III	3
COV 1443 Hair Care III	3
COV 1642 Skin Care III	2
COV 1542 Nail Care III	2
COV 1732 Salon Business II	2
Semester Hours	12
Total Semester Hours	46

Cosmetology Teacher Training - Certificate Program

Tanya Wright, Program Coordinator/Instructor

The Cosmetology Teacher Training program is a course of study designed to develop appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. The curriculum is designed to comply with the standards of the Mississippi State Board of Cosmetology. Each student is required to complete 1,000 clock hours in classroom theory, observation, and supervised work training. Upon successful completion of the program, the student will receive a certificate and will be eligible to take the State Board of Cosmetology Instructor Training certification exam.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each COV course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):
 Attain an ACT composite score of 14 and a math subscore of 14;

Or

Score a 51 or above on the ACCUPLACER Reading Section and 35 or above on the Arithmetic Section;

And

Complete 6 semester hours of general education courses with a "C" average (CGPA of 2.0) or above at an accredited college or university. This coursework must be preapproved by the Program Coordinator. Developmental coursework does not satisfy this requirement;

And

Students must have either a high school diploma or GED;

And

A current Cosmetology license;

And

The student must be at least 21 years old;

And

Attend a Cosmetology Teacher Training Infor-

mational Session with the MCC Cosmetology Program Director.

Ability to benefit does not apply to the Cosmetology Student Instructor program; the student must have either a high school diploma or GED.

NOTE: In order for a student to progress in MCC's Cosmetology Student Instructor program, the student must earn a grade of "C" or better on each COV course. A minimum passing grade of 79 percent is required in each Cosmetology Program course.

Course of study:		Hours
COV 2816	Cosmetology Teacher Training I	6
COV 2826	Cosmetology Teacher Training II	6
COV 2836	Cosmetology Teacher Training III	6
COV 2846	Cosmetology Teacher Training IV	6
		Semester Hours 24

Culinary Arts Technology

Kalee McBride, Program Coordinator/Chef Instructor

The Culinary Arts Technology Program provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. A one-year certificate in Culinary Arts: Food Preparation option may be awarded after successful completion of the courses listed in the certificate sequence. Successful completion of the two-year program leads to an Associate of Applied Science degree in Culinary Arts.

Students in the Culinary Arts Technology program must attend MCC full-time (be enrolled in 12 or more semester credit hours).

Progression: To meet graduation requirements for this program, students must successfully

complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each CUT and HRT course to progress in the program.

Minimum program admission requirements (in addition to general admission requirements):

Attain an ACT composite score of 17;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of program general education coursework with an average of "C" (CGPA of 2.0) or above at an accredited college or university. Developmental coursework does not satisfy this requirement;

Or

Secure the recommendation of the program coordinator;

And

Complete an interview with the program coordinator when one of the above minimum admission requirements is met.

Meeting minimum admission requirements does not guarantee acceptance into the program. Admission is contingent on the number of available spots in the program at the time the prospective student meets all requirements.

Course of study: FIRST YEAR

First Semester	Hours
CUT 1153 Introduction to Culinary Arts	3
CUT 1114 Culinary Principles I	4
CUT 1134 Principles of Baking	4
HRT 1213 Sanitation and Safety	3
HRT 1163 Culinary Math	3
CUT 1511 Culinary Arts Seminar I	1
Semester Hours 18	

Second Semester		Hours
CUT 1124	Culinary Principles II	4
CUT 2314	American Regional	4
CUT 2223	Menu Planning	3
CUT 1521	Culinary Arts Seminar II	1
Semester Hours		12

Career Certificate Exit Point**SECOND YEAR**

First Semester		Hours
CUT 2424	International Cuisine	4
CUT 2923	Supervised Work Experience In Culinary Arts Technology	3
HRT 2613	Hospitality Supervision	3
HRT 1224	Restaurant & Catering Operations	3
CUT 1531	Culinary Arts Seminar III	1
SPT 1113	Public Speaking	3
Semester Hours		17

Technical Certificate Exit Point

Second Semester		Hours
CUT 1513	Garde Manger	3
ENG 1113	English Composition I	3
	Math/Science	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
CUT 1541	Seminar IV	1
Semester Hours		16
Total Semester Hours		63

Early Childhood Education Technology-Associate of Applied Science

Win Maxey-Shumate,
Program Coordinator/Instructor

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

Early Childhood Education Technology is a two-year program that requires a minimum of 66 semester hours of coursework. Successful completion of the Early Childhood Education Technology curriculum results in the student receiving a Career Certificate, a Technical Certificate, and/or an Associate of Applied Science degree. This curriculum meets the National Association for the Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Early Learning Standards and Guidelines for Pre-kindergarten (3- and 4- year olds). The program offers students the opportunity to apply for a Child Development Assistant Infant and Toddler Certificate of Proficiency and a Child Development Assistant Pre-school Certificate of Proficiency. *The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology coursework.

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

Courses may be offered as hybrid courses in the evenings and during the summer; however, in order to enroll, the student must be employed in a child care center or approved field.

Transfer students from other Early Childhood Education Technology programs must have a letter of recommendation from the Program Coordinator at their previous school and take at least twelve (12) hours or three (3) Early Childhood Education classes at Meridian Community College prior to enrolling in Initial and/or Advanced Practicums.

Minimum admission requirements (in addition to general college admissions requirements):

Attain a 17 composite score on the ACT;

Or

Score 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of general education coursework with an average of "C" or above at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Attend an orientation session with the program coordinator after all other requirements are met.

Students entering the program for the first time must contact the program coordinator prior to enrolling in any early childhood education courses.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be done after admission and prior to practicum classes. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in this program. If a student is unable to participate in practicum classes, he/she will be dismissed from the program. For additional information, contact the program coordinator.

All students must have their Health 121 Form and Fingerprint clearance letter on file with the program coordinator.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each CDT course to progress in the program.

Students in the Early Childhood Education Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:**FIRST YEAR**

First Semester		Hours
CDT 1111	Early Childhood Education Seminar 1	1
CDT 1113	Early Childhood Profession	3
CDT 1313	Creative Arts for Young Children	3
CDT 1214	Infant and Toddler Development	4
CDT 1343	Child Health, Safety, and Nutrition	3
ENG 1113	English Composition I	
Semester Hours		17

Second Semester		Hours
CDT 1121	Early Childhood Education Seminar II	1
CDT 1224	Preschool Development	4
CDT 1713	Language & Literacy Development	3
CDT 2714	Social Studies, Math & Science for Young Children	4
CDT 2233	Guiding Social & Emotional Behavior	3
SPT 1113	Principles of Speech	3
Semester Hours		18

SECOND YEAR

First Semester		Hours
CDT 2111	Early Childhood Education Seminar III	1
CDT 2413	Development of the Exceptional Child	3
CDT 2613	Methods, Materials & Measurement	3
	Fine Arts Elective	3
CDT 2513	Family Dynamics and Community Involvement	3
CDT 2914	Initial Practicum	4
Semester Hours		17

Second Semester		Hours
CDT 2121	Early Childhood Education Seminar IV	1
CDT 2944	Advanced Practicum	4
CDT 2813	Administration of Programs for Young Children	3
	Social/Behavioral Science	3
	College Algebra/Science with Lab	3/4
Semester Hours		14/15
Total Semester Hours		66/67

Graphic Design Technology-Associate of Applied Science

Daniel Ethridge, Program Coordinator/Instructor

The Graphic Design Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in the field of graphic design. Students receive instruction in the design and execution of illustrations, typography, layouts, color theory,

industry specific production, rendering, digital imaging, logo design, and creative principles necessary for publication design, mass distribution, and other forms of visual communications. The Associate of Applied Science degree is earned upon the successful completion of the Graphic Design Technology curriculum.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each CAT and ENG course to progress in the program. The following courses are listed in sequence. Any change must be approved by the program coordinator.

Minimum admission requirements (in addition to general admission requirements):

- Attain a 17 composite score on the ACT;
- Or
- Score a 70 or higher on the ACCUPLACER Reading Section and an 89 or above on the Sentence Skills Section;
- Or
- Earn a "C" or above in Intermediate English and Reading (ENG 0124);
- Or
- Complete 15 semester hours of program general education coursework with a "C" average or above from an accredited college or university.

Developmental coursework does not satisfy this requirement;

Secure the recommendation of the program coordinator;

And
Attend a program orientation session after all other program requirements are met.

Students entering the program for the first time must contact the program coordinator prior to enrolling in any Graphic Design courses.

Students enrolled in the Graphic Design Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester		Hours
ART 1313	Drawing I	3
ART 1433	Design I	3
CAT 1113	Graphic Design & Production I3	
CAT 1213	Fundamentals of Graphic Computers	3
ENG 1113	English Composition I	3
Semester Hours		15

Second Semester

Second Semester		Hours
ART 1323	Drawing II	3
ART 1443	Design II	3
CAT 1123	Graphic Design & Production II	3
CAT 1143	Typography	3
	Math/Science with Lab Elective 3/4	
MMT 1323	Advertising	3
Semester Hours		18/19

SECOND YEAR

First Semester

First Semester		Hours
CAT 2926	Supervised Work Experience In Graphic Design Technology Behavioral/Social Science Elective	6
		3
CAT 2313	Basic Advertising Design	3
CAT 2923	Special Project in Graphic Design Technology	3
SPT 1113	Public Speaking	3
Semester Hours		18

Second Semester

Second Semester		Hours
CAT 2323	Advanced Advertising Design	3
CAT 2334	Practical Advertising Techniques	4
CAT 2133	Graphic Design Studio	3
	Humanities/Fine Arts Elective	3
ART 1383	Beginning Photography	3
Semester Hours		16
Total Semester Hours		67/68

Program coursework may be revised. Students are encouraged to consult their advisor when planning a schedule.

Hotel/Restaurant Management Technology- Associate of Applied Science

Mark Chandler, Program Coordinator/Instructor

The two-year Hotel and Restaurant Management Technology Program is designed to provide students with specialized career and technical instruction in all phases of restaurant, hotel and institutional hospitality operations.

This program meets the needs of entering students who want to develop the skills required for entry jobs at the mid-management level in the hospitality industry and individuals already employed in the industry who need additional competence for possible advancement.

This practical program integrates classroom theory through applied learning practice. Phases of food preparation and handling are covered, as well as aspects of the common practices and management principles of the hospitality industry.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each HRT course to progress in the program. The program coordinator must approve any change in the sequence of courses to be taken.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading section and a 60 or higher on the Arithmetic section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Hotel/Restaurant Management Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester	Hours
HRT 1123 Hospitality and Tourism	3
HRT 1213 Sanitation and Safety	3
HRT 1163 Culinary Math	3
SPT 1113 Public Speaking	3
BOT 1233 Microsoft Word 1	3
HRT 1511 Seminar I	1
Semester Hours	16

Second Semester

Second Semester	Hours
HRT 1224 Restaurant and Catering Operations	3
HRT 2233 Hospitality Cost Control	3
HRT 1114 Culinary Principles I	4
HRT 1413 Rooms Division Management	3
HRT 1521 Seminar II	1
Semester Hours	14

SECOND YEAR

First Semester	Hours
Math/Science Elective	3
HRT 2613 Hospitality Supervision	3
HRT 2623 Hospitality Human Resource Management	3
HRT 2915 Supervised Work Experience in Hotel/Restaurant Management	5
HRT 1531 Seminar III	1
Semester Hours	15

Second Semester

Second Semester	Hours
ENG 1113 English Composition 1	3
Social Behavioral Sciences	3
Humanities Fine Arts	3
HRT 2853 Convention & Meeting Planning	3
Accounting Elective	3
HRT 1541 Seminar IV	1
Semester Hours	16
Total Semester Hours	61

Media Production Technology – Associate of Applied Science

Josh Taylor, Program Coordinator/Instructor

The Media Production Technology Program offers hands-on training in the field of broadcasting and media production. Students learn audio and video production, writing styles, and announcing for radio and television. The program offers students practical experience in producing, writing, editing, announcing, directing, reporting, and field and studio production. Students participate in the production of campus-based television and radio programs and are also involved with live telecasting of MCC sporting and campus events. Admission to the Media Production Technology Program is competitive.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each BCT/MDT course to progress in the program.

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and an 89 or above on the Sentence Skills Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and Public Speaking (SPT 1113);

Or

Complete 15 semester hours of program general education coursework with an average of "C" or above at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Attend an orientation session with the program coordinator when all other requirements are met.

Students entering the program for the first time must contact the program coordinator prior to enrolling in any BCT/MDT course.

Students enrolled in the Broadcast Communications Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester	Hours
MDT 1244/COM 2483	
Principles of Mass Communications	4
MDT 1413 Principles of Audio Production	3
BCT 1813/COM 1511	
Broadcast Assistantship I	3
ENG 1113 English Composition I	3
CSC 1123 Computer Applications I	3
Humanities/Fine Arts Elective	3
Semester Hours	19

Second Semester	Hours
MDT 1314 Fundamentals of TV Production	4
MDT 1423/COM 1443	
Advanced Audio Production	3
MDT 1214/COM 2463	
Broadcast Writing	4
BCT 1823/COM 1521	
Broadcast Assistantship II	3
SPT 1113 Public Speaking	3
Semester Hours	17

SECOND YEAR

First Semester	Hours
MDT 2314 Intermediate TV Production	4
MDT 2114/COM 1433	
Broadcast Announcing	4
MDT 2414 Basic Editing	4
BCT 2813/COM 2511	
Broadcast Assistantship III	3
Math/Science with Lab Elective	3/4
Semester Hours	18/19

Second Semester	Hours
MDT 2324/COM 1463	
Advanced TV Production	4
MDT 2424 Advanced Editing	4
BCT 2823/COM 2521	
Broadcast Assistantship IV	3
Social/Behavioral Science Elective	3
Semester Hours	14
Total Semester Hours	68/69

SECOND YEAR

First Semester	Hours
Math/Science Elective	3
HRT 2613 Hospitality Supervision	3
HRT 2623 Hospitality Human Resource Management	3
HRT 2915 Supervised Work Experience in Hotel/Restaurant Management	5
HRT 1531 Seminar III	1
Semester Hours	15

Second Semester	Hours
ENG 1113 English Composition 1	3
Social Behavioral Sciences	3
Humanities Fine Arts	3
HRT 2853 Convention & Meeting Planning	3
Accounting Elective	3
HRT 1541 Seminar IV	1
Semester Hours	16
Total Semester Hours	61

Medical Office Management Technology – Associate of Applied Science

Dr. Richard Coughlin, Program Coordinator/
Instructor

The two-year program of study in Medical Office Management Technology (MOMT) is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, coding, and computer software applications. The Associate of Applied Science degree is earned upon the successful completion of the program.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MOMT; ENG; A & P and A & P Lab course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of college level coursework excluding developmental coursework with a 'C' average or above at an accredited college or university.

Course of study:

FIRST YEAR

First Semester	Hours
BOT 1233 Microsoft Word I	3
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1613 Medical Terminology I	3
BOT 1763 Communication Essentials	3
Semester Hours	15

Second Semester	Hours
*BOT 1243 Microsoft Word II	3
BOT 1433 Business Accounting	3
*BOT 1623 Medical Terminology II	3
BOT 2743 Medical Office Concepts	3
BIO 2513/2511	
Anatomy & Physiology I w/Lab	4
Semester Hours	16

SECOND YEAR

First Semester	Hours
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2763 Electronic Health Records	3
ENG 1113 English Comp I	3
SPT 1113 Public Speaking I	3
Semester Hours	15

Second Semester	Hours
BOT 2673 Medical Insurance Billing	3
BOT 2723 Administrative Office Procedures	3
BOT 2753 Medical Information Management	3
Humanities/Fine Arts Elective	3

Social/Behavioral Science	
Elective	3
Semester Hours	15
Total Semester Hours	61

* Prerequisite required for this course.

A student who has earned a degree in Business and Office Management Technology and plans to pursue a degree in Medical Office Management Technology must complete all required courses within five years of receiving their BOMT-AAS degree.

Medical Office Management Technology – Certificate Program

Dr. Richard Coughlin, Program Coordinator/
Instructor

This program is designed to prepare students for entry-level positions in professional business and medical offices. All courses may be transferred into the two-year Medical and Office Management Technology Associate of Applied Science Degree Program. A certificate will be awarded upon completion of the 30 or 45 hour program.

Courses should be taken in sequence as outlined. Any deviation from this program must have prior approval of the program coordinator.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MOMT; ENG; A & P and A & P Lab course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or higher on the Arithmetic Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124);

Or

Complete 15 semester hours of college level

coursework excluding developmental coursework with a "C" average or above at an accredited college or university.

Course of study:

FIRST YEAR

First Semester	Hours
BOT 1233 Microsoft Word I	3
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1613 Medical Terminology I	3
BOT 1763 Communication Essentials	3
Semester Hours	15

Second Semester	Hours
*BOT 1243 Microsoft Word II	3
BOT 1433 Business Accounting	3
*BOT 1623 Medical Terminology II	3
BOT 2743 Medical Office Concepts	3
BOT 2763 Electronic Health Records	3
Semester Hours	15

SECOND YEAR

First Semester	Hours
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing	3
BOT 2723 Administrative Office Procedures	3
BOT 2753 Medical Information Management	3
Semester Hours	15
Total Semester Hours	45

Technical Certificate Exit Point

* Prerequisite required for this course.

Nail Technician - Certificate program

Kay Whitman, Program Coordinator/Instructor

This instructional program prepares students to care for nails with emphasis on hygiene, sanitation, customer relations, and salon management.

The curriculum is designed to comply with the standards on the Mississippi State Board of Cosmetology. Each student is required to complete a total of 350 clock hours in classroom theory and supervised skill preparation and clinic work. Upon successful completion of the program, the student will receive a certificate and will be eligible to

take the State Board of Cosmetology Manicure/Nail Technician certification exam.

Minimum admission requirements (in addition to general admission requirements):

Attain an ACT composite score of 14 and a math subscore of 14;

Or

Score a 51 or above on the ACCUPLACER Reading Section and a 35 or above on the Arithmetic Section;

Or

Earn a grade of "C" in English Composition I (ENG 1113);

Or

Complete 15 semester hours of general education courses with a "C" average (GPA of 2.0) or above at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Have either a high school diploma or GED;

And

Attend a Nail Technician Informational Session.

The ability to benefit does not apply to the Nail Technician Program; the student must have either a high school diploma or GED upon enrollment.

Course of study:	Hours
COV 1122 Cosmetology Orientation	2
COV 1245 Cosmetology Sciences I	5
COV 1622 Skin Care I	2
COV 1522 Nail Care I	2
COV 1722 Salon Business	2
Total Semester Hours	13

Division of Emergency Services

Meridian Community College is recognized as a leader in higher education programs for public safety personnel. Through the Division of Emergency Service Technology, MCC administers the Mississippi Emergency Service Degree Program (ESDP). This division oversees the delivery of certificate and degree programs in Fire Protection Technology and Emergency Management and

Communications Technology. These programs are commonly distributed through a unique method of distance-learning. Faculty recognize the difficulty most fire and emergency service professionals encounter when working towards a degree through traditional on-campus meetings. However, ESDP courses are available through web-based resources that allow greater flexibility when completing a degree during on- or off- duty hours.

The Fire Protection and Emergency Management Programs are geared primarily for part-time students (career or volunteer) who are active in the fire service, emergency management, or public safety communication fields. Courses are offered in a format that allows public safety personnel the opportunity to apply their knowledge and skills to realistic problems related to the delivery of emergency services. Depending on the degree and option sought, students typically complete the necessary requirements for graduation within two to four years.

The Division also includes the state's first Emergency Medical Science Academy. This Academy is responsible for the delivery of all Emergency Medical Technician (EMT) and Paramedic courses, clinical experiences, and testing at MCC. The Emergency Medical Science Academy is a comprehensive learning environment designed specifically for EMS students of all levels. The Academy includes two primary classrooms, a high-fidelity skills laboratory, simulated hospital treatment room, skills evaluation area and fully functional ambulance simulators. Students studying both basic and advanced lifesaving skills will have access to numerous patient simulators for practice. The program also relies on a system of collaborative learning by integrating EMS students with nursing and other health education students in the same medical environment. Throughout the year, the EMSA also schedules several opportunities for professional development and continuing education.

The following requirements apply to certificate and degree options within the Fire Protection or Emergency Management Programs. EMT and Paramedic Program courses are addressed in a separate section of the catalog.

Other required general education courses such as English, math, and Public Speaking are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

Progression: To meet graduation requirements for these programs, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each program specific course to progress in the program.

Minimum admission requirements (In addition to general admission requirements):

Attain a 17 composite score on the ACT;



Or

Score a 70 or higher on the ACCUPLACER reading section and a 60 or higher on the arithmetic section;

Or

Complete 15 semester hours of program general education coursework with an average of "C" or above at an accredited college or university. Developmental coursework credits do not satisfy this requirement;

Or

Complete a minimum of 100 hours of related certification training through a recognized fire academy or emergency service training institution. Note: Meeting this requirement allows a student to enter the ESD program on a provisional basis. Other admission requirements must be met in order to enroll in general education courses;

And

Complete a student interview with the program coordinator after all other requirements have been met. Students must contact the program coordinator for enrollment in any Fire Protection Technology or Emergency Management and Communications Technology course.

Public Safety R.O.P.E.S. (Recognition of Prior Education and Service) Advanced Standing Examination Process

Public safety professionals enrolled in the Fire Protection Technology or Emergency Management and Communications Technology Degree Programs can receive college credit for specific courses completed through other emergency service training institutions. Non-academic courses that are recognized by ROPES must meet the following criteria:

- Require a minimum of 45 hours of student contact time;
- Require testing by an appropriate method of student evaluation;
- Meet or exceed the competencies established for the equivalent academic course.

Verification of a student's credentials will include validation of any documentation provided and the successful completion of a challenge examination. A nominal administrative fee will be assessed to each course completed through the ROPES program. Note: This system of earning college credit does not apply to any ESDP course administered through the Emergency Medical Science Academy.

Fire Protection Technology - Associate of Applied Science

Patrick Warner, Program Coordinator/Instructor

The Associate of Applied Science (AAS) degree is a specialized degree. The specialist degree allows students to concentrate their elective coursework in the areas of fire science.

Fire Protection Technology (FFT) courses are offered through an open-learning program delivered via digital media. Students progress through the program by completing regular reading assignments and special research projects. Courses are developed using a concept known as Problem Based Learning (PBL). This method creates a learning environment through situations that require research, critical decision-making, information analysis, and problem-solving skills.

Most general education courses (English, math, Public Speaking) are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

Course of study:

Fire Protection Core Courses	Hours
FFT 1113 Introduction to Fire Science	3
FFT 1123 Introduction to Fire Prevention	3
FFT 1213 Fire Fighting Prin. & Practices	3
FFT 1223 Fire Apparatus and Hydraulics	3
FFT 2313 Disaster Management	3
FFT 2323 Building Construction	3
FFT 2333 Fire Fighter Safety	3
FFT 2413 Strategy and Tactics	3
FFT 2423 Incident Management Systems	3
FFT 2433 Special Prob. in Fire Protection	3

EMS 1118 Emergency Medical Technician	8
Semester Hours	30/35

Career Certificate

Fire Protection Technical Specialty Courses

Students must select one area of technical concentration from the following: Fire Administration or Community Risk Management. Each technical concentration contains four elective fire protection courses.

Fire Service Administration

Elective Courses

FFT 1813 Fire Law	3
FFT 2813 Fire Department Management	3
FFT 2823 Fire Service Supervision	3
FFT 2833 Financial Management	3
FFT Approved Elective	3
Semester Hours	15

Technical Certificate Option 1

Or

Community Risk Management

Elective Courses

FFT 1913 Planning for Fire & Emergency Services	3
FFT 2913 Delivering Fire & Emergency Services	3
FFT 2923 Community Risk Management I	3
FFT 2933 Community Risk Management II	3
FFT Approved Elective	3
Semester Hours	15

Technical Certificate Option 2

General Education Hours

ENG 1113 English Composition I	3
SPT 1113 Public Speaking	3
CSC 1113 Computer Concepts	3
Humanities/Fine Arts Elective	3
Social Science Elective	3
Math or Laboratory Science with Lab Elective	3/4
Semester Hours	15/16
Total Semester Hours	60/66

Associate of Applied Science

Emergency Management and Communications Technology - Associate of Applied Science

Patrick Warner, Program Coordinator/Instructor

The Emergency Management and Communications Technology Program prepares students for current and advanced employment in emergency management and public safety communications. Graduates typically serve as an integral part of a community's emergency contingency plan by managing response operations, providing effective communication services, and preparing for future incidents.

This degree is designed for emergency management personnel, emergency service supervisors, emergency operations center staff, 911 system supervisors, emergency service telecommunicators, and other personnel with broad responsibility towards public safety. A more concentrated degree option is offered for students seeking to specialize in the area of Homeland Security. Program students can also obtain a technical certificate in emergency management by completing the core curriculum courses.

Emergency Management and Communications Technology (ECT) courses are offered through an open-learning program delivered via digital media. Students progress through the program by completing regular reading assignments and special research projects. Courses are developed using a concept known as Problem Based Learning (PBL). This method creates a learning environment through situations that require research, critical decision-making, information analysis, and problem-solving skills.

Most general education courses (English, math, Public Speaking) are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

Course of study: Emergency Management

Core Courses	Hours
ECT 1113 Prin. of Emergency Mgt.	3
ECT 1123 Fire Service Operations	3
ECT 1213 Law Enforcement Operations	3
ECT 1223 Principles of Public Safety Communications	3
ECT 2313 Hazardous Materials	3
ECT 2323 Incident Management Systems	3
ECT 2333 Emergency Planning	3
ECT 2413 Emerg. Personnel Supervision	3
ECT 2423 Disaster Response & Recovery	3
ECT 2433 Public Info. & Awareness	3
	Semester Hours 30

Career Certificate

Emergency Incident Management

Elective Courses

Select twelve hours from the following courses. Students seeking to specialize in Homeland Security must complete the three designated Homeland Security electives plus one additional elective course.

	Hours
ECT 1613 Mass Casualty Incident Mgt.	3
ECT 2513 Financial Management	3
ECT 2613 Hazardous Weather Operations	3
ECT 2623 Special Problems in EM	3
ECT 2713 Emergency Management Technical Practicum	3
Or	
EMS 1118 Emergency Medical Technician	8
	Semester Hours 15/20

Technical Certificate Option 1

Homeland Security

Specialty Courses

	Hours
ECT 1813 Dynamics of Homeland Security	3
ECT 2813 Response to Incidents of Terrorism	3
ECT 2833 Principles of Transportation Security	3
ECT Approved Elective	3
ECT 2933 Risk Management I	3
	Semester Hours 15

Technical Certificate Option 2

General Education

	Hours
ENG 1113 English Composition I	3
SPT 1113 Public Speaking	3
Humanities/Fine Arts Elective	3

Social Science Elective	3
Math or Laboratory Science with Lab Elective	3/4
Semester Hours	15/16
Total Semester Hours	60/66

Associate of Applied Science

Emergency Medical Science Technology - Associate of Applied Science

Steven Todd, Program Coordinator/Instructor

Emergency Medical Technicians and Paramedics are two distinct levels of responders who provide emergency medical services in an external-hospital environment. Often, these medical professionals utilize ambulance-based resources and operate under the direction of a medical control physician within well-established parameters of medical care. The Emergency Medical Science Academy at MCC offers entry-level students the opportunity to achieve their Emergency Medical Technician (EMT) certification. MCC also offers a Paramedic Program for students who already possess a valid EMT state certification and have completed Human Anatomy and Physiology I with a grade of "C" or better. All students must be 18 years or older and possess a high school diploma or GED certificate for consideration into the Emergency Medical Science Academy.

Meridian Community College is approved by the Mississippi State Board of Health through the Bureau of Emergency Medical Services to administer both EMT and Paramedic Education Programs. The curriculum used by MCC exceeds the National EMS Educational Standards developed by the National Highway Traffic Safety Administration. A major portion of classroom instruction is devoted to understanding the anatomy, physiology, and pathophysiological processes related to emergency medical care. Laboratory experiences are used to build on a competency-based instruction model to include patient assessment and management skills required for the treatment of life-threatening problems in patients of varying ages.

The Paramedic Program requires a substantial clinical practicum that involves caring for patients in a hospital emergency department and one that provides medical control to emergency medical responders. Additional clinical experiences may be found in specialized cardiac care units, intensive care units, obstetrical suites, operating theaters, psychiatric clinics, and other specialized care wards. Multiple practicum experiences are required while working with an approved ambulance service that provides advanced life-support services.

Upon successful completion of all required courses, students may participate in the National Registry's examination process for EMT or Paramedic certification. Paramedic students may continue their education beyond the certification level and complete the general education courses required for the Associate of Applied Science degree.

The Meridian Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health
Education Programs
1361 Park Street
Clearwater, FL 33763
727-210-2350
www.caahep.org

Minimum Admission Requirements (In addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score 70 or above on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete 15 semester hours of program general education coursework with a "C" average or above at an accredited college or university. Developmental coursework credits do not meet this requirement;

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average) on all previous college coursework.

All applicants must meet with the program coordinator for approval prior to enrolling in the program.

A maximum of 20 students will be admitted.

Mississippi Law requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Emergency Technician and Emergency Medical Science Technology-Paramedic Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code", etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction, bodily harm, neglect or

abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Students are required to receive the Hepatitis-B vaccination (or present physician's statement stating that this vaccination is not advisable). Students are also required to obtain a CPR Healthcare Provider (two year) certification and proof of immunization for MMR and varicella. A Mantoux Two-Step TB Skin Test and drug screening will be scheduled after enrollment. All these conditions must be met prior to the start of clinical training.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to the clinical practicum. These fees will be attached as registration fees. For additional information, please contact the EMS advisor.

To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each EMS course to progress in the program. All coursework must be passed.

Students in the EMS-Paramedic Program must attend MCC full-time (12 or more semester credit hours).

Emergency Medical Technician - Certificate of Completion

MCC offers a one-semester course to meet the educational needs of those seeking certification as an Emergency Medical Technician (EMT). This course provides an overview of the skills necessary to work as an EMT, which include patient assessment, transport, and treatment. Successful completion of EMS 1118 qualifies a student for additional testing and recognition by the National Registry of Emergency Medical Technicians. Student must earn a grade of "C" or better and pass the final exam with a grade of 75 or better to

qualify for the National Registry examination.

EMS 1118	Emergency Medical Technician	8
	Semester Hours	8
	Total Semester Hours	8

EMS-Paramedic Technology Program

MCC offers both certificate and associate degree options for students enrolled in the Paramedic Program. All courses meet or exceed the National EMS Educational Standards developed by the National Highway Traffic Safety Administration. Paramedic students are required to complete a substantial quantity of laboratory and clinical experiences. Successful completion of the Paramedic Program qualifies a student for additional testing and recognition as a Paramedic by the National Registry of Emergency Medical Technicians.

Paramedic Technology Certificate Option

Course of study:

Program Prerequisites	Hours
BIO 2513/2511 Anatomy and Physiology I with Lab	4
EMS 1118 EMT Basic	8
Semester Hours	12

Paramedic Core Courses (First Semester)

Paramedic Core Courses	Hours
EMS 1122 Introduction to EMS Systems	2
EMS 1314 Airway: Management, Respiration, and Oxygenation	4
EMS 1414 Patient Assessment	4
EMS 1513 EMS Practicum I	3
EMS 1614 Pharmacology	4
Semester Hours	17

Paramedic Core Courses (Second Semester)

Paramedic Core Courses	Hours
EMS 1825 Cardiology	5
EMS 1525 EMS Practicum II	5
EMS 2855 Medical	5
EMS 2714 Trauma	4
Semester Hours	19

Paramedic Core Courses (Third Semester)

Paramedic Core Courses	Hours
EMS 1422 Special Patient Populations	2
EMS 2414 Maternal/Child Emergencies	4
EMS 2565 EMS Practicum III	5
EMS 2912 EMS Operations	2
*BIO 2523 Anatomy and Physiology II and BIO 2521 Lab	4
Semester Hours	16
Total Semester Hours	65

Paramedic Technology Associate of Applied Science Degree Option

Graduates of the EMS-P Certificate Program can also receive the AAS degree by completing the following academic courses:

	Hours
ENG 1113 English Composition I	3
SPT 1113 Public Speaking	3
Social/Behavioral Science Elective	3
Fine Arts/Humanities Elective	3
*BIO 2523 Anatomy and Physiology II and BIO 2521 Lab	4
Semester Hours	16
Total Semester Hours	81

*Prerequisite required for this course.

Division of Health Education

Dental Assisting – Certificate

Kelli Bounds, Program Coordinator/Instructor

The Dental Assisting Technology (DAT) Program is a one-year certificate program designed to prepare the student for employment and advancement in dental assisting. Upon successful completion of this program, the student will have performed a variety of patient care, office and laboratory duties. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside in private offices, clinics, and state facilities, as applicable.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Dental Assisting is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of the DAT program will be awarded a certificate of completion. Upon graduation from the program, the student will be able to apply for a Mississippi radiology permit, which is necessary to administer dental radiographs or digital images in the state of Mississippi. The student is required to sit for two of the three components of the Dental Assisting National Board CDA exam (Infection Control Exam- ICE and Radiology Health and Safety Exam- RHS) during the program year.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each DAT course to progress in the program. All coursework must be passed.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 or better composite score on the ACT;
Or
Score a 70 or above on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or
Complete 15 semester hours with a "C" average or above at an accredited college or university with six (6) of the hours being awarded in English Composition I (ENG 1113) and Public Speaking (SPT 1113). Developmental coursework does not satisfy this requirement;

And
Have a cumulative GPA of 2.00 ("C" average) on all previous college coursework;

And
Attend a DAT Information Session offered in late spring. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The DAT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission.

Priority consideration for admission will be given as follows: (1) In-district students who complete program prerequisites and/or general education coursework at MCC; (2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; (3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; (4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to beginning of class, students must begin a three-part Hepatitis-B vaccination (or present physician's statement stating that this vaccination is not advisable) and have a current CPR card not expiring while the students are in the program. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test and a Drug Screening Test will be scheduled after classes begin.

Students in the Dental Assisting Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Semester		Hours
SPT 1113	Public Speaking	3
DAT 1111	Dental Orientation	1
DAT 1214	Dental Assisting Materials	4
DAT 1313	Dental Science I	3
DAT 1415	Chairside Assisting I	5
DAT 1514	Dental Radiology I	4
DAT 1911	Dental Seminar I	1
		Semester Hours 21

Second Semester		Hours
DAT 1323	Dental Science II	3
DAT 1423	Chairside Assisting II	3
DAT 1522	Dental Radiology II	2
DAT 1612	Dental Health Education	2
DAT 1714	Practice Management	4
DAT 1815	Clinical Experience I	5
DAT 1921	Dental Seminar II	1
		Semester Hours 20

Third Semester		Hours
ENG 1113	English Composition I	3
DAT 1822	Clinical Experience II	2

DAT 1433	Chairside Assisting III	3
		Semester Hours 8
		Total Semester Hours 49

Dental Hygiene Technology - Associate of Applied Science

Dr. Paige Pennington, Director of Dental Programs

The Dental Hygiene Technology (DHT) Program provides students with a general education and clinical dental hygiene experience to prepare them for a career in the dental hygiene profession. A dental hygienist is a licensed, preventive health professional who provides educational, clinical and therapeutic services and promotes total health through the maintenance of optimal oral health. All phases of dental health education are covered and practiced through clinical experience. Students gain clinical experience by treating patients in all categories ranging from children to the aged as well as patients with oral and general systemic conditions. Students also participate in community dental health activities.

MCC's Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Graduates of the program are awarded an Associate of Applied Science degree in Dental Hygiene and are eligible to write the National Board of Dental Examiners, as well as individual state board examinations for dental hygiene.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Dental Hygiene Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code", etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction, bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered whether the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each DHT course to progress in the program. All coursework must be passed.

Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the ACT;

Or

Complete 18 semester hours with a "C" average or above at an accredited college or university.

These 18 hours of coursework must be selected from the following: Chemistry Survey, Anatomy and Physiology I and II, Microbiology - all with Labs; Nutrition, General Psychology, and English Composition I. Anatomy and Physiology must have been completed within five years prior to admission into the DHT program;

And

Have a cumulative grade point average (CGPA) of 2.00 ("C" average) on all previous college coursework;

And

Complete Chemistry Survey (CHE 1113) and Lab (CHE 1111) or higher level;

And

A complete application, ACT score, and all transcripts both high school and college must be submitted to the Admission Office by April 30th. A handwritten autobiographical essay and proof of eight (8) hours observation in a dental clinic must be faxed to the Dental Hygiene Department at 601-581-3525 by the April 30th deadline. All applicants must attend a DHT Information Session. Applicants will receive notice from the Admissions Office about scheduling their Information Session. Final college transcripts must be received by May 21st. Contact the Health Education Advisor for further information at 601-484-8629 or dental-hygiene@meridiancc.edu.

The DHT Admissions Committee will select each year's class from the pool of applicants who meet minimum requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students.

Prior to classes beginning, students are required to receive the Hepatitis-B vaccination (or present

physician's statement stating that this vaccination is not advisable). Students are also required to obtain a CPR Healthcare Provider (two year) certification and proof of immunization for MMR and varicella. Proof of compliance must be received by the Dental Hygiene Department no later than August 1st.

A Mantoux Two-Step TB Skin Test and drug screening will be scheduled after enrollment. All these conditions must be met prior to the start of clinical training.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees.

Students in the Dental Hygiene Technology Program must attend MCC full-time (12 or more semester credit hours).

The admission process is competitive. Performance in the following Dental Hygiene academic core courses is used in computing an applicant's admission ranking:

Course of study:

Program prerequisites:

CHE 1113	Chemistry Survey (Basic)	3
CHE 1111	Chemistry Survey Lab	1
	Total Credit Hours	4

The following courses are not prerequisites, but completion increases program admission competitiveness:

		Hours
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
	Humanities/Fine Arts Elective	3
SOC 2113	Introduction to Sociology	3
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
BIO 2923	Microbiology	3
BIO 2921	Microbiology Laboratory	1
BIO 1613	Nutrition	3
SPT 1113	Public Speaking	3
	Semester Hours	30

FIRST YEAR

First Semester	Hours
DHT 1115 Fundamentals of Dental Hygiene	5
DHT 1212 Dental Anatomy	2
DHT 1314 Dental Radiology	4
DHT 1911 Dental Hygiene Seminar I	1
Semester Hours	12

Second Semester	Hours
DHT 1416 Clinical Dental Hygiene I	6
DHT 1513 Periodontics	3
DHT 1232 Oral Histology/Embryology	2
DHT 1222 Head and Neck Anatomy	2
DHT 1921 Dental Hygiene Seminar II	1
Semester Hours	14

SECOND YEAR

First Semester	Hours
DHT 2425 Clinical Dental Hygiene II	5
DHT 2713 Dental Pharmacology	3
DHT 2613 Dental Materials	3
DHT 2233 General/Oral Pathology	3
DHT 2931 Dental Hygiene Seminar III	1
Semester Hours	15

Second Semester	Hours
DHT 2436 Clinical Dental Hygiene III	6
DHT 2814 Community Dental Health	4
DHT 2922 Dental Ethics/Law	2
DHT 2941 Dental Hygiene Seminar IV	1
Semester Hours	13
Total Program Semester Hours	88

Health Information Technology - Associate of Applied Science

Rebecca Higginbotham, Program Coordinator/
Instructor

The Health Information Technology (HIT) program consists of courses in health record systems and related technology courses as well as general education courses. Practical experience in the health information management departments of local health care facilities is an integral part of the program. The program also offers an online option.

The Health Information Technology (Associate Degree) Program at Meridian Community College is accredited by the Commission on Accreditation

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for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technology Program gives students the knowledge and skills to help ensure quality of health care through quality information without direct patient contact. The medical world depends on health information specialists to collect data, interpret it, protect it and determine how it can be used.

As a Health Information Technician, a graduate is prepared to assume duties in the field, including ICD-10-CM and CPT coding, reimbursement methodologies, quality assessment, utilization and risk management, medical staff credentialing, health record law, statistical applications, cancer program maintenance, and accreditation/licensure issues.

Mississippi Law now requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Health Information Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of this program are eligible to write the accreditation examination of the American Health Information Management Association for the designation of Registered Health Information Technician (RHIT).

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. In order to progress in this program, students must earn at least a "C" in all HIT courses, Anatomy and Physiology I and II, and English Comp I. Competencies must be met at the level stated in the course outline.

**Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete 12 hours or more with a "C" average or above at an accredited college or university. Six of these hours must be earned in Occupational Math (CTE 1113) or a higher math equivalent and English Comp I (ENG 1113) with a "C" or better. Developmental coursework does not satisfy this requirement;

And

Have a cumulative grade point average (cGPA) of 2.0 (“C” average on all previous college coursework);

And

Complete Anatomy and Physiology I and Anatomy and Physiology I Lab with at least a “C”. A&P I and II must have been completed within six years prior to admission into the Health Information Technology Program. Computer Applications must also have been completed within three years prior to admission into the Health Information Technology Program;

And

Attend an HIT Information Session. Students will receive notice from the Registrar’s Office about scheduling their Information Session;

And

Observe in a Health Information Management Department and submit a written summary of the visit.

The HIT Admissions Committee will select each year’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must provide proof of immunization for MMR. A drug screening test will be scheduled after classes begin. A Mantoux Two-Step TB Skin Test will be scheduled after classes begin.

All students admitted into the program will be required to pay for fingerprinting and background

checks which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education Advisor.

Students in the Health Information Technology Program must attend MCC full-time (12 or more semester credit hours).

***Admission requirements are minimum standards and admission to the program is competitive. Admission is not guaranteed.*

Course of study:

Prerequisites:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I lab	1
Or		
BIO 2214	Anatomy and Physiology I with Lab	4

FIRST YEAR

First Semester		Hours
HIT 1114	Health Record Systems	4
HIT 1213	Medical Terminology	3
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
ENG 1113	English Composition I	3
CSC 1123	Computer Applications I	3
HIT 1910	Seminar I	0
		Semester Hours 17

Second Semester		Hours
HIT 1323	Health Care Law and Ethics	3
HIT 1413	Pathophysiology I	3
HIT 2212	Pharmacology	2
HIT 2913	Computers in Healthcare	3
	Humanities/Fine Arts Elective	3
SPT 1113	Public Speaking	3
HIT 1920	Seminar II	0
		Semester Hours 17

SECOND YEAR

First Semester		Hours
HIT 2615	Coding Systems I	5
HIT 2423	Pathophysiology II	3

HIT 2123	Alternate Care Systems	3
HIT 2513	Professional Practice Experience I	3
HIT 2133	Health Statistics	3
HIT 2142	Electronic Health Record	2
HIT 2910	Seminar III	0
		Semester Hours 19

Second Semester		Hours
HIT 2625	Coding Systems II	5
HIT 2713	Health Care Supervision	3
HIT 2812	Performance Improvement Techniques	2
HIT 2523	Professional Practice Experience II	3
HIT 2633	Reimbursement Methodologies Social/Behavioral Science Elective	3
HIT 2921	Seminar IV	1
		Semester Hours 20
		Total Semester Hours 73

Health Information Coding – Certificate Program

Rebecca Higginbotham, Program Coordinator/Instructor

The Health Information Coding Certificate Program is designed to prepare students for basic coding positions. Students are awarded a Certificate of Completion upon completing the program and are prepared to take the national certification exam for Certified Coding Assistant (CCA) offered by the American Health Information Management Association (AHIMA).

The program is structured so that courses will be offered in the online environment. Some courses may require on-campus seminars, which the student will be required to attend.

ADVANCED PLACEMENT IN HEALTH INFORMATION TECHNOLOGY

The Health Information Coding Certificate Program is designed as a 1+1 program with the Health Information Technology Program. Students who successfully complete the first and second semesters of the coding certificate program or who complete the entire program can progress into the Health Information Technology Program at the second year (sophomore) level in the fall semester.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Health Information Coding Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. In order to progress in this program, students must earn at least a "C" in all HIT courses, Anatomy and Physiology I and II, and English Comp I. Competencies must be met at the level stated in the course outline.

****Minimum admission requirements (in addition to general admission requirements):**

Attain an 18 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete 12 hours or more with a "C" average or above at an accredited college or university. Six of these hours must be earned in Occupational Math (CTE 1113) or a higher math equivalent and English Comp I (ENG 1113) with a "C" or better. Developmental coursework does not satisfy this requirement;

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average on all previous college coursework);

And

Complete Anatomy and Physiology I and Anatomy and Physiology I Lab with at least a "C"; A&P I and II must have been completed within six years prior to admission into the Health Information Technology Program. Computer Applications must also have been completed within three years prior to admission into the Health Information Technology Program;

And

Attend an HIT Coding Program Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session;

And

Observe in a Health Information Management Department and submit a written summary of the visit.

The HIT/Medical Coding Admissions Committee will select each class from the pool of applications who meet minimum admission requirements. No applicant will be considered unless the minimum admissions criteria are met. Program admission is a competitive process. Check with the Admissions Office and/or Health Education Advisor for selection details and deadlines. Students must submit to a random, unannounced drug screen after classes begin. A Mantoux Two Step TB Skin Test will be scheduled after classes begin. Proof of immunizations of MMR must be provided the first week of class. All students admitted into the program will be required to pay for fingerprinting and background checks which will be done after admission and prior to clinical practice. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to continue in the program. A student will be dismissed from the program if he/she is unable to meet requirements for clinical practice. For additional information, contact the Health Education Advisor.

****Admission requirements are minimum standards and admission to the program is competitive. Program admission is not guaranteed.**

Students in the Health Information Coding Certificate Program must attend MCC full time (12 or more semester credit hours).

Course of study:

Prerequisites		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I, Lab	1
Or		
BIO 2214	Anatomy and Physiology I with Lab	4

First Semester		Hours
HIT 1114	Health Record Systems	4
HIT 1213	Medical Terminology	3
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology Lab II	1
CSC 1123	Computer Applications I	3
ENG 1113	English Composition I	3
		Semester Hours 17

Second Semester		Hours
HIT 1323	Health Care Law and Ethics	3

HIT 1413	Pathophysiology I	3
HIT 2913	Computers in Healthcare	3
HIT 2615	Coding Systems I	5
HIT 2212	Pharmacology	2
	Semester Hours	16

Third Semester		Hours
HIT 2633	Reimbursement Methodologies	3
HIT 2625	Coding Systems II	5
	Semester Hours	8
	Total Semester Hours	41

Medical Assisting Technology— Associate of Applied Science

Gloria Adams, Program Coordinator/Instructor

The Medical Assisting Technology (MET) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; telephone: 727-210-2350. Upon successful completion of the technical program, the student will be eligible to take a national certification examination.

The Medical Assisting Technology Program consists of courses in general education, health courses and related technical courses. Students gain practical experience through various clinical rotations at area health care facilities.

MCC's Medical Assisting Technology Program gives students the knowledge and skills to help ensure job placement into the ever-growing medical field. Medical Assisting is a multi-skilled health education profession whose practitioners work primarily in ambulatory settings, such as medical offices and clinics. Medical Assistants function as members of the health care delivery team and perform both business administrative and clinical procedures.

The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties include

preparing patients for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation of X-ray and laboratory examinations. Both business administrative and clinical duties involve purchasing and maintaining supplies and equipment.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Medical Assisting Technology is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or

abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MET course to progress in the program. Courses must be taken sequentially and competencies stated in each course syllabus must be met.

Minimum admission requirements are as follows (in addition to general admission requirements):

Attain a 16 composite score on the ACT;

Or

ACCUPLACER Reading Score of 71 and ACCUPLACER Arithmetic Score of 61;

Or

Complete 15 hours or more with a "C" average at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Have a cumulative GPA of 2.00 ("C" average) on college coursework;

And

Attend a MET Information Session. Students will be notified by letter from the Registrar's Office about scheduling an Information Session after other requirements have been met.

Admission is competitive, and specific admission requirements must be met. All requirements and required application materials are due by May 1, preceding the fall admission desired. The deadline will be extended, if needed, until maximum enrollment is met.

The MET Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be

considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must present a CPR Healthcare Provider certification and proof of immunization for MMR. A background check, a Mantoux Two-Step TB Skin Test, and a random drug screening will be scheduled after enrollment. All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the Program. For additional information, contact the health education counselor or your advisor.

Students in the Medical Assisting Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Prerequisites:	Hours
BIO 2513 Anatomy and Physiology I	3
BIO 2511 Anatomy and Physiology I, Lab	1
BIO 2523 Anatomy and Physiology II	3
BIO 2521 Anatomy and Physiology II, Lab	1
CSC 1123 Computer Applications	3
Semester Hours	11

First Semester	Hours
MET 1113 Medical Terminology	3
MET 1313 Clinical Procedures I	3
MET 1513 Pharmacology for MA	3
MET 1413 Medical Law and Ethics	3
MET 1911 Medical Assisting Seminar I	1

PSY 1513 General Psychology	3
Semester Hours	16

Second Semester	Hours
MET 1214 Medical Business Practices	4
MET 1323 Clinical Procedures II	3
MET 2224 Computer Concepts for MA	4
MET 2234 Medical Insurance	4
MET 1921 Medical Assisting Seminar II	1
ENG 1113 English Composition I	3
Semester Hours	19

Third Semester	Hours
SPT 1113 Public Speaking	3
MET 2334 Medical Lab for MA	4
MET 2613 Clinical Review	3
MET 2715 Practicum	5
MET 1931 Medical Assisting Seminar III	1
Humanities/Fine Arts	3
Semester Hours	19
Total Program Hours	65**

**Includes pre-requisite courses

Medical Laboratory Technology - Associate of Applied Science

Sheila Johnson, Program Coordinator/Instructor

The Medical Laboratory Technology (MLT) curriculum is a two-year Associate of Applied Science degree program of study that prepares individuals to work in a medical laboratory. As members of the health care delivery team, clinical laboratory personnel are responsible for assuring reliable and accurate laboratory test results that contribute to the diagnosis, treatment, prognosis, and prevention of physiological and pathological conditions. This program is designed to meet the standards and requirements for careers in clinical laboratory science. At career entry, the medical laboratory technician/clinical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, and urinalysis) as the primary analyst making specimen-oriented decisions on pre-determined criteria. Upon successful completion of the technical program, the student will be eligible to take a national certification examination. This program is accredited by the National

Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N River Rd. Suite 720 Rosemont, IL 60018-5119, (773) 714-8880. The medical advisor for the program is F.M. Phillippi, M.D.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Medical Laboratory Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee"

with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MLT course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university and meet requirements for Intermediate Algebra (MAT 1233). Developmental coursework does not satisfy this requirement;

And

Have a cumulative grade point average (CGPA) of 2.00 ("C" average) on all previous college coursework;

And

Attend an MLT Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The MLT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program pre-

requisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must provide proof of immunization for MMR. A Drug Screening Test will be scheduled after classes begin. A negative Mantoux Two-Step TB Skin Test is required before students can enter the clinical practicum the second January in the program.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, please contact the health education counselor or your advisor.

Students in the Medical Laboratory Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester	Hours
MLT 1111 Fundamentals of MLT/ Phlebotomy	1
ENG 1113 English Composition I	3
CHE 1213/ CHE 1211 General Chemistry I / Lab	4
Or	
CHE 1113/ CHE 1111 Chemistry Survey / Lab	4
BIO 2513/ BIO 2511 Anatomy and Physiology I/Lab	4
Or	
BIO 1133 General Biology I	
BIO 1131 General Biology I Lab	4
Or	
BIO 2924 Microbiology with Lab	4
MAT 1233 Intermediate Algebra (or higher math equivalent)	3
MLT 1213 Urinalysis/Body Fluids	3
Semester Hours	18

Second Semester	Hours
SPT 1113 Public Speaking	3
MLT 1413 Immunology/Serology	3
MLT 2523 Pathogenic Microbiology I	3
MLT 1313 Hematology I	3
Semester Hours	12

Summer Semester	Hours
Humanities/Fine Arts Elective	3
Behavioral Science Elective	3
Semester Hours	6

SECOND YEAR

First Semester	Hours
MLT 1324 Hematology II	4
MLT 1515 Clinical Chemistry	5
MLT 2424 Immunohematology	4
MLT 2614 Pathogenic Microbiology II	4
Semester Hours	17

Second Semester	Hours
MLT 2711 Seminar	1
MLT 2944 Clinical Practicum I	4
MLT 2954 Clinical Practicum II	4
MLT 2964 Clinical Practicum III (40 Hours per Week)	4
Semester Hours	13

Summer Semester	Hours
MLT 2974 Clinical Practicum IV (40 Hours per Week)	4
MLT 2722 Certification Fundamentals of MLT	2
Semester Hours	6
Total Semester Hours	72

Physical Therapist Assistant - Associate of Applied Science

Tommy Winston, Program Coordinator/Instructor

The Physical Therapist Assistant (PTA) Program consists of courses in general education, basic science courses and courses in physical therapy. Students gain practical experience through various clinical rotations at area and regional health care facilities.

The Physical Therapist Assistant Program at Meridian Community College is accredited by

the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. Graduates of accredited programs are eligible to write the licensure examination administered by the Mississippi State Board of Physical Therapy.

As a licensed physical therapist assistant, the graduate is eligible to work under the direction of a physical therapist in a variety of health care settings providing physical therapy service to patients.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Physical Therapist Assistant is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel

are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each PTA course to progress in the program. Courses must be taken sequentially and competencies stated in each course syllabus must be met.

Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the national ACT;

Or

Attain a 16 or 17 composite on the national ACT and complete 18 semester hours of program general education coursework with an average of "C" or above at an accredited college or university. These 18 hours of coursework should be selected from the following: Physical Science Survey I, Anatomy and Physiology I and II, College Algebra, English Composition I, General Psychology, Public Speaking, and Humanities/Fine Arts elective. Anatomy and Physiology must have been completed within three years prior to admission into the PTA program;

And

Observe in a Physical Therapy Department;

And

Submit two references;

And

Submit an autobiographical essay;

And

Attend an interview session after all other require-

ments have been met.

Admission is competitive, and specific admission requirements must be met. All requirements and required application materials are due by May 1, preceding the fall admission desired. The deadline will be extended, if needed, until maximum enrollment is met.

The PTA Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must present a physical examination, a CPR Healthcare Provider certification and proof of immunization for MMR. A background check, a Mantoux Two-Step TB Skin Test, and a random drug screening will be scheduled after enrollment. All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education Advisor.

Students in the Physical Therapist Assistant Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester		Hours
PHY 2243	Physical Science I	3
PHY 2241	Physical Science I Lab	1
ENG 1113	English Composition I	3
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
PSY 1513	General Psychology	3
PTA 1123	Fundamental Concepts of Physical Therapy	3
PTA 1111	Health Care Experience I	1
		Semester Hours 18

Second Semester		Hours
MAT 1313	College Algebra	3
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
SPT 1113	Public Speaking	3
PTA 1213	Fundamental Skills for Physical Therapist Assistants	3
PTA 1315	Kinesiology	5
	Humanities/Fine Arts Elective	3
		Semester Hours 21

Summer Semester		Hours
PTA 1224	Therapeutic Modalities	4
PTA 1911	Seminar	1
PTA 2233	Electrotherapy	3
PTA 1921	Seminar	1
PTA 2413	Clinical Education I	3
		Semester Hours 12

SECOND YEAR

First Semester		Hours
PTA 1324	Therapeutic Exercise and Rehabilitation I	4
PTA 2334	Therapeutic Exercise and Rehabilitation II	4
PTA 2513	Medical Conditions and Related Pathology	3
PTA 2911	Seminar	1
		Semester Hours 12

Second Semester		Hours
PTA 2424	Clinical Education II	4
PTA 2434	Clinical Education III	4
PTA 2444	Clinical Education IV	4
PTA 2523	Physical Therapy Seminar	3
		Semester Hours 15
		Total Program Hours 78

Important Notice: Advanced placement credit and/or College Level Examination Program (CLEP) will not substitute for ENG 1113 (English Composition I).

Radiologic Technology (X-ray) - Associate of Applied Science

Debra Herring, Program Coordinator

Radiologic Technology (RGT) is a general education and clinical training program designed to prepare students for entry-level Radiography. General education and radiography courses are taught on campus with clinical instruction and experience provided in local and out of town affiliated radiology centers. Competency-based instruction is provided so that skills and proficiency are attained.

The program consists of six consecutive semesters of training and is nationally accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, Illinois 60606-2901, (312) 704-5300. Graduates of the program are awarded an Associate of Applied Science degree in Radiologic Technology and are eligible to apply for admission to the certifying examination of The American Registry of Radiologic Technologists. After successful completion of the national examination, the title "Registered Technologist, Radiography, American Registry of Radiologic Technologist" and its abbreviation "R.T. (R) (ARRT)" may be used. The program is not designed for transfer to a senior college.

Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians who prescribe and/or perform radiologic procedures. Equipment emitting ionizing radiation is used to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician to diagnose disease processes. The radiographer is responsible for all functions in the Radiology Department to ensure consistent radiographic images and provide for personal and patient safety from radiation hazards. In addition to producing diagnostic images and primary patient care, other responsibilities

may include administrative and educational functions.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Radiologic Technology is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the college's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require

documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each RGT course to progress in the program. All RGT coursework must be taken sequentially. In addition, students must establish clinical proficiency each semester.

Application: Apply by April 1 deadline. The program begins summer semester.

Meet minimum admission requirements (in addition to general requirements):

Attain an 18 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

And

Complete Anatomy & Physiology I, with Lab, and College Algebra with a "C" or higher by the fall prior to summer admission;

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average) on all previous college coursework;

And

Be at least 18 years of age prior to participation in energized labs or clinical rotations;

And

Participate in a mandatory RGT information session and take the HESI A2 admission assessment exam before April 1.

The RGT Admissions Committee will select each semester's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive and completion of minimum requirements is not a guarantee of admission. The application deadline is April 1st.

The admission process is competitive and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission

will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students.

Students who identify as Radiologic Technology majors will receive notice from the registrar's office about scheduling their information session. The mandatory information session will be scheduled on a Wednesday afternoon in January or February for the prospective student only after all other requirements have been met. The student will receive HESI A2 testing information at the information session. The student is responsible for the cost of the exam which must be completed by April 1.

After program admission and prior to attending clinical rotations, students must provide proof of immunization for MMR. Additionally, students are required to obtain two year healthcare provider CPR training, TB skin test and submit to drug screening after enrollment. These services will be scheduled by MCC program faculty. The student is responsible for the costs of these services.

All students admitted into the Program are required to pay for fingerprinting and background checks, which are performed after admission and prior to clinical assignments. These fees are attached as registration fees. There are certain convictions that prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she is dismissed from the program. For additional information, please contact the health education counselor or your advisor.

Students in the Radiologic Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Pre-requisites:	Hours
BIO 2514 Anatomy and Physiology I w/ Lab	4
MAT 1313 College Algebra	3

First Year

Freshman Summer I		Hours
AHT 1113	Medical Vocabulary	3
ENG 1113	English Composition I	3
BIO 2524	Anatomy & Physiology II w/Lab	4
Semester Hours		10

Freshman Fall		Hours
RGT 1514	Radiographic Procedures I	4
RGT 1212	Fundamentals of Radiography	2
RGT 1222	Patient Care and Radiography	2
RGT 1114	Clinical Education I	4
RGT 1111	Radiologic Seminar I	1
PSY 1513	General Psychology	3
Semester Hours		16

Freshman Spring		Hours
RGT 1523	Radiographic Procedures II	3
RGT 1312	Principles of Radiation Protection	2
RGT 1614	Physics of Imaging Equipment	4
RGT 1124	Clinical Education II	4
RGT 1121	Radiologic Seminar II	1
Humanities/Fine Arts Elective		3
Semester Hours		17

Freshman Summer II		Hours
RGT 1139	Clinical Education III	9
RGT 1413	Imaging Principles	3
Semester Hours		12

Second Year

Sophomore Fall		Hours
RGT 2532	Radiographic Procedures III	2
RGT 1423	Digital Imaging	3
RGT 2132	Ethical & Legal Responsibilities	2
RGT 2147	Clinical Education IV	7
RGT 2111	Radiologic Seminar III	1
SPT 1113	Public Speaking	3
Semester Hours		18

Sophomore Spring		Hours
RGT 2542	Radiographic Procedures IV	2
RGT 2911	Radiation Biology	1
RGT 2922	Radiographic Pathology	2
RGT 2933	Certification Fundamentals	3
RGT 2157	Clinical Education V	7
RGT 2121	Radiologic Seminar IV	1
Semester Hours		16
Total Hours		96
		including prerequisites

College Level Examination Program (CLEP) testing, as well as any high school courses that result in College Credit, is acceptable by the program's accrediting agency (JRCERT) provided the courses are within five years of program entry.

Respiratory Care Practitioner - Associate of Applied Science

Steve Arinder, Program Coordinator/Instructor

The Respiratory Care Practitioner (RCT) Program is a specialized training program that provides a student with the knowledge and skills to become a competent respiratory care practitioner. Skills application is vital in this comprehensive program. Successful program graduates use critical thinking, problem solving and the ability to apply technology to the work environment. This field has experienced rapid expansion, and the trend is expected to continue.

The practitioner may perform the following respiratory care modalities under direct or indirect supervision of a therapist or physician: Hyperexpansion therapy to include Intermittent Positive Pressure Breathing (IPPB); Continuous Positive Pressure Breathing (CPAP); and Incentive Spirometry, Humidity/Aerosol Therapy, including the administration of aerosolized medication under physician prescription, medical gas therapy, chest physiotherapy, cardiopulmonary resuscitation, adult and infant mechanical ventilation, pulmonary function testing and electrocardiograms (EKGs), as well as other therapeutic and diagnostic procedures. The practitioner also receives instruction in infection control, cleaning, sterilization and general maintenance of respiratory therapy equipment.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section

45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Respiratory Care Practitioner is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

The program is accredited at the Advanced Therapist level through the Committee on Accreditation for Respiratory Care (COARC), 1248 Hardwood Road, Bedford, TX 76021-4244, (817) 283-2835. www.coarc.com. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the entry level, as well as the advanced practitioner level exam, for Respiratory Care Practitioners (CRT - Certified Respiratory Therapist; RRT - Registered Respiratory Therapist) administered by the National Board for Respiratory Care.

Progression: To meet graduation requirements

for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each RCT course to progress in the program. A passing grade must be earned in all other coursework.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete at least 15 semester hours of program specific coursework with a "C" average or above at an accredited college or university. Courses must include A&P I w/Lab, A&P II w/Lab (required as prerequisites). Remaining credit hours can be chosen from English Composition I, Public Speaking, Computer Concepts or Applications, Behavioral Science and a Humanities or Fine Arts;

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average) or above on all previous college coursework;

And

Earn a "C" or higher in BIO 2513/2511 Anatomy and Physiology I and BIO 2523/2521 Anatomy and Physiology II prior to admission;

And

Attend an RCT Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The Respiratory Care Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district

students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission, students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test and a drug screening test will be scheduled after enrollment.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education Advisor.

Students in the Respiratory Care Practitioner Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Program Prerequisites:	Hours
BIO 2513 Anatomy and Physiology I	3
BIO 2511 Anatomy and Physiology I Lab	1
BIO 2523 Anatomy and Physiology II	3
BIO 2521 Anatomy and Physiology II Lab	1

First Year

Fall Semester	Hours
RCT 1213 Respiratory Care Science	3
RCT 1313 Cardiopulmonary Anatomy & Physiology	3
RCT 1223 Patient Assessment and Planning	3
RCT 1414 Respiratory Care Technology I	4
RCT 1011 Seminar I	1
RCT 1613 Respiratory Pharmacology	3
Semester Hours	17

Spring Semester	Hours
SPT 1113 Public Speaking	3
RCT 1516 Clinical Practice I	6
RCT 1424 Respiratory Care Technology II	4

RCT 1021 Seminar II	1
RCT 2333 Cardiopulmonary Pathology	3
Semester Hours	17

Summer Semester	Hours
RCT 1524 Clinical Practice II	4
RCT 1323 Pulmonary Function Testing	3
ENG 1113 English Composition I	3
Semester Hours	10

Second Year

Fall Semester	Hours
Behavioral/Social Science	
Elective	3
Humanities/ Fine Arts Elective	3
RCT 2534 Clinical Practice III	4
RCT 2434 Respiratory Care Technology III	4
RCT 2031 Seminar III	1
CSC 1113 Computer Concepts	3
Semester Hours	18

Spring Semester	Hours
RCT 2713 Respiratory Care Seminar	3
RCT 2546 Clinical Practice IV	6
RCT 2614 Neonatal/Ped. Management	4
Semester Hours	12
Total Semester Hours	75

Surgical Technology – Certificate

Mecklin Soules, Program Coordinator/Instructor

Surgical Technology (SUT) is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, certified registered nurse anesthetists, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology, including the role of second assistant and circulator.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in

a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Surgical Technology program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. MCC's Surgical Technology program is accredited by The Commission on Accreditation of Allied Health Education Programs.

Progression: To meet graduation requirements for this program, students must successfully

complete the specified courses listed below with a "C" average (GPA of 2.0) or better. A grade of "C" or higher is required in each SUT courses to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a National ACT composite score of 16;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 60 or above on the Arithmetic Section;

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university that includes English Comp I (ENG 1113). Developmental coursework does not meet this requirement;

And

Have a cumulative grade point average (CGPA) of 2.00 ("C" average) on all previous college coursework;

And

Attend a Surgical Technology Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session. You may also contact the Health Education Advisor.

The SUT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to beginning

of classes, all students must complete a physical examination, supply a record of Measles/Mumps/Rubella (MMR) immunization and proof of Hepatitis B (HBV) vaccination (or present a physician's statement that this vaccination is not advisable). In addition, after classes begin, all students must present evidence of CPR certification and submit to a random drug screening and a Mantoux Two-Step Tuberculosis (TB) skin test;

And

All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education Advisor.

Students in MCC's Surgical Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Year

First Semester	Hours
SUT 1113 Fundamentals of Surgical Technology	3
SUT 1216 Principles of Surgical Technique	6
SUT 1314 Surgical Anatomy	4
SUT 1413 Surgical Microbiology	3
SUT 1911 Seminar	1
ENG 1113 English Composition I	3
Semester Hours	20

Second Semester

Second Semester	Hours
SUT 1518 Basic and Related Surgical Procedures	8
SUT 1528 Specialized Surgical Procedures	8
SUT 1921 Seminar	1
Semester Hours	17

Summer Term (8-weeks)

Summer Term (8-weeks)	Hours
SUT 1538 Advanced Surgical Procedures	8
Semester Hours	8
Total Semester Hours	45

Division of Industrial Technology

3D CAD Engineering Technology-Associate of Applied Science

Stuart Brown, Program Coordinator/Instructor

The 3D CAD Engineering Technology program at MCC prepares students to enter the engineering, architectural, and manufacturing fields. Students in the program use the latest 3D CAD software to design 2D and 3D drawings, models, and parts for industry. Students receive hands on experience with the latest versions of AutoCAD, Inventor, Inventor HSM, and Revit. Courses include a variety of projects in computer aided design, mechanical design, architectural design, and computer aided manufacturing. At the completion of the program, students are prepared for the Autodesk Certified User exams in the leading edge software AutoCAD, Inventor, and Revit. After graduation, students have the option to go to work or transfer to a university program to continue their education. Graduates from this program are employed in architectural, mechanical, and surveying fields as CAD and Engineering technicians.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each DDT course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

Complete 15 semester hours of college level coursework excluding developmental coursework

with a 'C' average or above at an accredited college or university.

Students in the 3D CAD Engineering Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study: Associate of Applied Science Degree

First Year

First Semester	Hours
DDT 1163 Engineering Graphics	3
Technical Elective	3
DDT 1313 Computer Aided Design I	3
DDT 1911 Drafting and Design Seminar I	1
ENG 1113 English Composition I	3
MAT 1313 College Algebra*	3
Semester Hours	16

Second Semester

Second Semester	Hours
DDT 1173 Mechanical Design I	3
DDT 1323 Computer Aided Design II	3
Approved Technical Elective**	
Or CSC 1123	3
DDT 1213 Construction Standards & Materials	3
DDT 1921 Drafting and Design Seminar II	1
SPT 1113 Public Speaking	3
Semester Hours	16

Second Year

First Semester

First Semester	Hours
DDT 1613 Architectural Design I	3
DDT 1413 Elementary Surveying	3
DDT 2373 3D Modeling	3
DDT 2913 Special Projects	3
DDT 1931 Drafting and Design Seminar III	1
Humanities/Fine Arts Elective	3
Semester Hours	16

Second Semester

Second Semester	Hours
DDT 2213 Structural Detailing I	3
DDT 2153 Civil Planning and Design	3
Technical Elective	3
Technical Elective	3
DDT 1941 Drafting and Design Seminar IV	1
Behavioral/Social Science Elective	3
Semester Hours	16
Total Semester Hours	64

Course of study: Technical and Career Certificate First Year

First Semester

First Semester	Hours
DDT 1163 Engineering Graphics	3
Technical Elective	3
DDT 1313 Computer Aided Design I	3
DDT 1911 Drafting and Design Seminar I	1
Semester Hours	10

Second Semester

Second Semester	Hours
DDT 1173 Mechanical Design I	3
DDT 1323 Computer Aided Design II	3
Approved Technical Elective**	
Or CSC 1123	3
DDT 1213 Construction Standards & Materials	3
DDT 1921 Drafting and Design Seminar II	1
Semester Hours	13

Second Year

First Semester

First Semester	Hours
DDT 1613 Architectural Design I	3
DDT 1413 Elementary Surveying	3
DDT 2913 Special Projects	3
DDT 1931 Drafting and Design Seminar III	1
Semester Hours	10

Career Certificate Exit Point

DDT 2373 3D Modeling	3
Semester Hours	13

Second Semester

Second Semester	Hours
DDDT 2213 Structural Detailing I	3
DDT 2153 Civil Planning and Design	3
Technical Elective	3
Technical Elective	3
DDT 1941 Drafting and Design Seminar IV	1
Semester Hours	13
Technical Certificate Semester Hours	49

*Students who lack entry-level skills in math should take MAT 1233 (Intermediate Algebra) before taking College Algebra.

**Approved mathematics, science, or technology course. Electives must be approved by the

program coordinator.

Technical Electives: DDT 1183 Technical Math, DDT 2383 Fundamentals of CAD/CAM, DDT 2823 Revit Architectural 3D Modeling, DDT 1123 Computational Methods for Drafting, DDT 2253 Statics and Strength, DDT 2623 Architectural Design II.

Automotive Technology - One Year Certificate

Matthew Johnson

Program Coordinator/Instructor

The Automotive Technology Program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of five (5) areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, and Steering and Suspension Systems).

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each ATV course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university and demonstrate competency for Intermediate Algebra. Developmental coursework does not satisfy this requirement.

Students in the Automotive Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Semester		Hours
ATT 1811	Introduction, Safety, and Employability Skills	1
ATT 1214	Brakes	4
ATT 1124	Basic Electrical/Electronic Systems	4
ATT 1424	Engine Performance I	4
ATT 1715	Engine Repair	5
Semester Hours		18

Second Semester		Hours
ATT 2434	Engine Performance II	4
ATT 1134	Advanced Electrical/Electronic Systems	4
ATT 2334	Steering and Suspensions Systems	4
	Approved Technical Elective*	3
Semester Hours		15
Total Semester Hours		33

*Approved Technical Electives:

ATT 2913	Special Problems I in Automotive Technology
ATT 2923	Supervised Work Experience

Commercial Truck Driving – Certificate

Otis Gowdy, Program Coordinator/Instructor

MCC's Commercial Truck Driving Program is an eight week program that prepares students to drive tractor trailers and other commercial vehicles. The program is a combination of classroom and actual road driving that includes Department of Transportation rules and regulations, safety, proper shifting, log books, preparation of paperwork, map reading, and handling cargo. Students are able to utilize a state-of-the-art truck driving simulator that helps prepare them for the actual road driving experience.

Each student logs a minimum of 20 contact hours of driving time with various loads, roads, and driving conditions. Students are required to pass the DOT Commercial Driver Written Examination and obtain a Commercial Truck Driver's License. Upon successful completion of the program, students earn a Certificate in Commercial Truck Driving.

After completing the initial eight weeks of training, students can enroll in the Commercial Truck Driving Internship. Students in the Internship are under the supervision of a company trainer for up to eight weeks. Students who enroll in the Internship are eligible to apply for financial assistance.

Enrollment in the program is limited to four students per instructor.

Minimum admission requirements (in addition to general admission requirements):

- Attain 14 composite score on the ACT;
- Or
- Score 40.0 or above on the ACCUPLACER Reading Section and a 32 or above on the Arithmetic Sections;
- Or
- Earn a "C" or above in Math for Occupational Education (CTE 1113);
- Or

Complete 15 semester hours with a "C" average or above at an accredited college or university and earn a grade of "C" in Beginning Algebra (MAT 0123) and have a High School Diploma or GED.

In addition, applicants for the Commercial Truck Driving program are required to:

- Be at least 18 years old. Applicants 18 to 22 years of age are required to submit a written statement from a company, on letterhead, stating they will be hired upon completion of the Commercial Truck Driving program. According to the Mississippi Department of Public Safety, applicants under the age of 21 will be restricted to intrastate only;
- Pass Department of Transportation physical requirements, including a drug test; and
- Pass a criminal background check and driver's history that is obtained and evaluated by Meridian Community College.

Course of study:		Hours
DTV 1116	Commercial Truck Driving I	6
DTV 1126	Commercial Truck Driving II	6
DTV 1137	Commercial Truck Driving Internship	7
		Hours 19

Construction Trades-Certificate

Michael Shirley, Program Coordinator/Instructor

In the one-year Construction Trades Certificate Program, students learn the skills required in the construction industry. Students actually build a residential home or on-campus building facility while learning skills in carpentry, foundations, framing, roofing, exterior finishing, interior finishing and cabinet making.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.0) or better. A grade of "C" or higher is required in each CCT course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

- Attain a 16 composite score on the ACT;
- Or

Score a 61 or higher on the ACCUPLACER Reading Section and a 43 or above on the Algebra Section;

Students in the Construction Trades Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Fall Semester		Hours
CCT 1116	Foundations	6
CCT 1133	Blueprint Reading	3
CCT 1236	Floor and Wall Framing	6
CCT 1911	Seminar I for Construction Trades	1
Semester Hours		16

Spring Semester		Hours
CCT 1163	Construction Mathematics	3
CCT1245	Ceiling and Roof Framing	5
CCT 1315	Interior/Exterior Finishing and Cabinet Installation	5
CCT 1921	Seminar II for Construction Trades	1
Semester Hours		14
Total Hours		30

Electrical Technology-Certificate

Jim Miles, Program Coordinator/Instructor

The Electrical Technology Program prepares individuals to install, operate, maintain, and repair electrical systems. These systems include residential, commercial, and industrial wiring, motors controls, and electrical distribution panels. The program offers extensive hands-on training in electrical troubleshooting and the development of problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IMM course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 16 composite score on the ACT;

Or

Score a 61 or higher on the ACCUPLACER Reading Section and a 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university and earn a grade of "C" in Math for Occupational Education (CTE 1113). Developmental coursework does not satisfy this requirement.

Students in the Electrical Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Semester	Hours
ELT 1113 Residential Wiring	3
ELT 1123 Commercial Wiring	3
ELT 1144 AC and DC Circuits for Electrical Technology	4
ELT 1192 Fundamentals of Electricity	2
ELT 1253 Branch Circuit and Service	

Entrance Calculations	3
Semester Hours	15

Second Semester

	Hours
ELT 1263 Electrical Drawing and Schematics	3
ELT 1413 Motor Control Systems	3
ELT 1213 Electrical Power	3
ELT 2913 Special Projects I	3
ELT 2933 Special Projects II	3
Semester Hours	15
Total Semester Hours	30

Electronics Technology-Associate of Applied Science

Stacey Carlisle, Program Coordinator/Instructor

An industrial electronic technician is involved in every phase of electronics. The technician typically works with a design engineer in the development stages, manufacturing and production, or in the maintenance and repair of electronic equipment.

Electronic technicians are expected to make and record measurements, analyze and interpret symptoms and replace faulty parts. Operating varied pieces of test equipment, reading schematic diagrams and tracing signals in circuits are also part of a technician's responsibilities.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each EET, ROT, TCT, or CST course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 69.5 or higher on the ACCUPLACER Reading Section and a 62.5 or above on the Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university and demonstrate competency for Intermediate Algebra (MAT 1233). Developmental coursework does not satisfy this requirement.

Students in the Electronics Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Year

First Semester	Hours
EET 1145 DC/AC Circuits	5
EET 1214 Digital Electronics	4
EET 1334 Solid State Dev. & Ckts.	4
EET/TCT 1910 Electronics or Telecommunications Seminar I	.5
Semester Hours	13.5

Second Semester

	Hours
EET 1192 Fund. of Electronics	2
EET 1363 Microcontrollers	3
TCT 2354 Fund. of Wireless Technology	4
EET 2363 Programmable Logic Controllers	3
EET 2414 Electronics Communications	4
EET/TCT 1920 Electronics or Telecommunications Seminar II	.5
Semester Hours	16.5

Second Year

First Semester	Hours
EET 1234 Computer Service Lab I	4
EET 1353 Fundamentals of Robotics	3
TCT 2364 Wireless Telecommunications	4
EET 2423 Fund. of Fiber Optics	3
EET/TCT 1930 Electronics or Telecommunications Seminar III	.5
Semester Hours	14.5

Second Semester

	Hours
ENG 1113 English Composition I	3
SPT 1113 Public Speaking	3
MAT 1313 College Algebra	3
Humanities/Fine Arts Elect.	3
Social/Behavioral Science	3
EET/TCT 1940 Electronics or Telecommunications Seminar IV	.5

Semester Hours 15.5
Total Semester Hours 60

*Technical electives:

- EET 1174 Fluid Power
- EET 1343 Motor Control Systems
- EET 2334 Linear Integrated Circuits
- EET 2514 Interfacing Techniques
- EET 1443 Fund. of Instrumentation
- EET 2913 Special Project
- EET 2923 Work Experience
- TCT 1114 Fund. of Telecommunications
- TCT 2244 Fund. of Telephony
- TCT 2414 Microwave & Satellite Systems

Industrial Maintenance Technician-Two Year Certificate

Stanley Bishop, Program Coordinator/Instructor

The two-year Industrial Maintenance Technician Program provides the student with the technical knowledge and skills necessary for success in the field of manufacturing.

The goal of the program is for students to develop skills needed to maintain equipment in manufacturing.

Students will receive instruction and training in safety, fluid power, electricity, control systems, mechanical systems, troubleshooting, preventive maintenance, welding and precision machining.

Those who complete the program will enter the workforce qualified as entry-level maintenance technicians.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each IMM course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 16 composite score on the ACT;

Or

Score a 61 or higher on the ACCUPLACER Reading Section and a 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college. Developmental coursework does not satisfy this requirement.

Students in the Industrial Maintenance Trades Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Year

First Semester	Hours
IMM 1113 Industrial Maintenance Core & Safety	3
IMM 1214 Introduction to Industrial Maintenance	4
IMM 1153 Electrical Industrial Maintenance I	3
IMM 1133 Industrial Maintenance Blueprint Reading	3
IMM 1513 Equipment Installation & Alignment	3
Semester Hours 16	

Second Semester	Hours
IMM 1163 Electrical Industrial Maintenance II	3
IMM 1243 Mechanical Industrial Maintenance I	3
IMM 1253 Mechanical Industrial Maintenance II	3
IMM 1323 Motor Control Systems	3
IMM 1734 Maintenance Welding and Metals	4
Semester Hours 16	

Second Year

First Semester	Hours
IMM 2214 Advanced Electrical for Industrial Maintenance	4
IMM 2224 Advanced Mechanical for Industrial Maintenance	4
IMM 2613 Programmable Logic Controllers	3
IMM 2443 Basic Pipefitting	3
IMM 1911 Elective-supervised Work Experience	1
Semester Hours 15	

Second Semester	Hours
IMM 2114 Equipment Maintenance, Troubleshooting and Repair	4
IMM 1235 Precision Machining Operations	5
IMM 2424 Solid State Motor Control	4
IMM 2833 Process Controls	3
IMM 1921 Elective-Supervised Work Experience	1
Semester Hours 17	
Total Semester Hours 65	

Millwright Technology - Two Year Certificate Program

Brian Warren, Program Coordinator/Instructor

Millwright Technology is a two-year advanced course of study designed to prepare the student for employment and advancement in industrial plants and construction companies. The program is an interdisciplinary program well-grounded in fundamental job competencies with an option to specialize in industrial applications or construction activities. The first year of study emphasizes shop mathematics, blueprint reading, power machinery, PLCs, drafting layout, and CAD principles. In the second year of study, students choose a specialty area in either industrial applications or construction. The industrial option includes additional study in welding, industrial electricity, hydro testing, and structural repair. The construction option will cover topics in framing, roofing, forming applications, and finish work. Both degree options include a work-based learning apprenticeship component with applicable training in an existing industrial or construction setting.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each program course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 16 composite score on the ACT;

Or

Score a 61 or higher on the ACCUPLACER Reading

Section and a 43 or above on the Algebra Section;

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in Millwright Technology Program must attend MCC full time (12 or more semester credit hours).

Course of study:

First Year

First Semester	Hours
MST 1313 Machine Tool Mathematics	3
MST 1413 Blueprint Reading	3
MST 1115 Power Machinery I	5
MST 1911 Seminar I	1
Technical Elective	3
Semester Hours	15

Second Semester

Hours	
MST 1124 Power Machinery II	4
MST 1613 Precision Layout	3
MST 1423 Advanced Blueprint Reading	3
MST 1921 Seminar II	1
DDT 1313 Computer Aided Design I	3
DDT 1213 Construction Materials	3
Semester Hours	17

Second Year (Industrial Option)

First Semester	Hours
ELT 1113 Residential Wiring	3
ELT 1123 Commercial Wiring	3
ELT 1144 AC and DC Circuits for Electrical Technology	4
ELT 1192 Fundamentals of Electricity	2
ELT 1253 Branch Circuit and Service Entrance Calculations	3
Semester Hours	15

Second Semester

Hours	
ELT 1213 Electrical Power	3
ELT 1263 Electrical Drawings and Schematics	3
ELT 1413 Motor Control Systems	3
ELT 2913 Special Projects I	3
ELT 2933 Special Projects II	3
Technical Elective	3

Semester Hours 18

Second Year (Construction Option)

First Semester	Hours
CCT 1116 Foundations	6
CCT 1133 Blueprint Reading	3
CCT 1236 Floor and Wall Framing	6
CCT 1911 Seminar I for Construction Trades	1
Semester Hours	16

Second Semester

Hours	
CCT 1163 Construction Mathematics	3
CCT 1245 Ceiling and Roof Framing	5
CCT 1315 Interior/Exterior Finishing and Cabinet Installation	5
CCT 1921 Seminar II for Construction Trades	1
Semester Hours	14
Total Hours	62

Precision Machining Engineering Technology-Associate of Applied Science/Certificate

Brian Warren, Program Coordinator/Instructor

The Precision Manufacturing & Machining Technology Program is designed with three different levels of completion. In the one-year certificate program, students learn the basic skills required for machinists. The two-year certificate program is designed to teach basic skills as well as advanced machining procedures. The two-year Associate of Applied Science degree program is a continuation of advanced skills, as well as academic courses needed to complete an Associate of Applied Science degree.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MST course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 16 composite score on the ACT;

Or

Score 61 or higher on the ACCUPLACER Reading Section and 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university. Developmental coursework does not satisfy this requirement.

Students in the Precision Manufacturing & Machining Technology Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Year

First Semester	Hours
MST 1313 Machine Tool Mathematics	3
MST 1413 Blueprint Reading	3
MST 1115 Power Machinery I	5
MST 1911 Seminar I	1
ENG 1113 English Composition I	3
Semester Hours	15

Second Semester

Hours	
MST 1124 Power Machinery II	4
MST 1613 Precision Layout	3
MST 1423 Advanced Blueprint Reading	3
Math/Science Elective	3
Humanities/Fine Arts Elective	3
Semester Hours	16

Second Year

First Semester	Hours
Technical Elective*	3
MST 2134 Power Machinery III	4
MST 2714 Computer Numerical Control Operations I	4
SPT 1113 Public Speaking	3
MST 1931 Seminar III	1
Semester Hours	15

Second Semester

Hours	
Technical Elective *	3
MST 2724 Computer Numerical Control Operations II	4
MST 2144 Power Machinery IV	4
MST 1941 Seminar IV	1
Social Behavioral Science Elect	3

Semester hours	15
Total Semester Hours	61

*Technical Elective options:

- Metallurgy (MST 2813, 3 hrs.)
- Computer Applications I (CSC 1123 3 hrs.)
- Computer Aided Design I (DDT 1313, 3 hrs.)
- Fundamentals of CAD/CAM (MST 2734, 4hrs.)
- Fundamentals of GD&T (MST 1623, 3 hrs.)
- Lathe Turning Knowledge (MST 1222, 2 hrs.)
- Special Problems in Machine Tool Technology (MST 2913, 3 hrs.)
- Work-Based Learning (WBL 1913, 3 hrs.)
- Computational Methods for Drafting (DDT 1123, 3 hrs.)

**Precision Machining Engineering Technology-
One-Year Certificate and
Two-Year Certificate**

First Year (One-Year Certificate)

First Semester		Hours
MST 1313	Machine Tool Mathematics	3
MST 1413	Blueprint Reading	3
MST 1115	Power Machinery I	5
MST 1911	Seminar I	1
	Technical Elective	3
Semester Hours		15

Second Semester		Hours
MST 1124	Power Machinery II	4
MST 1613	Precision Layout	3
MST 1423	Advanced Blueprint Reading	3
	Technical Elective	2
	Technical Elective	3
Semester Hours		15

Second Year (Two-Year Certificate)

First Semester		Hours
MST 2134	Power Machinery III	4
MST 2714	Computer Numerical Control Operations I	4
	Technical Elective	4
MST 2734	Fundamentals of CAM	4
	Technical Elective	2
Semester Hours		15

Second Semester		Hours
MST 2144	Power Machinery IV	4
MST 2724	Computer Numerical Control Operations II	4
MST 2913	Special Problems in Machine Tool	3
MST 1921	Seminar II	1
	Technical Elective	3
Semester Hours		15
Total Hours		60

*Technical Elective options:

- Metallurgy (MST 2813, 3 hrs.)
- Computer Applications I (CSC 1123, 3 hrs.)
- Computer Aided Design I (DDT 1313, 3 hrs.)
- Special Problems in Machine Tool Technology (MST 2913, 3 hrs.)
- Work-Based Learning (WBL 1913, 3 hrs.)
- Computational Methods for Drafting (DDT 1123, 3 hrs.)
- Fundamentals of CAD/CAM (MST 2734, 4 hrs.)
- Fundamentals of GD&T (MST 1623, 3 hrs.)
- Lathe Turning Knowledge (MST 1222, 2 hrs.)

Telecommunications Technician - Associate of Applied Science

Allyson Hill, Program Coordinator/Instructor

This 2-year program is designed to prepare students for a wide range of technical positions within the telecommunications industry. Specific preparation is in modes, techniques, mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, PBX systems, analog and digital voice communications, data communications, fiber-optic communications, and satellite and microwave communications. Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems. An Associate of Applied Science Degree is awarded upon successful completion of a minimum of 60 semester credit hours of approved course work.

This curriculum was developed using the Electronics Technicians Association, International, standards from the National Coalition for Electronics Education and ETA's Associate C.E.T.® Examination Development Committee.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each TCT and EET course to progress in the program.

Minimum admission requirements (in addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 70 or higher on the ACCUPLACER Reading Section and a 63 or above on the Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

Complete 15 semester hours of college level coursework excluding developmental coursework with a 'C' average or above at an accredited college or university.

Students in Telecommunications Service Technology must attend MCC full time (12 or more semester credit hours).

Course of study:

First Year

First Semester		Hours
TCT 1113	Fundamentals of Telecommunications	4
EET 1145	DC/AC Circuits	5
EET 1214	Digital Electronics	4
EET 1314	Solid State Devices & Ckts	4
TCT/EET 1910	Telecommunications or Electronics Seminar I	0.5
Semester Hours		17.5

Second Semester		Hours
TCT 2244	Fundamentals of Telephony	4
TCT 2354	Fundamentals of Wireless Tech. Approved Technical Elective*	4
TCT/EET 1920	Telecommunications or Electronics Seminar II	0.5
Semester Hours		12.5

Second Year

First Semester		Hours
EET 2423	Fundamentals of Fiber Optics	3
EET 1233	Computer Service Lab I	3
TCT 2364	Wireless Telecommunications	4
TCT 2414	Microwave and Satellite Systems	4
TCT/EET 1930	Telecommunications or Electronics Seminar III	0.5
	Semester Hours	14.5

Second Semester		Hours
SPT 1113	Public Speaking	3
ENG 1113	English Composition I	3
	Humanities/Fine Arts Elective	3
MAT 1313	College Algebra	3
	Behavioral/Social Science Elective	3
TCT/EET 1940	Telecommunications or Electronics Seminar IV	0.5
	Semester Hours	15.5
	Total Semester Hours	60

* Technical Elective Options:

- TCT 2424 Network Systems (4 hrs)
- TCT 2913 Special Project (3 hrs)
- TCT 2923 Supervised Work Experience (3 hrs)
- EET 2414 Electronic Communication (4 hrs)
- EET 1363 Microcontrollers (3 hrs)
- EET 1353 Fundamentals of Robotics (3 hrs)
- EET 1192 Fundamentals of Electronics (2 hrs)
- EET 1343 Motor Control Systems (3 hrs)
- EET 2363 PLC's- Programmable Logic Controllers (3 hrs)

Welding and Cutting Technology – 30 hour Technical Certificate

Shane Simmons, Program Coordinator/
Instructor

MCC's Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

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This one-year program is designed to prepare the student for employment and advancement in industrial plants and construction companies.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each WLT course to progress in the program.

Minimum admission requirements (in addition to general requirements):

Attain a 16 composite score on the ACT;

Or

Score 61 or higher on the ACCUPLACER Reading Section and 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

Course of study:**First Year**

First Semester		Hours
WLT 1115	Shielded Metal Arc Welding I	5
WLT 1124	Gas Metal Arc Welding	4
WLT 1173	Introduction to Welding and Safety	3
WLT 1313	Cutting Processes	3
	Semester Hours	15

Second Semester		Hours
WLT 1135	Gas Tungsten Arc Welding	5
WLT 1143	Flux Core Arc Welding	3
WLT 1225	Shielded Metal Arc Welding II	5
WLT 1232	Blueprint Reading, Welding Symbols and Metallurgy	2
	Semester Hours	15
	Total Semester Hours	30

Welding and Cutting Technology – 45 hour Technical Certificate

Shane Simmons, Program Coordinator/
Instructor

MCC's Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each WLT course to progress in the program

Minimum admission requirements (in addition to general requirements):

Attain a 16 composite score on the ACT;

Or

Score 61 or higher on the ACCUPLACER Reading Section and 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

AND

Student must have successfully completed the 30 hour certificate program

Or

Student must pass a 3G SMAW and 3G GTAW welding test.

Summer Semester		Hours
WLT 2913	Welding Code	3
PPV 1425	Basic Fabrication of pipe fitting	5
WLT 1155	Basic Pipe Welding	5
WLT 1252	Advanced Pipe Welding	2
	Semester Hours	15

Welding and Cutting Technology – AAS Degree

Shane Simmons, Program Coordinator/
Instructor

MMCC's Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each WLT course to progress in the program

Minimum admission requirements (in addition to general requirements):

Attain a 16 composite score on the ACT;

Or

Score 61 or higher on the ACCUPLACER Reading Section and 43 or above on the Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university. Developmental coursework does not satisfy this requirement.

And

Complete all of the requirements for the 30/45 hour certificate option as well as the required academic courses listed below.

ENG 1113	English Composition 1	3 hours
SPT 1113	Public Speaking	3 hours
PSY 1513	General Psychology	3 hours
	Mathematics/ Science Elective	3 hours
	Humanities /Fine Arts Elective	3 hours
		15 Hours

Division of Nursing

Associate Degree Nursing - Associate of Applied Science

Dr. Betty Davis, Dean, Nursing

The Associate Degree Nursing Program provides students with educational opportunities for personal and intellectual development and for a career to help meet the health care needs of the community.

MCC's program prepares graduates for beginning staff level positions as registered nurses. A graduate receives an Associate of Applied Science degree and is eligible to apply to take the National Council Licensure Examination for licensure as a registered nurse. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning with Full Accreditation with Conditions and by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, 1-404-975-5000, www.acenursing.org (continuing accreditation with a revisit in eight years, scheduled for 2018).

The program includes a balance of general education and nursing courses, along with planned experiences in patient care. Students learn basic nursing techniques in the college laboratory and care for patients in affiliated hospitals and other clinical agencies.

In addition to regular College tuition and fees, students will have additional expenses for clinical apparel, standardized tests, background checks, drug screening, organizational dues, books and insurance. A detailed cost sheet is available from the program coordinator. Students are responsible for their own transportation between the College and clinical agencies.

Legal limitations for licensure as a registered nurse:

Information related to applying for licensure to practice as a registered nurse, upon completion of the Associate Degree Nursing Program, is contained in the Mississippi Nursing Practice Law and Rules and Regulations. Graduates must

apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Applicants to the Associate Degree Nursing Program should be aware of the following restriction regarding who may qualify to write the NCLEX-RN®:

"The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter."* *Mississippi Nursing Practice Law

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified "other exclusions" or other criminal offenses that will preclude a student from participating in the clinical practicum. The student's eligibility to participate in the clinical training phase of his/her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

If a student currently enrolled in the Nursing Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student

is not eligible for program readmission until the clinical restriction is removed.

Progression: A grade of “C” for each nursing course listed in the nursing curriculum (NUR courses plus general education courses) and a cumulative grade point average of 2.00 (“C” average) or higher on all college courses are necessary to progress and to graduate from the Associate Degree Nursing Program. In addition, students must demonstrate a satisfactory pattern of behavior according to the “Criteria for Responsible Behavior,” published in the Associate Degree Nursing Student Handbook.

Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the national ACT (if taken prior to October 1989, a composite of 15 is acceptable); complete the prerequisites of Anatomy and Physiology I and II with labs with a “C” or higher; have a grade point average (GPA) of 2.00 (“C” average) or higher on all previous college coursework and a grade of “C” or higher on all ADN curriculum courses;

Or

Attain a 17 composite score on the national ACT; complete Anatomy and Physiology I and II with labs with a “C” or higher and 16 additional hours of general education courses as listed in the ADN curriculum; have a cumulative grade point average (GPA) of 2.50 or higher on all previous college coursework and a grade of “C” or higher on all ADN curriculum courses;

And

Participate in a mandatory ADN information session and take the HESI Admission Assessment Exam. The mandatory information session will be scheduled for the prospective student only after all other requirements have been met. Students will receive notice from the Registrar’s Office about scheduling their information session and HESI Admission Assessment Exam.

The ADN Admissions Committee will select each semester’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum

requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. In addition to residency points, an applicant’s competitiveness is determined by national ACT score, GPA, HESI score, and grades in courses completed. See the ADN website or nursing advisor for additional details. Please be aware that there is no minimal HESI A2 score that must be earned for admission consideration; these scores are converted to points and used in the competitive process. Students scoring less than 70 on the HESI A2 will be required to enroll in NUR 1102, Nursing I Enhancement course.

After program admission and prior to the first day of class, students must obtain CPR certification. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test is required prior to the first day of class. Drug screening will be scheduled after enrollment. Electronic textbooks are used for the nursing program. Software requirements and other information will be provided in the admissions notification.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, please contact the program coordinator.

Deadline for application is March 1st for Fall admission and October 1st for Spring admission. The application information which must be submitted by the deadline includes submission of all official transcripts, national ACT score, and MCC admission application. There is not a separate application for the nursing program. On the MCC admission application, applicants should mark Associate Degree Nursing as the program of interest. The

admission application should also be marked for the term admission is being sought.

Admission requirements, curriculum, and other program information are subject to change. See your program advisor/counselor for additional information.

Students in the Associate Degree Nursing Program must attend MCC full-time (12 or more semester credit hours) unless admitted into the part-time program.

Course of study (full-time curriculum):

Prior to enrollment in NUR 1110:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
		Semester Hours 8

First Year

First Semester		Hours
EPY 2533	Human Growth and Development	3
NUR 1110	Nursing I	10
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
		Semester Hours 17

Second Semester		Hours
ENG 1113	English Composition I	3
NUR 1210	Nursing II	10
PSY 1513	General Psychology	3
		Semester Hours 16

Second Year

First Semester		Hours
ENG 1123	English Composition II	3
NUR 2110	Nursing III	10
SPT 1113	Public Speaking	3
		Semester Hours 16

Second Semester		Hours
NUR 2210	Nursing IV	10
	Humanities/Fine Arts Elective	3
NUR 2201	Nursing IV Seminar	1
		Semester Hours 14
		Total Hours 71

All courses must be completed in, or prior to, the semester listed. There is no expiration date for general education coursework, including sciences.

Please be aware that in the Preceptor rotation in 4th semester, student schedules may vary.

Course of study (part-time curriculum):

Prior to enrollment in NUR 1107:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
		Semester Hours 8

First Year

First Semester		Hours
EPY 2533	Human Growth and Development	3
NUR 1107	Nursing I, PART 1	7
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
		Semester Hours 14

Second Semester		Hours
ENG 1113	English Composition I	3
NUR 1103	Nursing I, PART 2	3
NUR 1204	Nursing II, PART 1	4
PSY 1513	General Psychology	3
		Semester Hours 13

Third Semester		Hours
NUR 1206	Nursing II, PART 2	6
		Semester Hours 6

Second Year

First Semester		Hours
SPT 1113	Public Speaking	3
ENG 1123	English Composition II	3
NUR 2107	Nursing III, PART 1	7
		Semester Hours 13

Second Semester		Hours
NUR 2103	Nursing III, PART 2	3
NUR 2204	Nursing IV, PART 1	4
	Humanities/Fine Arts Elective	3
		Semester Hours 10

Third Semester		Hours
NUR 2206	Nursing IV, PART 2	6
NUR 2201	Nursing IV Seminar	1
		Semester Hours 7
		Total Hours 71

All courses must be completed in, or prior to, the semester listed.

There is no expiration date for general education coursework, including sciences.

Please be aware that in one of the Nursing IV courses, during the Preceptor rotation, student schedules may vary.

Associate Degree Nursing Accelerated Program for Licensed Practical Nurses and Paramedics

The Associate Degree Nursing Accelerated Program for Licensed Practical Nurses and Paramedics is designed to move LPNs and Paramedics through four semesters of nursing in three semesters of study. A student's success is based upon two factors: completion of some of the required general education courses before admission and faculty of the College effectively measuring the student's beginning abilities and knowledge. The transition semester is designed to assist students in mastering first-year nursing objectives that have not been previously achieved. Successful completion of the transition semester allows students to begin the second year of the ADN program.

MCC's program prepares graduates for beginning staff level positions as registered nurses. A graduate receives an Associate of Applied Science Degree and is eligible to apply to take the National Council Licensure Examination for licensure as a registered nurse. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning with Full Accreditation with Conditions and by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, 1-404-975-5000, www.acenursing.org (continuing accreditation with a revisit in eight years, scheduled for 2018).

The program includes a balance of general education and nursing courses along with planned experiences in patient care. Students learn basic nursing techniques in the College laboratory and care for patients in affiliated hospitals and other clinical agencies.

In addition to regular College tuition and fees, students will have additional expenses for clinical apparel, standardized tests, background checks, drug screening, organizational dues, books and

insurance. A detailed cost sheet is available from the program coordinator. Students are responsible for their own transportation between the College and clinical agencies.

Legal limitations for licensure as a registered nurse:

Information related to applying for licensure to practice as a registered nurse, upon completion of the Associate Degree Nursing Program, is contained in the Mississippi Nursing Practice Law and Rules and Regulations. Graduates must apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Applicants to the Associate Degree Nursing Program should be aware of the following restriction regarding who may qualify to write the NCLEX-RN®:

"The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter."* *Mississippi Nursing Practice Law

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified "other exclusions" or other criminal offenses that will preclude a student from participating in the clinical practicum. The student's eligibility to participate in the clinical training phase of his/

her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

If a student currently enrolled in nursing is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission until the clinical restriction is removed.

Progression: A grade of "C" for each nursing course listed in the nursing curriculum (NUR courses plus general education courses) and a cumulative grade point average of 2.00 ("C" average) or higher on all college courses are necessary to progress and to graduate from the Associate Degree Nursing Program. In addition, students must demonstrate a satisfactory pattern of behavior according to the "Criteria for Responsible Behavior," published in the Associate Degree Nursing Student Handbook.

Minimum admission requirements (in addition to general admission requirements):

Attain an 18 composite score on the national ACT (if taken prior to October 1989, a composite score of 15 is acceptable); complete all prerequisite courses listed in the course of study; have a cumulative grade point average (GPA) of 2.00 ("C" average) or higher on all previous college coursework and a grade of "C" or higher on all ADN curriculum courses;

Or

Attain a 17 composite score on the national ACT; complete 3 additional hours as listed in the ADN curriculum plus all prerequisite courses listed in the course of study; have a cumulative grade point average (GPA) of 2.50 or higher on all previous college coursework and a grade of "C" or higher on all ADN curriculum courses;

And

Have an unencumbered MS or Interstate Compact License as an LPN or a "Paramedic Registry" with no history of disciplinary action;

And

Have one year of experience or 1040 documented hours as a Licensed Practical Nurse or Paramedic. This requirement must be validated with a form that will be mailed to the student by the Registrar's Office;

And

Have a written recommendation from a current or former immediate supervisor;

And

Participate in a mandatory ADN Accelerated information session and take the HESI Admission Assessment Exam. The mandatory information session will be scheduled for the prospective student only after all other requirements have been met. Students will receive notice from the Registrar's Office about scheduling their information session and their HESI Admission Assessment Exam.

The ADN Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. In addition to residency points, an applicant's competitiveness is determined by national ACT score, GPA, HESI score, and grades in courses completed. See the ADN website or nursing advisor for additional details. Please be aware that there is no minimal HESI A2 score that must be earned for admission consideration; these scores are converted to points and used in the competitive process. Students scoring less than 70 on the HESI A2 will be required to enroll in NUR 1202, Nursing II Enhancement course.

After program admission and prior to the first day of class, students must obtain CPR certification.

Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test is required prior to the first day of class. Drug screening will be scheduled after enrollment. Electronic textbooks are used for the nursing program. Software requirements and other information will be provided in the admissions notification.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain 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 program. For additional information, contact the program coordinator.

Deadline for application is October 1st for Spring admission. The ADN Accelerated Program will admit students in the Spring of each year. The application information which must be submitted by the deadline includes submission of all official transcripts, national ACT score, and MCC admission application. There is not a separate application for the Nursing Program. On the MCC admission application, applicants should mark ADN Accelerated as the program of interest. The admission application should also be marked for the term admission is being sought.

Admission requirements, curriculum, and other program information are subject to change. See your program advisor/counselor for additional information.

Students in the Associate Degree Nursing Accelerated Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Prior to enrollment in NUR 1320:		Hours
BBIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
ENG 1113	English Composition I	3
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
EPY 2533	Human Growth & Development	3

PSY 1513	General Psychology	3
	Total Hours before Admission	21

Transition Semester:		Hours
NUR 1320	Nursing I and II	20
	Semester Hours	20

Transition Semester:		Hours
NUR1320	Nursing I and II	20
NUR 1300	Nursing Seminar	0
	Semester Hours	20

Second Semester		Hours
ENG 1123	English Composition II	3
NUR 2110	Nursing III	10
SPT 1113	Public Speaking	3
	Semester Hours	16

Third Semester		Hours
NUR 2210	Nursing IV	10
	Humanities/Fine Arts Elective	3
NUR 2201	Nursing IV Seminar	1
	Semester Hours	14
	Total Hours	71

All courses must be completed in, or prior to, the semester listed.

There is no expiration date for general education course work, including sciences.

Please be aware that in the Preceptor rotation in 4th semester, student schedules may vary.

Health Care Assistant Certificate

Kristy Ethridge, Program Coordinator/Instructor

The Health Care Assistant (HCA) Program is a one-semester, 16-hour college credit program. This state approved program combines classroom, lab and clinical training experiences. HCA students receive instruction in basic health care assisting skills, body structure and function, special care procedures, first aid emergency procedures and Home Health Aid and Homemaker Services.

Students who successfully complete the prescribed program of study are eligible to apply to write the Nurse Aide Competency Examination in order to become certified in the State of Mississippi to practice as a Nurse Assistant. Employment opportunities include not only a career as a Health Care Assistant, but also Long-Term Care Aide,

Homemaker and Home Health Aide. This program is especially helpful to those students continuing their education by obtaining basic knowledge and work skills. This program is offered both fall and spring semesters.

Minimum admission requirements (in addition to general admission requirements):

Attain a 15 composite score on the ACT;

Or

Score a 40.0 or higher on the ACCUPLACER Reading Section and a 32 or above on the Arithmetic Section.

Prior to clinical experiences, students must receive CPR certification. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test and a Drug Screening Test will be scheduled after enrollment.

All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain 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 Program. For additional information, contact the Health Education Advisor.

Course of study:		Hours
HCA 1115	Basic Health-Care Assisting	5
HCA 1214	Body Structure and Function	4
HCA 1125	Special Care Procedures	5
HCA 1312	Home Health Aide and Homemaker Services	2
	Total Semester Hours	16

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery,

rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified "other exclusions" or other criminal offenses that will preclude a student from participating in the clinical practicum. The student's eligibility to participate in the clinical training phase of his/her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the program.

If a student currently enrolled in the Nursing Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

Practical Nursing - Certificate

Lara Collum, Program Coordinator/Instructor

The Practical Nursing Program is a one-year certificate program. The program of learning is designed to teach the student basic nursing skills in the College laboratory and to care for patients in affiliated clinical agencies. Upon completion of the program, students will be eligible to apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®), a national examination for licensure.

The Practical Nursing Program provides educational opportunities for personal as well as intellectual development to help meet the health care needs of the community. The Practical Nursing Program is accredited by the State of Mississippi Department of Education through the Mississippi Community College Board and by the Accreditation Commission for Education in Nursing (ACEN),

3343 Peachtree Road NE, Suite 850 Atlanta, Georgia, 30326 Phone (404) 975-5000, www.acenursing.org

Legal Limitations for Licensure as a Practical Nurse:

Information related to applying for licensure to practice as a Licensed Practical Nurse, upon completion of the Practical Nursing Program, is contained in the Mississippi Nursing Practice Law and Administrative Code. Graduates must apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®). Practical Nursing Program applicants should be aware of the following restriction regarding who may qualify to write the NCLEX-PN®:

“The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended or any provision of this chapter.”* *Mississippi Nursing Practice Law

In addition to regular College tuition and fees, students have additional expenses for clinical apparel, standardized testing, books and insurance. A detailed cost sheet is available from the Program coordinator. Students are responsible for their own transportation between the College and clinical agencies.

Progression: A minimum grade of 80 is required in each course. Satisfactory clinical and lab performance is required for progression. Satisfactory demonstration of a pattern of responsible behavior is necessary for progression as outlined in the Practical Nursing Student Handbook. All program policies regarding attendance, curriculum requirements and behavior must be met for progression.

Minimum admission requirements (in addition to general admission requirements):

Must have an ACT composite score of 16 (12 if taken before October 1989) with a subscore of 12 in Math and Reading;

Or

Score a 71 or higher on the ACCUPLACER Reading Section and a 61 or above on the Arithmetic Section;

Or

Complete the following courses within the last five years earning a grade of “C” or above: Human Growth and Development (EPY 2533), Anatomy and Physiology I and Anatomy and Physiology II (BIO 2513/2511, 2523/2521), and Nutrition (BIO 1613 or HEC 1253);

Or

Provide evidence of the equivalent to the requirements above, subject to the approval of the Registrar of the local community/junior college;

And

Have a cumulative grade point average (cGPA) of 2.00 (“C” average) on all previous college coursework;

And

Attend a PN information session and take a standardized admission assessment test. Students will receive notice from the Registrar’s Office about scheduling their Information Session and admission assessment test.

Mississippi Law requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to a criminal background check and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), 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 eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified “other exclusions” or other criminal offenses that will preclude a student from participating in the clinical practicum. The student’s eligibility to participate in the clinical training phase of their health care program shall be voided if the student

receives a disqualifying criminal record check; therefore, the student will be dismissed from the Nursing Program.

If a student currently enrolled in the Nursing Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College’s “Student Behavior Code,” etc.) then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

The PN Admissions Committee will select each semester’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who have taken coursework at MCC; 2) Out-of-district students who have taken coursework at MCC; 3) Mississippi residents with no MCC coursework; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to enrollment, students must receive CPR certification and a Mantoux Two-Step TB Skin Test. Students must provide proof of immunization for MMR. Drug screening will be scheduled after enrollment.

All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain 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 program. For additional information, please contact the Health Education Advisor.

Deadlines for submitting application information are October 1st for spring admission and March 1st for fall admission. The application information due by October 1st or March 1st includes submission of all official transcripts, national ACT score,

ACCUPLACER score and MCC admission application for the semester admission is being sought.

Students in the traditional Practical Nursing Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Fall Admission (Full-Time)

First Semester **Hours**

PNV 1213	Body Structure and Function	3
PNV 1443	Nursing Fundamentals and Clinical	13
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	17

Second Semester **Hours**

PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1676	Alterations in Adult Health Concepts and Clinical	6
PNV 1524	IV Therapy and Pharmacology	4
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	17

Third Semester **Hours**

PNV 1715	Maternal-Child Nursing	5
PNV 1813	Mental Health Nursing	3
PNV 1914	Nursing Transition	4
	Semester Hours	12
	Total Semester Hours	46

Spring Admission (Full-Time)

First Semester **Hours**

PNV 1213	Body Structure and Function	3
PNV 1443	Nursing Fundamentals and Clinical	13
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	17

Second Semester **Hours**

PNV 1524	IV Therapy and Pharmacology	4
PNV 1715	Maternal Child Nursing	5
PNV 1813	Mental Health Nursing	3
	Semester Hours	12

Third Semester **Hours**

PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1676	Alterations in Adult Health Concepts and Clinical	6

PNV 1914	Nursing Transition	4
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	17
	Total Semester Hours	46

Course of study (part-time curriculum):

First Semester **Hours**

*PNV 1213	Body Structure and Function	3
PNV 1426	Nursing Fundamentals	6
	Semester Hours	9

Second Semester **Hours**

PNV 1437	Nursing Fundamentals Lab and Clinical	7
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	8

Third Semester **Hours**

PNV 1715	Maternal Child Nursing	5
PNV 1813	Mental Health Nursing	3
	Semester Hours	8

Fourth Semester **Hours**

PNV 1524	IV Therapy and Pharmacology	4
PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	11

Fifth Semester **Hours**

PNV 1676	Alterations in Adult Health Concepts and Clinical	6
PNV 1914	Nursing Transition	4
	Semester Hours	11
	Total Semester Hours	46

SECTION 8
**COMMUNITY AND
BUSINESS DEVELOPMENT**

2018-2019

ACADEMIC CATALOG



Community and Business Development

Joseph Knight, Dean for Community and Business Development

Programs within this unit of the College offer local, state, and national resources serving industry, business, workers, and adult learners. Programs are located in the MCC-Riley Workforce Development Center and Webb Hall with the exception of Adult Education and High School Equivalency Testing, which are located in the Ralph E. Young, Jr. Center for Adult Education and other various sites throughout Lauderdale County. Contact programs coordinated through Community and Business Development staff by calling 601-482-7445. Resources include the following:

Adult Education/HSE Preparation

- HSE Classes
- English Second Language
- HSE Testing
- Literacy Program

Career Testing Center

- Job Board (hard copy and online)
- Fax, Copies, Printing

Professional Certifications and Licensures

- Authorized CompTIA Academy Partner
 - Testing vouchers available at reduced prices
- Pearson VUE (IT, NREMT, AMT, AHIMA, ICC Trade Contractors)
- NCCER
- HVAC – EPA 608
- Certiport (IC3)
- Pre-employment
 - WorkKeys CRC
 - TSA
 - USPS
 - CBP
- ASE
- CLEP
- DSST
- GRE
- MS Insurance
- Cosmetology

- FAA
- Pharmacy Tech
- NCCO
- MAT (Miller Analogy)
- PRAXIS
- Distant Ed Testing for Non-MCC Students

Continuing Education

- College for Kids
- Community Enrichment Classes
- Continuing Education Units (CEUs)

Entrepreneur Development Services

- Entrepreneurial Counseling
- Entrepreneurial Classes

Workforce Development

- Advanced Skills Training

- Meridian Public Safety Academy
 - Part-time/Reserve Law Enforcement Training
 - Detention Officer Training

- Certification Training

- IV Therapy Certification for LPNs
- ServSafe Certification
- Welding & Cutting Technology
- Industrial Maintenance Technician
- Manufacturing Skills Basic

- Computer Training
- Customized Training
- Electrical Apprenticeship Program
- EMT Basic Refresher
- Paramedic Refresher
- Management Training
- APICS
- Quality Training

The following is a list of specific programs offered through Community and Business Development:

Adult Education (AE) Meridian Community College's (MCC's) AE program provides adults the opportunity to develop and build the basic skills necessary to function more effectively as members of society through improved educational skills, English language acquisition, high school equivalency completion, work-force readiness, and transitional skills for post-secondary education. To be competitive in today's work environment, it is essential that individuals prepare

themselves in a multitude of areas (math, reading, writing, communication, teamwork, computer skills, etc.). In MCC's ABE program, students will receive instruction needed to establish a solid foundation in these skills and abilities. Services are provided at no cost (with the exception of HSE testing) to students and are provided in a variety of formats that include group instruction, individualized instruction, and technology-aided instruction. The AE Program is housed in the Ralph E. Young, Jr. Center for Adult Basic Education, located on MCC's campus. Program faculty can be contacted at 601-484-8796.

AE/HSE Prep classes Individuals may enroll at the Ralph E. Young, Jr. Center for Adult Basic Education for free AE/HSE classes. During enrollment, students are given a diagnostic test to determine a baseline of strengths and weaknesses. Students are then enrolled in the Smart Start Pathway, a class that offers them an opportunity to achieve a National Career Readiness Certificate (NCRC). In this class students also learn components within the pathway: Career Awareness, Necessary Skills, and Basic Skills. Afterwards, students are assigned to HSE prep classes based on their initial skill level and abilities. These classes emphasize the skills needed to be successful in passing any one of the HSE tests. The MIBEST Program and Workforce classes are also available for active eligible Adult Ed students. Classes are taught at the Ralph E. Young Center and several locations throughout the community. Classes are offered in the morning, afternoon, and evening. Students sixteen and seventeen (16 & 17) years of age are eligible to attend classes but must provide an official drop/withdrawal form confirming they are no longer enrolled in secondary school. All students, especially those 18 and over, are encouraged to have some form of government issued identification.

Literacy Program Literacy classes are available for adults who need to learn to read or need to improve their basic reading skills. Small learning groups with students on the same educational skill level are offered. If available, students are placed with a volunteer tutor to work one-on-one. An assessment is given to determine the appropriate plan of instruction. These free classes are available in the morning and evening.

ESL (English as a Second Language) classes

ESL is taught to prepare non English speaking students to participate and communicate more effectively in their community. Enrollment is easy and classes are free. Class instruction includes the development of listening, speaking, reading, and writing skills. An assessment is given to determine the appropriate plan of instruction. Classes are free and taught morning, afternoon, and evening.

HSE (High School Equivalency) Testing

There are multiple pathways to the Mississippi High School Equivalency Diploma. MCC offers the GED (General Educational Development), HiSET (High School Equivalency Test), and TASC (Test Assessing Secondary Completion). The GED (ged.com) is a computer-based only test that cost \$120 for the full battery. It has four subject areas – Reading & Writing, Science, Social Studies, and Mathematics. HiSET (hisset.org), which is \$85 for the full battery and TASC (mississippi.tasctest.com), which is \$89 for the full battery are both computer and paper based tests. They are both comprised of 5 subject areas – Reading, Writing, Science, Social Studies, and Mathematics. Scholarships are available to assist examinees with the cost of any test. Upon passing an HSE test, MCC helps graduates begin their college careers by offering one free class. A cap and gown graduation ceremony is also held in honor of the graduates.

The **Career Testing Center** is located in Webb Hall, Room 102. At no charge, students and the community may perform online and computer-based career searches. Certifications, licensures, College Level Examination Program (CLEP), DSST, Praxis and pre-employment testing are available through the Career Testing Center. For information on the cost of any testing or for more information about the services of the center, call 601-481-1370.

The **Continuing Education** program is dedicated to providing lifelong learning opportunities in our area. Continuing Education offers educational, recreational, and travel opportunities for the community. Participants of all ages may take advantage of these short-term, non-credit classes. Most classes meet in the afternoons, evenings,

or weekends, and the number of participants in each class varies according to the type of class and available space. Admission to the College is not a requirement for participation. All classes have limited enrollments and are filled on a first-come basis. Some classes require a minimum number of students, and if this minimum is not met, classes will be canceled and participants notified. Classes for the spring and fall semesters include arts and crafts, ballet, cooking, creative writing, gardening, painting, photography, hair braiding, water aerobics, and many more. One of our most popular programs is College for Kids, which takes place each summer and offers approximately 50 different classes from which children can choose. In addition, customized programs and/or classes may be developed to meet specific needs upon request. Costs vary according to the type and length of class. Participants may register in MCC-Riley Workforce Development Center. For more information, contact Joy Smith at 601-481-1325.

Meridian Community College provides opportunities for **Continuing Education Units (CEUs)** for many organizations. The CEU is used as the basic measurement for an individual's participation in non-credit classes, courses, and programs. Many organizations require the CEU as a means of certifying educational and professional development and for continuation or renewal of licenses. CEU credits are issued after the successful completion of a course with one CEU credit for every 10 contact hours. Some CEU credits are offered through Ed2go, a platform to deliver Internet-based non-credit classes. Some of the classes are IT Certification Prep; Teacher CEU's; Grant Writing; Test Prep; ACT/SAT and Praxis. Go online at www.ed2go.com/meridian, or for more information contact MCC-Riley Workforce Development Center at 482-7445.

The **Entrepreneur Development Program** helps area entrepreneurs receive training to successfully open and expand businesses. The program offers a twelve (12) week class that will provide potential and existing entrepreneurs the fundamentals of starting and operating a business. For more information contact Victoria Liddell at 601-481-1365.

Workforce Development includes training for specific businesses and industries. Services in-

clude computer classes, Advanced Skills Training, certification training, safety training, the Meridian Public Safety Academy, management training, quality training, and others. Training programs can be customized as needed to meet the specific needs of individual businesses or groups of businesses. Financial assistance from the Mississippi Community College Board is available for some services and classes, and professional and technical assistance is often available from state resource pools. In addition, a state income tax credit is available to business and industry upon verification of training.

Advanced Skills Training is defined as any skill set which requires training beyond the normal academic areas. Manufacturing automation, computer networking, and specialized software program training are but a few of the programs available. All training can be customized as needed and can be conducted at business locations or in Meridian Community College lab environments. Partnerships with local businesses and other education providers ensure top quality training. Classes include, but are not limited to, the following:

- Microsoft Office Training and Testing
- Distribution Training
- Computer Accounting (QuickBooks)
- Manufacturing Skills Basic Certification Training

For more information, contact any Project Manager:

Darren Bane - 601-481-1318

Lynne Carey - 601-481-1300

Lucy Morgan - 601-484-8776

The **Meridian Public Safety Academy** provides training for part-time/reserve law enforcement officers and for detention officers. Part-time/Reserve Law Enforcement Officer training is for law enforcement volunteers and part-time law enforcement officers. Training programs usually meet on Tuesday and Thursday nights, but some eight-hour Saturday sessions are required. Participants must attend the orientation session, and a passing score on an entrance

physical exam is required to begin the program. Detention Officer Training is required for every detention officer in the State of Mississippi. These classes usually meet on Monday, Tuesday and Wednesday evenings. A fee is charged, and participants may register at MCC-Riley Workforce Development Center. For more information, contact Lynne Carey at 601-481-1300.

Computer Training ranges from general to customized training. The Workforce Development staff is available to meet with business and industry personnel to determine training needs and facilitate educational requirements and company and individual goals. These training programs can be delivered on site or in computer labs located in MCC-Riley Workforce Development Center. Laptop computers are also available to take to the business site as needed. Classes are offered during the day, week nights, or weekends depending on the time most convenient for each business and its employees. Instructors are experienced and current in their knowledge of the computer programs and the working environment. Full-time faculty, as well as experienced part-time faculty, deliver high quality training sessions. Computer training includes Microsoft Office Suite, which encompasses Microsoft Word; Microsoft Excel; Microsoft Access; and Microsoft PowerPoint. In Word and Excel, both basic and advanced skills are offered. Training in the Windows operating system is also offered and includes maintenance of files and the computer. Other computer courses offered on a regular basis include accounting on the computer using QuickBooks Pro and Basics of Computers, a basic class to understand the use of a computer. A fee is charged for computer classes. Participants may register in MCC-Riley Workforce Development Center. For more information, call 601- 482-7445.

Workforce Development **Customized Training** is designed to meet the specific needs of business and industry. Services and resources available include conducting task analysis to determine training content,

designing comprehensive training programs and providing training materials, instructors, facilities, and equipment as necessary. Financial assistance is available from the Mississippi Community College Board, and businesses are often eligible for a 50 percent tax credit offered by the State. The types of customized training are dictated by the company. The College has contact with a variety of instructors, which allows the College to meet instructional requirements. For more information, contact any Workforce project manager.

An **Electrical Apprenticeship Program** is provided through Workforce Development in MCC-Riley Workforce Development Center. This program is provided at the request of a local electrical union. The program has five levels, and each phase of the program is one year in length. Call the International Brotherhood of Electrical Workers, 601-483-0486, for additional information.

The **Emergency Medical Technician (EMT) Refresher** classes are offered at the basic and paramedic levels. Both EMT Paramedic and Basic Refresher classes are coordinated through MCC's EMS-Paramedic Program. Contact Lucy Morgan at 601-484-8776 for more information.

The Workforce Innovation and Opportunity Act Funding (WIOA)

Meridian Community College, partnering with the Mississippi Department of Employment Services, provides service to a dislocated worker, unemployed adult, or under employed adult clients from the WIOA funding source.

Please contact Shannon Coleman in the WIN Job Center for more information (601 553-9531).

SECTION 9
COURSE
DESCRIPTIONS

2018-2019

ACADEMIC CATALOG

Course Abbreviations 120
General Education Transfer Courses 120
Workforce Education Courses 139



Course Descriptions

General Education/Transfer Courses

ACCOUNTING

- ACC 2213 Principles of Accounting I, 3 cr.**
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. 3 hours lecture.
- ACC 2223 Principles of Accounting II, 3 cr.**
A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: ACC 2213. 3 hours lecture.

ARMY

- AMR 1113 Foundations of Officership Lecture and Lab, 3 cr.**
Introduction to personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.
- AMR 1123 Basic Leadership Lecture and Lab, 3 cr.**
Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

Course Abbreviations

The abbreviations or course prefixes are listed alphabetically below. Students should consult the current schedule for additional courses and course availability when planning their schedule.

AAC	Accounting	HRT	Hotel & Restaurant Technology
AHT	Medical Vocabulary	HUM	Humanities
ART	Art	IDT	Sign Language
ATT	Automotive Technology	IMM	Industrial Maintenance Technician
BAD	Business Administration	IST	Information Systems Technology
BCT/MDT	Media Production Technology	JOU	Journalism
BIO	Biology	LEA	Leadership
BOT	Business & Office Management Technology/Medical Office Management Technology	LET	Paralegal Technology
CAT	Commercial Art Technology	LLS	Learning and Life Skills
CCT	Construction Trades	MAT	Mathematics
CDT	Early Childhood Education Technology	MDT	Media Broadcasting Technology
CHE	Chemistry	MET	Medical Assisting Technology
COM	Communications	MFL	Modern Foreign Language
COV	Cosmetology/Nail Technician/Cosmetology Teacher Training	MLT	Medical Laboratory Technology
CRJ	Criminal Justice	MMT	Marketing Management Technology
CSC	Computer Science	MST	Precision Machining Engineering Technology
CTE	Career & Technical Education	MUA	Music Applied
CUT	Culinary Arts Technology	MUO	Music Organizations
DAT	Dental Assisting Technology	MUS	Music Foundations
DDT	3D CAD Engineering Technology	NUR	Nursing
DHT	Dental Hygiene	PHI	Philosophy and Bible
DTV	Commercial Truck Driving	PHY	Physics
ECO	Economics	PNV	Practical Nursing
ECT	Emergency Management and Communication Technology	PPT	Rigging and Signaling
EDU	Education	PSC	Political Science
ELT	Electrical Technology	PSY	Psychology
EET	Systems Based Electronics Engineering Technology	PTA	Physical Therapist Assistant
EGR	Engineering	RCT	Respiratory Care Practitioner
EMS	Emergency Medical Services	REA	Reading
ENG	English	RET	Real Estate
EPY	Educational Psychology	RGT	Radiologic Technology
FFT	Fire Protection Technology	ROT	Robotics
FMT	Fashion Marketing Technology	SOC	Sociology
GBT	General Business Technology	SPT	Speech & Theater
GEO	Geography	SUT	Surgical Technology
HCA	Health Care Assistant (Nurse Assistant)	SWK	Social Work
HEC	Home Economics	TCT	Telecommunications Technician
HIS	History	TPH	Technical Physics
HIT	Health Information Technology (Medical Records)	WBL	Work-Based Learning
HON	Honors	WDT	Web Design Technology
HPR	Health, Physical Education & Recreation	WLT	Welding & Cutting Technology

Note: "cr" stands for semester credit hour. The last digit of the course number generally indicates the semester credit hours awarded and also the number of hours the course meets each week.

**AMR 2113 Individual Leadership Studies
Lecture and Lab, 3 cr.**

Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

AMR 2123 Leadership and Teamwork, 3 cr.

An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

ART**ART 1113 Art Appreciation, 3 cr.**

A course designed to provide an understanding and appreciation of the visual arts. Satisfies 3 credit hours of Fine Arts in AA and AAS Core. 3 hours lecture.

ART 1313 Drawing I, 3 cr.

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation, and synthesis of these components to create an organized visual expression. Black and white media will be stressed. 6 hours lab.

ART 1323 Drawing II, 3 cr.

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, and creative expression. Prerequisite: ART 1313. 6 hours lab.

ART 1383 Photography I, 3 cr.

An introduction to the theory, practice, and history of black and white photography, with emphasis on the basic camera processes, developing, printing composition, and presentation. Prerequisite: Must have 35mm adjustable camera for class. 3 hours lecture, 1 hour lab.

ART 1393 Photography II, 3 cr.

Advanced camera and darkroom techniques with emphasis on photographic design and

alternative processes are explored. 3 hours lecture, 1 hour lab.

ART 1433 Design I, 3 cr.

This course will 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. 6 hours lab.

ART 1443 Design II, 3 cr.

This course will provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Prerequisite: ART 1433. 6 hours lab.

ART 1453 Three Dimensional Design, 3 cr.

This course will provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles of studio problems in mixed media. Prerequisite: ART 1433 or permission of instructor. 6 hours lab.

ART 2513 Painting I, 3 cr.

This course will cover techniques used in painting media in a variety of subject matter. Prerequisite: ART 1313 or permission of instructor. 6 hours lab.

ART 2523 Painting II, 3 cr.

This course will present advanced problems in painting media. Prerequisite: ART 2513 or permission of instructor. 6 hours lab.

ART 2613 Ceramics I, 3 cr.

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. 6 hours lab.

ART 2623 Ceramics II, 3 cr.

Continuation of skills introduced in Ceramics I. Emphasis is on individual problem solving. Prerequisite: ART 2613. 6 hours lab.

BUSINESS**BAD 1113 Introduction to Business, 3 cr.**

This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management and business careers. 3 hours lecture.

BAD 2323 Business Statistics, 3 cr.

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include central tendency and dispersion, probability; discrete and continuous distributions; estimation and hypothesis testing. Prerequisite: MAT 1313. 3 hours lecture.

BAD 2413 Legal Environment of Business, 3 cr.

An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. 3 hours lecture.

**BAD 2533 Computer Applications in
Business and Industry, 3 cr.**

This course is an introduction to business office application software. This software includes the components of an information system: spreadsheets, presentation graphics, database management, and word processing. Data entry and retrieval, records management, and electronic communication are skills taught in this course. 3 hours lecture.

BIOLOGY**BIO 1111 Principles of Biology I,
Laboratory, 1 cr.**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I Lecture. Co-requisite: BIO 1113. 2 hours lab.

BIO 1113 Principles of Biology I, Lecture, 3 cr.

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics. Co-requisite: BIO 1111. 3 hours lecture.

BIO 1114 Principles of Biology I, Lecture and Laboratory, 4 cr.

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

BIO 1121 Principles of Biology II, Laboratory, 1 cr.

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II Lecture. Co-requisite: BIO 1123. 2 hours lab.

BIO 1123 Principles of Biology II, Lecture, 3 cr.

A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Co-requisite: BIO 1121. 3 hours lecture.

BIO 1124 Principles of Biology II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1131 General Biology I, Laboratory, 1 cr.

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I Lecture. Co-requisite: BIO 1133. 2 hours lab.

BIO 1133 General Biology I, Lecture, 3 cr.

A lecture course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: ACT composite of 20 or successful completion of BIO 1113. Co-requisite: BIO 1131. 3 hours lecture.

BIO 1134 General Biology I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: ACT composite of 20 or successful completion of BIO 1114. 3 hours lecture, 2 hours lab.

BIO 1141 General Biology II, Laboratory, 1 cr.

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II Lecture. Co-requisite: BIO 1143. 2 hours lab.

BIO 1143 General Biology II, Lecture, 3 cr.

A lecture course for science majors that reinforces themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Prerequisite: BIO 1133. Co-requisite: BIO 1141. 3 hours lecture.

BIO 1144 General Biology II Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Prerequisite: BIO 1134. 3 hours lecture, 2 hours lab.

BIO 1311 Botany I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture. Co-requisite: BIO 1313. 2 hours lab.

BIO 1313 Botany I, Lecture, 3 cr.

A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Co-requisite: BIO 1311. 3 hours lecture.

BIO 1511 Principles of Anatomy and Physiology I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1513 Principles of Anatomy and Physiology I, Lecture. Co-requisite: BIO 1513. 2 hours lab.

BIO 1513 Principles of Anatomy and Physiology I, Lecture, 3 cr.

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 system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Co-requisite: BIO 1511. 3 hours lecture.

BIO 1514 Principles of Anatomy and Physiology I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in

- this course are the integumentary, muscular, skeletal and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.
- BIO 1521 Principles of Anatomy and Physiology II, Laboratory, 1 cr.**
- 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. Co-requisite: BIO 1523. 2 hours lab.
- BIO 1523 Principles of Anatomy and Physiology II, Lecture, 3 cr.**
- A lecture course that provides an introduction to the anatomical and physiological study of the human endocrine cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Co-requisite: BIO 1521. 3 hours lecture.
- BIO 1524 Principles of Anatomy and Physiology II, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.
- BIO 1531 Survey of Anatomy and Physiology, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in lecture classes. Co-requisite: BIO 1533. 2 hours lab.
- BIO 1533 Survey of Anatomy and Physiology, Lecture, 3 cr.**
- A lecture course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Co-requisite: BIO 1531. 3 hours lecture.
- BIO 1534 Survey of Anatomy and Physiology, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.
- BIO 1613 Nutrition, 3 cr.**
- A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, absorption, and their applications for healthcare providers. 3 hours lecture.
- BIO 2211 Introduction to Marine Science, Laboratory, 3 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2213 Introduction to Marine Science, Lecture. 2 hours lab.
- BIO 2213 Introduction to Marine Science, Lecture, 3 cr.**
- A lecture course providing an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. 3 hours lecture.
- BIO 2214 Introduction to Marine Science, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course providing an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.
- BIO 2314 Dendrology, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1313. 3 hours lecture, 2 hours lab.
- BIO 2411 Zoology I, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. Co-requisite: BIO 2413. 3 hours lab.
- BIO 2413 Zoology I, Lecture, 3 cr.**
- A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Co-requisite: BIO 2411. 3 hours lecture.
- BIO 2414 Zoology I, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 3 hours lab.
- BIO 2421 Zoology II, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II, Lecture. Requires dissection. Co-requisite BIO 2423. 2 hours lab.
- BIO 2423 Zoology II, Lecture, 3 cr.**
- A lecture course that includes in-depth studies of vertebrate taxonomy and animal systems. Co-requisite: BIO 2421. Prerequisite: BIO 1133 or BIO 2413. 3 hours lecture.
- BIO 2424 Zoology II, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments

- and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1134. 3 hours lecture, 2 hours lab.
- BIO 2431 General Zoology, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2433 General Zoology, Lecture. Co-requisite: BIO 2411. 2 hours lab.
- BIO 2433 General Zoology, Lecture, 3 cr.**
- A lecture course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Co-requisite: BIO 2431. 3 hours lecture.
- BIO 2434 General Zoology, Lecture and Laboratory, 3 cr.**
- A lecture course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Co-requisite: BIO 2431. 3 hours lecture.
- BIO 2511 Anatomy and Physiology I, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I Lecture. Requires dissection. Co-requisite: BIO 2513. 2 hours lab.
- BIO 2513 Anatomy and Physiology I, Lecture, 3 cr.**
- A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: ACT composite of 16, ACCUPLACER Reading score of 71 or completion of BIO 1113, 1123, 1133, 1143 or 1533 with a "C" or higher. Co-requisite: BIO 2511. 3 hours lecture.
- BIO 2514 Anatomy and Physiology I Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: ACT composite of 16, ACCUPLACER Reading score of 71 or completion of BIO 1113, 1123, 1133, 1143, or 1533 with a "C" or higher. 3 hours lecture, 2 hours lab.
- BIO 2521 Anatomy and Physiology II, Laboratory, 1 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Requires dissection. Co-requisite 2523. 2 hours lab.
- BIO 2523 Anatomy and Physiology II, Lecture, 3 cr.**
- A lecture course that includes detailed studies of the anatomy and physiology of the human special senses, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Co-requisite: BIO 2521. Prerequisite: BIO 2513/2511 Anatomy & Physiology I with lab (or BIO 2514). 3 hours lecture.
- BIO 2524 Anatomy and Physiology II Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisites: BIO 2514 Anatomy & Physiology I with Lab (or BIO 2513/2511). 3 hours lecture, 2 hours lab.
- BIO 2611 Cell Biology, Laboratory, 4 cr.**
- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2613 Cell Biology, Lecture. Co-requisite: BIO 2613. 2 hours lab.
- BIO 2613 Cell Biology, Lecture, 3 cr.**
- A lecture course providing a comparative study of cell structures among plant, animal and bacterial systems. Co-requisite: BIO 2611. 3 hours lecture.
- BIO 2614 Cell Biology, Lecture and Laboratory, 1 cr.**
- A combined lecture and laboratory course providing a comparative study of cell structures among plant, animal, and bacterial systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.
- BIO 2921 Microbiology, Laboratory, 1 cr.**
- A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Co-requisite: BIO 2923. 2 hours lab.
- BIO 2923 Microbiology, Lecture, 3 cr.**
- A lecture course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Prerequisite: BIO 1111, 1121, 1131, 1531, 1534, or 2521. Co-requisite: BIO 2911. 3 hour lecture.
- BIO 2924 Microbiology, Lecture and Laboratory, 4 cr.**
- A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Prerequisite: BIO 1111, 1121, 1131, 1531, 1534, or 2521. Co-requisite: BIO 2911. 3 hours lecture, 2 hours lab.

CHEMISTRY**CHE 1111 Chemistry Survey, Laboratory, 1 cr.**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1113 Chemistry Survey Lecture. Prerequisite: ACT math subscore of 18 or completion of MAT 1233 Intermediate Algebra with a "C" or higher. Co-requisite: CHE 1113 Chemistry Survey. 2 hours lab.

CHE 1113 Chemistry Survey, Lecture, 3 cr.

A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Prerequisite: ACT math subscore of 18 or completion of MAT 1233 Intermediate Algebra with a "C" or higher. Co-requisite: CHE 1111 Chemistry Survey Lab. 3 hours lecture.

CHE 1114 Chemistry Survey, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: ACT math subscore of 18 or higher or completion of MAT 1233 Intermediate Algebra with a "C" or higher. 3 hours lecture, 2 hours lab.

CHE 1211 General Chemistry I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Pre/Co-requisite: MAT 1313 College Algebra or higher. Co-requisite: CHE 1213 General Chemistry I. 3 hours lab.

CHE 1213 General Chemistry I, Lecture 3 cr.

A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas

laws are among the topics discussed in depth. Pre/Co-requisite: MAT 1313 College Algebra or higher. Co-requisite: CHE 1211 General Chemistry I with Lab. 3 hours lecture.

CHE 1214 General Chemistry I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1313 or higher. 3 hours lecture, 3 hours lab.

CHE 1221 General Chemistry II, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II Lecture. Co-requisite: CHE 1223 General Chemistry II. 3 hours lab.

CHE 1223 General Chemistry II, Lecture, 3 cr.

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Prerequisites: MAT 1313 College Algebra or higher and CHE 1213 General Chemistry I. Co-requisite: CHE 1221 General Chemistry II Lab. 3 hours lecture.

CHE 1224 General Chemistry II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisites: MAT 1313 or higher and CHE 1211/1213 or CHE 1214. 3 hours lecture, 3 hours lab.

CHE 2421 Organic Chemistry I, Laboratory, 1 cr.

A laboratory course that acquaints students with important manipulations and procedures,

and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Prerequisites: CHE 1213 General Chemistry I and CHE 1223 General Chemistry II. Co-requisite: CHE 2423 Organic Chemistry I. 3 hours lab.

CHE 2423 Organic Chemistry I, Lecture, 3 cr.

A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Prerequisites: CHE 1213 General Chemistry I and CHE 1223 General Chemistry II. Co-requisite: CHE 2421 Organic Chemistry Lab. 3 hours lecture.

CHE 2424 Organic Chemistry I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Prerequisites: CHE 1211/1213 or 1214 and CHE 1221/1223 or 1224. 3 hours lecture, 3 hours lab.

CHE 2431 Organic Chemistry II, Laboratory, 1 cr.

A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Prerequisites: CHE 2421 Organic Chemistry I Lab and CHE 2423 Organic Chemistry I. Co-requisite: CHE 2433 Organic Chemistry II Lab. 3 hours lab.

CHE 2433 Organic Chemistry II, Lecture, 3 cr.

A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Prerequisite: CHE 2423 Organic Chemistry I. Co-requisite: CHE 2431 Organic Chemistry II Lab. 3 hours lecture.

CHE 2434 Organic Chemistry II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisites: CHE 2421/2423 or CHE 2424. 3 hours lecture, 3 hours lab.

CRIMINAL JUSTICE**CRJ 1313 Introduction to Criminal Justice**, 3 cr.

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

CRJ 1323 Police Administration and Organization, 3 cr.

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organization behavior. 3 hours lecture.

CRJ 1353 Practicum in Criminal Justice, 3 cr.

Practicum in an approved criminal justice agency under the supervision of the agency concerned and college instructor. Written evaluation required of the agency. 3 hours lecture.

CRJ 1363 Introduction to Corrections, 3 cr.

An overview of the correctional field, including its origin, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. 3 hours lecture.

CRJ 1383 Criminology, 3 cr.

The nature and significance of criminal behavior are studied as well as theories, statistics, trends and programs concerning criminal behavior. 3 hours lecture.

CRJ 2513 Juvenile Justice, 3 cr.

Organization, functions, and jurisdiction of juvenile agencies are studied. Processing, detention, and disposition of cases are also covered. Statutes and court procedures applied to juveniles are also covered. 3 hours lecture.

COMPUTER SCIENCE**CSC 1113 Computer Concepts**, 3 cr.

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

CSC 1123 Computer Applications I, 3 cr.

This course is designed to teach computer applications to include word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. 3 hours lecture.

CSC 1133 Computer Applications II, 3 cr.

This course is a continuation of CSC 1123 with concentration on advanced computer applications to include Advanced Applications, OLE, Macros, and emerging technology. 3 hours lecture.

CSC 2134 Programming I with C++, 4 cr.

This course is an introduction to problem solving methods and algorithm development; designing, debugging, and documentation in C/C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/functions, and array processing. (Course has a required lab component.) 3 hours lecture, 2 hours lab.

CSC 2144 Programming II with C++, 4 cr.

This course is designed to be a continuation of program and algorithm development and analysis, search/sort methods, dynamic memory management, abstract data types and object-oriented design, designing and debugging larger programs. (Course has a required lab component.) 3 hours lecture, 2 hours lab.

ECONOMICS**ECO 2113 Principles of Macroeconomics**, 3 cr.

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. 3 hours lecture.

ECO 2123 Principles of Microeconomics, 3 cr.

The study of firms, industries, and consumers to include the following topics; supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. 3 hours lecture.

EDUCATION/STUDY SKILLS**EDU 0111 PRAXIS Core Academic Skills for Educators (CASE) Preparation**, 1 cr.

Review of basic skills in reading, writing and mathematics required on the PRAXIS I examination. Completion of practice examinations and attendance at Future Educators meetings. 1 hour lecture.

EDU 1613 Foundation in Education, 3 cr.

This is a survey of the history and philosophies of American education with special emphasis on current issues and problems in education. 3 hours lecture.

EDU 2513 Introduction to Elementary Education, 3 cr.

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

EDU 2613 Introduction to Secondary Education, 3 cr.

An introduction to secondary schools and the role of teachers. Study of a formulation of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in junior and/or senior high schools. 3 hours lecture.

ENGINEERING**EGR 2413 Engineering Mechanics, 3 cr.**

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two or three dimensions. Prerequisite: PHY 2514 General Physics I-A. 3 hours lecture.

ENGLISH**ENG 0124 Intermediate English and Reading, 4 cr.**

This course is designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. This course does not satisfy degree or program requirements. 4 hours lecture.

ENG 1113 English Composition I, 3 cr.

English Composition I prepares the student to think critically and compose texts for academic and professional rhetorical situations. Students must demonstrate competency in basic computer usage to exit the course. Prerequisite: ACT score of 17 or above in English (or equivalent) or a "C" or above in ENG 0124. 3 hours lecture.

ENG 1123 English Composition II, 3 cr.

ENG 1123 is a continuation of ENG 1113 with an emphasis on research, argumentation, and composition. In this course, students continue to develop effective techniques of writing and reading. Readings, essays, and a research paper are required. Prerequisite: ENG 1113. 3 hours lecture.

ENG 2133 Creative Writing I, 3 cr.

This course involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. 3 hours lecture.

ENG 2143 Creative Writing II, 3 cr.

This course is a continuation of reading and writing poetry, short fiction, creative nonfiction, and/or drama. Students refine skills learned in ENG 2133 by writing complete poems, short stories, and/or one-act plays. This course is the last creative writing course students can take for credit. Prerequisite: ENG 2133 or its equivalent. 3 hours lecture.

ENG 2153 Traditional Grammar, 3 cr.

This course focuses on the basic elements of English grammar and mechanics. Beginning with parts of speech, it covers sentence patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation, and mechanics: all of the aspects of traditional grammar that writers—including elementary teachers introducing language skills to children—may encounter. Prerequisite: ENG 1113. 3 hours lecture.

ENG 2223 American Literature I, 3 cr.

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2233 American Literature II, 3 cr.

This course surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2323 British Literature I, 3 cr.

This course surveys British Literature from the Anglo-Saxon Period through the Restoration and the Eighteenth Century. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2333 British Literature II, 3 cr.

This course surveys British Literature from the Romantic Period to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2423 World Literature I, 3 cr.

This course surveys texts representative of global and historical diversity from the ancient world through the early modern world. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2433 World Literature II, 3 cr.

This course surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

EDUCATIONAL PSYCHOLOGY**EPY 2523 Adolescent Psychology, 3 cr.**

A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. 3 hours lecture.

EPY 2533 Human Growth and Development, 3 cr.

This is a study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. 3 hours lecture.

GEOGRAPHY**GEO 1123 Principles of Geography, 3 cr.**

This course deals with the basic content of geography, planetary relationships of earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of man's physical and cultural landscapes. 3 hours lecture.

HISTORY**HIS 1113 Western Civilization I, 3 cr.**

This course is a general survey of Western Civilization from ancient times to Mid-Seventeenth century. 3 hours lecture.

HIS 1123 Western Civilization II, 3 cr.

This course is a general survey of Western Civilization since the seventeenth century. 3 hours lecture.

HIS 1163 World Civilizations I, 3 cr.

This course is a general survey of world history from ancient times to the 1500s. 3 hours lecture.

HIS 1173 World Civilizations II, 3 cr.

This course is a general survey of world history from the 1500s to modern times. 3 hours lecture.

HIS 1613 African-American History, 3 cr.

This course is a survey of African-American History from Africa origins to modern times. 3 hours lecture.

HIS 2213 American (U.S.) History I, 3 cr.

This course is a survey of American (U. S.) History to 1877. 3 hours lecture.

HIS 2223 American (U.S.) History II, 3 cr.

This course is a survey of American (U.S.) History since 1877. 3 hours lecture.

HONORS**HON 1911 Honors Forum I, 1 cr.**

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

HON 1912 Leadership Honors Forum, 3 cr.

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

HON 1921 Honors Forum II, 1 cr.

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

HON 2911 Honors Forum III, 1 cr.

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

HON 2921 Honors Forum IV, 1 cr.

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

HUMANITIES**HUM 1113 Humanities, 3 cr.**

This course is a humanistic approach to man's creative achievements in art, literature, music and philosophy in western civilization. 3 hours lecture.

JOURNALISM**JOU 1111 College Publications, 1 cr.**

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

JOU 1121 College Publications II, 1 cr.

This course is a continuation of JOU 1111. 1 hour lecture.

LEADERSHIP**LEA 1811 Leadership and Organization Skills I, 1 cr.**

This is a study of leadership styles and skills, roles and functions of officers of student

organizations. It includes parliamentary procedure, communication, conducting effective meetings, and working with volunteers. 1 hour lecture.

LEA 1821 Leadership and Organization Skills II, 1 cr.

Continued study of LEA 1811; ice breakers; traits of members and joiners; non-verbal communication; role functions in groups; time management; stress management; role of constitution; Myers Briggs type indicator; planning and goal setting; passing the gavel. Prerequisite: LEA 1811. 1 hour lecture.

LEA 1911 Leadership and Communication Skills Development – Recruiting and Public Relations I, 1 cr.

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

LEA 1921 Leadership and Communication Skills Development – Recruiting and Public Relations II, 1 cr.

This is a continuation of LEA 1911. 1 hour lecture

LEA 2811 Leadership and Organization Skills III, 1 cr.

Continued study of LEA 1811, LEA 1821; full participation in class; experiential roles chairing committees and events; lead decision making techniques; consensus, brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; and presentation of leadership topics. Prerequisites: LEA 1811, 1821. 1 hour lecture.

LEA 2821 Leadership and Organization Skills IV, 1 cr.

A continuation of activities and events of LEA 1811, LEA 1821, and LEA 2821, emphasizing servant leadership. Prerequisites: LEA 1811, 1821, 1831. 1 hour lecture.

LEA 2911 Leadership and Communication Skills Development – Recruiting and Public Relations III, 1 cr.

This is a continuation of LEA 1911. 1 hour lecture.

LEA 2921 Leadership and Communication Skills Development – Recruiting and Public Relations IV, 1 cr.

This is a continuation of LEA 2911. 1 hour lecture.

LEARNING AND LIFE SKILLS

LLS 1211 Self-Affirmation, 1 cr.

This course is designed to assist students in becoming more aware of their strengths and to improve self-concepts.

LLS 1312 Orientation, 2 cr.

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. 2 hours lecture.

LLS 1321 Career Exploration, 1 cr.

A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. 1 hour lecture.

LLS 1423 College Study Skills, 3 cr.

An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate. 3 hours lecture.

MATHEMATICS

MAT 0123 Beginning Algebra, 3 cr.

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Prerequisites: ACT Math sub-score of 13-15. This course does not satisfy degree or program requirements. 3 hours lecture.

MAT 1233 Intermediate Algebra, 3 cr.

This class is designed to prepare students for college algebra. The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisite: MAT 0123 with a grade of "C" or better or at least one unit of high school algebra with an ACT math sub-score of 16 – 18. 3 hours lecture.

MAT 1313 College Algebra, 3 cr.

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: MAT 1233 with a grade of "C" or two units of high school algebra with an ACT math sub-score of at least 19. 3 hours lecture.

MAT 1323 Trigonometry, 3 cr.

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: MAT 1313 with a grade of "C" or better or an ACT sub-score of 21. 3 hours lecture.

MAT 1333 Finite Mathematics, 3 cr.

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Prerequisite: MAT 1313 with a grade of "C" or better or equivalent. 3 hours lecture.

MAT 1513 Business Calculus I, 3 cr.

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisites: MAT 1313 with a grade of "C" or better. 3 hours lecture.

MAT 1523 Business Calculus II, 3 cr.

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Prerequisites: MAT 1513 with a grade of "C" or better. 3 hours lecture.

MAT 1613 Calculus I, 3 cr.

This course includes the following topics: limits; continuity; the definition of the derivative;

differentiation; applications; anti-derivatives. MAT 1323 with a grade of "C" or better or an ACT sub-score of 23. 3 hours lecture.

MAT 1623 Calculus II, 3 cr.

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications. Prerequisite: MAT 1613 with a grade of "C" or better. 3 hours lecture.

MAT 1723 Real Number System, 3 cr.

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory and properties and operations of real numbers. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1733 Geometry, Measurement and Probability, 3 cr.

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1743 Problem Solving with Real Numbers, 3 cr.

Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1753 Quantitative Reasoning, 3 cr.

Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. Prerequisite: ACT sub-score of 17. 3 hours lecture.

MAT 2113 Introduction to Linear Algebra, 3 cr.

This course includes the following topics: systems of linear equations; matrices; Vector spaces; orthogonality; determinants; linear transformation; Eigenvalues and Eigenvectors; applications. Prerequisite: MAT 1623 with a grade of "C" or better. 3 hours lecture.

MAT 2323 Statistics, 3 cr.

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 2613 Calculus III, 3 cr.

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series; vectors and geometry of space. Prerequisite: MAT 1623 with a grade of "C" or better. 3 hours lecture.

MAT 2623 Calculus IV, 3 cr.

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Prerequisite: MAT 2613 with a grade of "C" or better. 3 hours lecture.

MAT 2913 Differential Equations, 3 cr.

This course includes the following topics: solutions of first and higher order differential equations; existence theorems; Laplace transforms; applications. Prerequisite: MAT 2613 with a grade of "C" or better. 3 hours lecture.

MODERN FOREIGN LANGUAGE**MFL 1113 French I, 3 cr.**

This course, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Phonetic symbols are used to aid correct pronunciation. 3 hours lecture.

MFL 1123 French II, 3 cr.

This class is a continuation of French 1113, with wider vocabulary and more complex structures and functions. 3 hours lecture.

MFL 1213 Spanish I, 3 cr.

An oral-aural approach, this course stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

3 hours lecture.

MFL 1213/1223 Spanish I & II, 6 cr.

This accelerated course is comprised of five lecture sessions per week plus an informal lab component. Students will develop basic language skills of reading, writing, speaking pronunciation, and listening comprehension at a beginning level and will study cultural aspects of the Spanish-speaking world. 6 hours lecture.

MFL 1223 Spanish II, 3 cr.

This course is a continuation of MFL 1213 with wider vocabulary and more complex structures and functions. The course serves to promote further development of previously learned skills and knowledge. Students will be able to express themselves in a culturally appropriate manner in various time frames. Prerequisite: A grade of "D" or higher in MFL 1213 or one year of high school Spanish. 3 hours lecture.

MFL 1313 German I, 3 cr.

This course is an introductory course that incorporates an oral-aural approach stressing conversation, pronunciation, comprehension, reading, writing, and functional grammar. 3 hours lecture.

MFL 1323 German II, 3 cr.

This course continues MFL 1313 with wider vocabulary and more complex structures and functions. 3 hours lecture.

MFL 2113 French III, 3 cr.

This course continues MFL 1123 with additional materials of literary and cultural value. 3 hours lecture.

MFL 2123 French IV, 3 cr.

Continues MFL 2113 with additional literary and cultural readings and compositions, as well as a review of essential elements of grammar. 3 hours lecture.

MFL 2213 Spanish III, 3 cr.

MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. This course promotes more advanced implementation of all four language skills with even greater emphasis placed on oral communication. Pre-

requisite: A grade of "D" or higher in MFL 1213 and 1223 or two years of high school Spanish. 3 hours lecture.

MFL 2213/2223 Spanish III & IV, 6 cr.

As a continuation of MFL 1213/1223, this course design remains the same with respect to class meetings and lab requirements. Students develop language skills at a more advanced level. Grammar and language mechanics are major points of emphasis in this course. Prerequisites: MFL 1213 and 1233, or two years of high school Spanish. 6 hours lecture.

MFL 2223 Spanish IV, 3 cr.

MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions, as well as a review of essential elements of grammar. This advanced course gives students an opportunity to better develop proficiency in reading and listening comprehension, conversational skills, and in writing. Prerequisites: A grade of D or higher in MFL 1213, 1223 and 2213, or three years of high school Spanish. 3 hours lecture.

MFL 2243 Conversational Spanish I, 3 cr.

This advanced course is designed to further develop conversational language proficiency. This course is conducted totally in Spanish. Prerequisites: A grade of "D" or higher in MFL 1213, 1223, 2213 and 2223, or four years of high school Spanish. 3 hours lecture.

MFL 2253 Conversational Spanish II, 3 cr.

This advanced course is a continuation of MFL 2243 and is designed to further develop conversational language proficiency. This course is conducted totally in Spanish. Prerequisite: A grade of "D" or higher in MFL 2243. 3 hours lecture.

MFL 2613 Foreign Language Study Abroad, 3 cr.

A unique language and culture learning opportunity designed and provided by individual colleges. Location, duration, and requirements may vary by institution.

MUSIC (APPLIED)**MUA 1211 Class Guitar I, 1 cr.**

This class offers instruction for beginning guitar players that includes basic accompanying techniques and an introduction to classical guitar technique. Five hours of practice a week outside of class are required. Students must be full-time to enroll.

MUA 1221 Class Guitar II, 1 cr.

This class offers instruction for beginning guitar players that includes basic accompanying techniques and an introduction to classical guitar technique. Five hours of practice a week outside of class are required. Students must be full-time to enroll.

MUA 1241, 1251, 2241, & 2251**Elective Guitar I, II, III, IV, 1 cr.**

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, literature, and performance of standard literature.

MUA 1272, 1282, 2272, 2282**Guitar for Music Education Majors I, II, III, IV, 2 cr.**

This course is guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. Beginners are accepted by audition or by special permission of instructor. 1 hour lesson, 10 hours practice.

MUA 1511, 1521, 2511, 2521**Class Piano I, II, III, IV, 1 cr.**

Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading, accompanying, transposition and elementary repertoire. These courses are for beginner piano students who are non-music majors. Classes will consist of up to eight students. Students will play individually and as an ensemble. The class will meet once a week for one hour. Stu-

dents will be required to practice a minimum of three hours per week. Prerequisite: Permission of the Instructor. 1 hour class, 3 hours practice.

MUA 1541, 1551, 2541, 2551**Piano for Non Majors I, II, III, IV, 1 cr.**

These classes include piano instruction for music education majors with piano as their secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. These courses are also for students who already read music and play piano at an intermediate level who are not music majors. Permission of the instructor and an audition are required. Lessons are for one-half hour each week with a minimum of 5 hours practice weekly. A performance exam is required at the end of the semester. Prerequisite: Permission of the instructor.

MUA 1542, 1552, 2542, 2552**Piano for Voice Majors I, II, III, IV, 2 cr.**

These classes include piano instruction for music education majors with piano as a secondary area of emphasis with introduction to technique, literature, and accompanying. These courses are also for beginner piano students who are music majors. Classes will consist of up to eight students. Students will play individually and as an ensemble. These classes will meet once a week for one hour. Students will be required to practice a minimum of five hours per week. A performance exam is required at the end of the semester. Prerequisite: Permission of the instructor. 1 hour class, 5 hours practice.

MUA 1572, 1582**Piano for Music Education Majors I, II, 2 cr.**

These classes offer private lessons to include fundamental techniques, reading, interpretation and performance. Compositions are selected to suit the individual's background and ability. These courses are also for full-time students who are music majors currently enrolled in Music Theory I or II. Music majors with an emphasis in piano will have a one-hour lesson each week with a minimum of 10 hours practice weekly. Music majors with an emphasis in an

instrument other than piano will be evaluated at the beginning of the semester to determine their placement in the class. Those students who are music majors with little or no piano skills may be taught in a piano class until basic skills are mastered. Those music majors with emphasis in an instrument other than piano will have a one-hour lesson each week with a minimum of seven hours practice weekly. All students taking these classes are required to complete a performance exam at the end of the semester. Prerequisite: Permission of the instructor. Co-requisite: MUS 1214 or 1224.

MUA 1772, 1782, 2772, 2782**Voice for Music Education Majors I, II, III, IV, 2 cr.**

Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. These courses are for full-time students who are music majors. Students taking these courses must also register for Chorus. Music majors with an emphasis in voice will have a one-hour lesson each week with a minimum of 10 hours practice weekly. Music majors taking voice as a secondary instrument will be given an audition at the beginning of the semester and must then have permission of the instructor. Those music majors with emphasis in an instrument other than voice will have a one-hour lesson each week with a minimum of seven hours practice weekly. All students taking these classes are required to complete a performance exam at the end of the semester. Prerequisite: Permission of the instructor. Co-requisite: MUO 1212, 1222, 2212, or 2222.

MUA 1172, 1182, 2172, 2182**Brass for Music Education Majors I, II, III, IV, 2 cr.**

These courses offer brass instruction for music education majors with an emphasis on brass instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUA 1472, 1482, 2472, 2482

Percussion for Music Education Majors I, II, III, IV, 2 cr.

These classes offer percussion instruction for music education majors, with an emphasis on percussion instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUA 1672, 1682, 2672, 2682

Strings for Music Education Majors I, II, III, IV, 2 cr.

These classes offer bowed string instrument instruction for music education majors with strings as their area of emphasis. They are an introduction to string technique, literature, etudes, and performance standard literature.

MUA 1872, 1882, 2872, 2882

Woodwinds for Music Education Majors I, II, III, IV, 2 cr.

These classes offer woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Designed for full-time students, this study is for string, brass, percussion or woodwind instrument as a major instrument. An audition is necessary for admission to this course. A performance exam is required at the end of semester. 1 hour lesson, 10 hours practice.

MUA 2572 Piano for Music Education Majors III, 2 cr.

This is a continuation of MUA 1582 with selections from the masterpieces of classical, romantic, and modern composers as well as continued work on technical and interpretive skills.

MUA 2582 Piano for Music Education Majors IV, 2 cr.

This is a continuation of MUA 2572 with selections from the masterpieces of classical, roman-

tic, and modern composers as well as continued work on technical and interpretive skills.

MUSICAL ORGANIZATIONS

MUO 1212, 1222, 2212, 2222

Chorus I, II, III, IV, 2 cr.

These courses are for music majors and non-majors focuses on performing choral music from a variety of style periods. The MCC Chorus provides opportunities for students to develop their musical potential and aesthetic understanding through singing in a choral ensemble. Study includes instruction in healthy vocal technique, team work, and desirable ensemble attributes: intonation, blend, balance, appropriate tone quality, and critical listening. Students will strengthen their ability to analyze and evaluate music and music performances. Students will rehearse, discuss, and perform choral repertoire of various genres. Attention will also be given to relating their music experiences to personal development. No prerequisite course required. The MCC Chorus meets four hours each week.

MUO 1242, 1252, 2242, 2252

Small Singing Group I, II, III, IV, 2 cr.

These courses are for select singers focused on performing from one or more genres of music. "The Dimensions" is Meridian Community College's high-energy show group. Performing an exciting, visual program of song-and-dance routines, "The Dimensions" provides entertainment for many campus and community events. Their repertoire consists of various musical styles including pop, Motown, and classic rock. The group performs with a live band. Students are selected each spring by audition on the basis of vocal ability and stage presence. The group rehearses a minimum of 7 hours each week. Students must be full-time to enroll.

MUO 1341, 1351, 2341, 2351

Jazz Improvisation I, II, III, IV, 1 cr.

This is a continued study of the techniques used in jazz improvisation with performance opportunities. In an ensemble setting, the student

will study combining scales/chords, developing creativity, fundamentals of improvisation, basic blues scales, practical exercises/patterns and licks, combined with tunes for the standard repertoire of the working jazz musician. 3 hours lecture.

MUO 1171, 1181, 2171, 2181

Stage Band I, II, III, IV, 1 cr.

These courses are designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. The emphasis is on jazz. This is a study of the techniques and styles of playing the popular music of jazz, dance and cinema through rehearsal and performance. Admission is by audition or permission of the instructor. Students meet for two hours practice each week and perform in the MCC Jazz Band. 2 hours lab.

MUO 1111, 1121, 2111, 2121

Concert Band I, II, III, IV, 1 cr.

Students practice brass, woodwind or percussion instruments in a large ensemble. This course involves the study and performance of standard and contemporary works from concert band literature. Admission is by audition or permission of the instructor and is open to high school, college students and community members. Students meet three hours each week for practice. 3 hours lab.

MUO 1141, 1151, 2141, 2151

Instrumental Ensemble, 1 cr.

These courses involve study and performance of musical compositions for various kinds of instrumental ensembles. This class is recommended for students interested in performance experiences in small groups of woodwind, brass, or percussion instruments. Admission is by permission of the instructor. Practice is two hours each week. 2 hours lab.

MUO 1142, 1152, 2142, 2152

Small Band Group I, II, III, IV, 2 cr.

Students are selected for this group on the basis of playing ability. Auditions are held in the spring for the following school year. The group rehearses a minimum of four hours each

week. This live band serves as a rhythm section which performs popular music with the vocal group "The Dimensions." Students must be full time to enroll.

MUSIC

MUS 1113 **Music Appreciation**, 3 cr.

This is a listening course designed to give the student through an aural perception understanding and appreciation of music as a moving force in Western culture from the Middle Ages through the present day. Musical understanding is developed through the introduction of style and form. Satisfies 3-credit hours of Fine Arts in AA and AAS Core. 3 hours lecture.

MUS 1123 **Music Survey (Majors)**, 3 cr.

An advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Prerequisite: MUS 1214. 3 hours lecture.

MUS 1133 **Fundamentals of Music**, 3 cr.

This course is designed to prepare students for Music Theory. Topics covered include notation, scales, keys, rhythm, intervals, triads, and seventh chords and their inversions. 3 hours lecture.

MUS 1812, 1822, 2812, 2822

Music Theatre Workshop I, II, III, IV, 2 cr.

The workshop is designed to introduce the student to all facets of music theatre. One public performance will be given each semester. Open to all students.

MUS 1214 **Music Theory I**, 4 cr.

This is a study of functional harmony through analysis and part writing, sight-singing, and ear training. This comprehensive course deals with musical notation, scales, intervals, part-writing procedures, non-harmonic and harmonic analysis. Students develop the ability to sing scales, intervals and simple melodies through the use of syllables and numbers, learn to read rhythms correctly at sight, play triads in inversions, cadences, chord progressions

and simple modulations. Rhythmic, harmonic and melodic dictation is also given. Meets six hours each week. Prerequisites: MUS 1133 with a grade of "C" or higher or permission of the instructor. Co-requisite: MUA 1572. 3 hours lecture, 3 hours lab.

MUS 1224 **Music Theory II**, 4 cr.

This is a continued study of functional harmony through analysis and part writing, sight-singing, and ear training. Co-requisite: MUA 1582. 3 hours lecture, 3 hours lab.

MUS 2214 **Music Theory III**, 4 cr.

This is a continuation study of functional harmony through analysis and part writing, sight-singing, and ear training. A continuation of Music Theory I and II, this course emphasizes the seventh chords, altered chords and the chords of the augmented sixth. This study includes harmonic and formal analysis and part-writing procedures, modern compositional practices, sight-read melodies containing modulation and more complex rhythmic patterns. Students learn to play chord progressions using all types of triads and seventh chords. Meets six hours each week. Prerequisites: MUS 1214 and MUS 1224 with a grade of "C" or higher. 3 hours lecture, 3 hours lab.

MUS 2224 **Music Theory IV**, 4 cr.

This is a continued study of functional harmony through analysis and part writing, sight-singing, and ear training. 3 hours lecture, 3 hours lab.

MUS 2313 **Music History I**, 3 cr.

This course is a study of Western music beginning in Ancient Greece and continuing through the Baroque. The study includes early music, Middle Ages, Renaissance, Baroque, and the various aspects of style analysis as exemplified in the works of the major composers of each period. Prerequisites: MUS 1214 and 1224. For sophomore music majors and minors. 3 hours lecture.

MUS 2323 **Music History II**, 3 cr.

Study of Western music beginning in Ancient Greece and continuing through the Baroque. Study includes early music, Middle Ages, Re-

naissance, Baroque, and the various aspects of style analysis as exemplified in the works of the major composers of each period. For sophomore music majors and minors. 3 hours lecture.

PARALEGAL

PLG 1113 **Introduction to Paralegal Studies**, 3 cr.

The role of the paralegal in the practice of law. Introduction to legal research and source materials. 3 hours lecture.

PHILOSOPHY

PHI 1113 **Old Testament Survey**, 3 cr.

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. 3 hours lecture.

PHI 1133 **New Testament Survey**, 3 cr.

This is a study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. 3 hours lecture.

PHI 1153 **Jesus and the Gospels**, 3 cr.

This is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the First Century and recognition of various early interpretations of the meaning of the life and person of Jesus. 3 hours lecture.

PHI 1163 **Acts and the Epistles**, 3 cr.

A survey of the work of the apostles as portrayed in the book of Acts and the Epistles. Attention is given to the development of the First Century Christian Church and the historical background of the various Epistles. 3 hours lecture.

PHI 2113 **Introduction to Philosophy I**, 3 cr.

This is an introduction to the major themes and history of the discipline of Philosophy with an

emphasis on the development of critical thinking skills; emphasis will be given to significant people and trends of philosophy both past and present. The ideas of great philosophers are also an integral part of this course as students are introduced to their different systems of thought. 3 hours lecture.

PHI 2613 World Religions I, 3 cr.

This course offers an introduction to the beliefs and developments of the Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. 3 hours lecture.

PHYSICAL SCIENCES

PHY 1113 Introduction to Astronomy I, Lecture, 3 cr.

This is a lecture course that includes surveys of the solar system, our galaxy and the universe. 3 hours lecture.

PHY 2241 Physical Science I, Laboratory, 1 cr.

This is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I Lecture. Co-requisite: PHY 2243 Physical Science Survey I Lecture. 2 hours lab.

PHY 2243 Physical Science I, Lecture, 3 cr.

This is a lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite: PHY 2241 Physical Science Survey I Lab. 3 hours lecture.

PHY 2244 Physical Science I, Lecture and Laboratory, 4 cr.

This combined lecture and laboratory course includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2251 Physical Science II, Laboratory, 1 cr.

This laboratory course contains experiments and exercises that reinforce the principles intro-

duced in PHY 2253 Physical Science II Lecture. Co-requisite: PHY 2253 Physical Science Survey II Lecture. 2 hours lab.

PHY 2253 Physical Science II, Lecture, 3 cr.

A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite: PHY 2251 Physical Science II Lab. 3 hours lecture.

PHY 2254 Physical Science II, Lecture and Laboratory, 4 cr.

This is a combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2411 General Physics I, Laboratory, 1 cr.

This is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I Lecture. Students will use equipment and computers to perform laboratory experiments. Laboratory reports are required. Co-requisite: PHY 2413 General Physics I Lecture. 2 hours lab.

PHY 2413 General Physics I, Lecture, 3 cr.

A lecture course covering mechanics and conservation laws. This is a non-calculus based course primarily for preprofessional majors. Prerequisites: MAT 1313 College Algebra and MAT 1323 Trigonometry. Co-requisite: PHY 2411 General Physics I Lab. 3 hours lecture.

PHY 2414 General Physics I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course covering mechanics and conservation laws. This is a non-calculus based course primarily for preprofessional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2421 General Physics II, Laboratory, 1 cr.

In this laboratory course that contains experiments and exercises, the principles introduced

in PHY 2423 General Physics II Lecture will be reinforced. Students will use equipment and computers to perform laboratory experiments. Laboratory reports are required. Co-requisite: PHY 2423 General Physics II. 2 hours lab.

PHY 2423 General Physics II, Lecture, 3 cr.

A lecture course covering electricity, magnetism, and optics. This is a noncalculus based course primarily for preprofessional majors. Prerequisite: PHY 2413 General Physics I. Co-requisite: PHY 2421 General Physics II Lab. 3 hours lecture.

PHY 2424 General Physics II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course covering electricity, magnetism, and optics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2414. 3 hours lecture, 2 hours lab.

PHY 2515 General Physics I-A, Lecture and Laboratory, 5 cr.

(Engineering Physics) A combined lecture and laboratory course covering mechanics and conservation laws. This is a calculus based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1623 Calculus II. 4 hours lecture, 3 hours lab.

PHY 2525 General Physics II-A, Lecture and Laboratory, 5 cr.

(Engineering Physics) A combined lecture and laboratory course covering electricity, magnetism, and optics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2515 General Physics I-A. (See Engineering for EGR 2413, Engineering Mechanics.) 4 hours lecture, 3 hours lab.

POLITICAL SCIENCE

PSC 1113 **American National Government**, 3 cr.

This is a survey of the organizations, political aspects and basis of national government. 3 hours lecture.

PSC 1123 **American State and Local Government**, 3 cr.

The relationships among states, national and local governments are explored as are the organization, function, and operation of the three branches with emphasis on the state and local governments. 3 hours lecture.

PSYCHOLOGY

PSY 1513 **General Psychology**, 3 cr.

An introduction to the scientific study of human behavior and mental processes, this class includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. 3 hours lecture.

PSY 2113 **Laboratory in Psychology: Cognition & Behavior**, 3 cr.

In this course, students will experience discussion and application of descriptive (survey, case study, archival, and observational) correlation, and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual, and cognitive functioning. Students will be introduced to research ethics and issues. Prerequisite: PSY 1513. 3 hours lab.

PSY 2523 **Adolescent Psychology**, 3 cr.

A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. 3 hours lecture.

SOCIAL WORK

SWK 1113 **Social Work: A Helping Profession**, 3 cr.

The course exposes students to a 'helping' profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices, such as mental health, child welfare, disaster, corrections, faith-based, military, international relief and industry. 3 hours lecture.

SOCIOLOGY

SOC 1113 **Introduction to Social Science**, 3 cr.

This course gives students insights into people's behavior by examining ideas from various social sciences. 3 hours lecture.

SOC 1213 **Community Development**, 3 cr.

This is a course designed to provide students with experience in a public or human service agency, or other appropriate work environment, and to encourage them to recognize the value of their active participation in the service/learning process. This course requires 16 hours of seminar, 40-60 hours of field experience, and reflective work in the form of journals and essays.

SOC 2113 **Introduction to Sociology**, 3 cr.

This course is designed to introduce students to the scientific study of human society and social interaction. Social influences on individuals and groups are examined. 3 hours lecture.

SOC 2143 **Marriage and Family**, 3 cr.

A study of the development of marriage and family as cultural units in society. 3 hours lecture

SOC 2213 **Introductory Anthropology**, 3 cr.

A survey of major fields of basic principles in the comparative study of mankind. 3 hours lecture.

SOC 2133 **Social Problems**, 3 cr.

A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. 3 hours lecture.

SPANISH

See MFL, **Modern Foreign Languages**.

SPEECH

SPT 1113 **Public Speaking**, 3 cr.

Students study and practice making speeches for public-speaking occasions. Major emphasis is placed on speech preparation and delivery. Prerequisite: Standard admission criteria or grade of "C" in REA 1213 or ENG 0123/0124 or SPT 0113. This course satisfies one of the General Education Core Curriculum requirements. 3 hours lecture.

SPT 1153 **Voice, Diction, and Phonetics**, 3 cr.

This is a study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. It includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Prerequisite: SPT 1113 or permission of instructor. 3 hours lecture.

SPT 1233 **Acting I**, 3 cr.

This course is an introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, mime, monologue, and scene work. 3 hours lecture.

SPT 1242 **Drama Production I**, 2 cr.

Students receive credit for participation in a college theater production. A minimum of 25 work hours is required.

SPT 1252 **Drama Production II**, 2 cr.

This course is a continuation of Drama Production I. Students receive credit for participation in a college theater production. Minimum 25 work hours required.

SPT 1273 **Theatrical Makeup**, 3 cr.

Techniques in the application of makeup for the stage. 3 hours lecture.

SPT 2233 Theater Appreciation, 3 cr.

An introduction of the cultural, historical, and social aspects of drama, this class content provides an appreciation of theater and performance art to develop audience standards through demonstration of the unique characteristics of theater. Satisfies 3 credit hours of Fine Arts in AA and AAS Core. 3 hours lecture.

SPT 2242 Drama Production III, 2 cr.

This course is a continuation of Drama Production II. Students receive credit for participation in a college theater production. Minimum of 25 work hours required.

SPT 2252 Drama Production IV, 2 cr.

This course is a continuation of Drama Production III. Students receive credit for participation in a college theater production. Minimum of 25 work hours required.

SPT 2263 Directing, 3 cr.

The student will learn the fundamentals of directing such as script analysis, conceptualization, staging scheduling and communication. 3 hours lecture.

SPT 2283 Acting II, 3 cr.

This course offers continued training in the techniques of role preparation and character development through concentrated monologue and scene work. 3 hours lecture.

WELLNESS AND FITNESS

(Formerly Health, Physical Education and Recreation)

HPR 1111 Swimming I Non-Swimmers, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills with lecture and practice in swimming. The non-swimmer has the chance to learn the basic skills needed to swim. Swimsuit and fee required. 2 hours lab.

HPR 1111 Beginning Tennis, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills with lecture and practice in beginning tennis. This

course emphasizes the beginning level skills in ground strokes, the serve and the volley. Rules, game etiquette, safety and competitive activities are included. Students must furnish their own racket. 2 hours lab.

HPR 1121 Swimming II Beginners, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills with lecture and practice in tennis. This course emphasizes refinement of basic skills and specialty shots in tennis. Competitive activities in singles and doubles are included. Students must furnish their own racket. Prerequisite: Satisfactory completion of HPR 1111 Beginning Tennis or permission of the instructor. 2 hours lab.

HPR 1121 Intermediate Tennis, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills with lecture and practice in tennis. This course emphasizes refinement of basic skills and specialty shots in tennis. Competitive activities in singles and doubles are included. Students must furnish their own racket. Prerequisite: Satisfactory completion of HPR 1111 Beginning Tennis or permission of the instructor. 2 hours lab.

HPR 1131 Varsity Sports, 1 cr.

Students receive credit for their first semester of participation in one of the following varsity teams: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 1141 Varsity Sports II, 1 cr.

Students receive credit for their second semester of participation in one of the following varsity teams: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 1213 Personal & Community Health I, 3 cr.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies are covered. 3 hours lecture.

HPR 1313 Introduction to Kinesiology/Health, Physical Education, and Recreation, 3 cr.

Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

HPR 1511 Team Sports I, 1 cr.

Students will receive credit for participation during their first semester in the rules, techniques and participation of sports conditioning for baseball, softball, soccer, golf, basketball, tennis, cheerleading, and track.

HPR 1521 Team Sports II, 1 cr.

Students will receive credit for participation during their second semester in the rules, techniques and participation of sports conditioning for baseball, softball, soccer, golf, basketball, tennis, cheerleading, and track.

HPR 1531 Weight Training, 1 cr.

Students will participate in techniques that include lecture and practice in weight training. Muscular strength, endurance and flexibility are improved through a variety of conditioning activities. 2 hours lab.

HPR 1531 Beginning Bowling, 1 cr.

Students will participate in techniques that include lecture and practice in beginning bowling. This course is designed to emphasize the beginning level skills to include approach, release, and follow-through skills. Rules, game etiquette, safety, scoring, and competitive activities are included. Fee required. 2 hours lab.

HPR 1532 SCUBA Diving I, 2 cr.

Students will participate in techniques that include lecture and practice in SCUBA. This course provides training in basic use of Self-Contained Underwater Breathing Apparatus (SCUBA). Lecture in proper use and care of equipment, training in the use of no-decompression diving tables, computerized diving technology and dive planning are explored. Completion of specialized skill training in confined and open water settings will culminate in an Open

Water SCUBA diver certification. Additional fees apply. 2 hours lecture and lab.

HPR 1541 Weight Training II, 1 cr.

Students will participate in techniques that include lecture and practice in weight training. Muscular strength, endurance and flexibility are improved through a variety of conditioning activities. 2 hours lab.

HPR 1541 Intermediate Bowling, 1 cr.

Students will participate in techniques that include lecture and practice in bowling. This course is a continuation of Beginning Bowling and emphasizes the refinement of basic skills and specialty shots. Competitive activities are included. Fee required. 2 hours lab.

HPR 1551 Water Aerobics, 1 cr.

This course includes lecture and practice in water aerobics. This program, designed for the student who enjoys the water, is suitable for the non-swimmer as well as the swimmer. Movements are performed in the pool to work the major muscle groups and to work on flexibility. Swimsuit and fee required. 2 hours lab.

HPR 1551 Jogging/Fitness Walking I, 1 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercise and activities in jogging and fitness walking are covered. This course is designed for beginners and provides instruction in setting up individual programs, techniques in training and distance training. 2 hours lab.

HPR 1551 Fitness and Conditioning Training I, 1 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1551 Spin I, 1 cr.

Spinning is a specific format of indoor cycling. Spinning is a cardio workout set to music. It is great for people who want a low impact motivating workout that they can control at their own pace. 2 hours lab.

HPR 1552 Fitness and Conditioning I, 2 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 4 hours lab.

HPR 1561 Hydro-Fit (Deep Water Aerobics), 1 cr.

This course includes lecture and practice in deep water aerobics. This program is designed for the individual who enjoys being in the water and wants a vigorous deep-water workout. Movements are performed in the water using the hydro-fit equipment. Prerequisite: Must demonstrate swimming proficiency as prescribed by instructor. Swimsuit and fee required. 2 hours lab.

HPR 1561 Jogging/Fitness Walking II 1 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercise and activities in jogging and fitness walking are covered. This course is designed for intermediate through advanced joggers/walkers and provides instruction in setting up individual programs, techniques in training and distance training. 2 hours lab.

HPR 1561 Fitness Conditioning Training in Body Sculpting and Fitness/Conditioning/Strength and Toning, 1 cr.

Students will participate in techniques that include practice of basic principles of fitness and conditioning through a variety of exercises and activities. Emphasis is placed on muscular strength and endurance activities and flexibility activities. Skill acquisition and proper technique for each movement are stressed, as well as safe versus unsafe exercises. 2 hours lab.

HPR 1561 Fitness and Conditioning Training II, 1 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1561 Spin II, 1 cr.

Spinning is a specific format of indoor cycling. Spinning is a cardio workout set to music. It is great for people who want a low impact motivating workout that they can control at their own pace. 2 hours lab

HPR 1562 Fitness and Conditioning Training II, 2 cr.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 4 hours lab.

HPR 1571 Dance I, 1 cr.

An overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. 2 hours lab.

HPR 1593 Health Concepts of Physical Education, 3 cr.

This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and a reduced risk of disease. Students will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. 3 hours lecture.

HPR 1613 Physical Education and Elementary School, 3 cr.

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

HPR 2111 Swimming III, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills in swimming. Students participate in conditioning swimming and skills instruction. Prerequisite: Pass the skills test for Advanced Beginner Swimmer. Swimsuit and fee required. 2 hours lab.

HPR 2121 Swimming IV, 1 cr.

This course is designed to give students a modern concept of physical education and recreation by developing body skills in swimming. Students participate in conditioning

swimming, skill instruction, and refinement of stroke techniques. Prerequisite: Pass the skills test for Intermediate Swimmer. Swimsuit and fee required. 2 hours lab.

HPR 2131 Varsity Sports III, 1 cr.

Students receive credit for the third semester of participation in the following varsity sports: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 2141 Varsity Sports IV, 1 cr.

Students receive credit for the fourth semester of participation in the following varsity sports: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 2213 First Aid and CPR, 3 cr.

Students receive instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. 3 hours lecture.

HPR 2222 Lifeguarding and Water Safety
2 cr.

This is the American Red Cross Lifeguarding Course with emphasis toward certifying life guards for swimming areas. This course is designed to teach life skills and knowledge needed to prevent and respond to aquatic emergencies. Prerequisites: The student must be at least 15 years of age and pass a 300 yard swim test using the front crawl stroke and breaststroke. Also, he/she must be able to swim 20 yards, retrieve a brick off the pool bottom, and return 20 yards with the brick. Swimsuit and fee required. 2 hours lecture and lab.

HPR 2232 Water Safety Instructor, 2 cr.

Techniques of aquatic instruction, including community water safety and progression swimming, are covered in this class. Prerequisite: The student must be at least 16 years of age and possess proficient swimming skills to include the front crawl, back crawl, elementary backstroke and breaststroke. American Red Cross certification is possible. This class teaches the student to be a swimming instructor. Swimsuit and fee required. 3 hours lecture and lab.

HPR 2323 Recreational Leadership, 3 cr.

This class offers planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. 3 hours lecture.

HPR 2412 Individual and Team Sports Officiating I, 2 cr.

Rules, interpretations, officiating techniques, and tournament organizations for individual and team sports for men and women are explored. Open primarily to physical education majors. 2 hours lecture.

HPR 2433 Basketball Theory, 3 cr.

This is a theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. 3 hours lecture and lab.

HPR 2453 Baseball Theory, 3 cr.

This is a theoretical study of baseball methods from a coaching standpoint, including the study of fundamentals and team play, methods of teaching fundamentals, and team organization. 3 hours lecture and lab.

HPR 2511 Team Sports III, 1 cr.

Students will receive credit for participation during their third semester in the rules, techniques and participation of sports conditioning for baseball, softball, soccer, golf, basketball, tennis, cheerleading, and track.

HPR 2521 Team Sports IV, 1 cr.

Students will receive credit for participation during their fourth semester in the rules, techniques and participation of sports conditioning for baseball, softball, soccer, golf, basketball, tennis, cheerleading, and track.

HPR 2531 Pilates, 1 cr.

Students will learn techniques and participation in Pilates. Emphasis is placed on muscular strength and endurance activities and flexibility activities. Skill acquisition and proper technique for each movement are stressed as well as safe versus unsafe exercises. 2 hours lab.

HPR 2541 Yoga, 1 cr.

Students will learn techniques and participate in Yoga. Emphasis is placed on muscular

strength and endurance activities and flexibility activities. Skill acquisition and proper technique for each movement are stressed as well as safe versus unsafe exercises. 2 hours lab.

HPR 2551 Step Aerobics, 1 cr.

Students will be instructed and will practice basic principles of fitness and conditioning through a variety of exercises and activities. This course emphasizes the development of cardiovascular endurance, strength, and flexibility by utilizing choreographed routines that combine basic dance patterns, walking, and specific skills for each activity. Students learn adaptive impact techniques as a safety feature to avoid excessive stress on the joints. Pulse rates are monitored to meet individual needs. 2 hours lab.

HPR 2561 Fitness, Conditioning, Training in Cardio, 1 cr.

Students will be instructed and will practice principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 2571 Dance III (Zumba II), 1 cr.

A continuation of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. 2 hours lab.

HPR 2711 Athletic Training Terminology, 1 cr.

Course to develop students' knowledge of musculoskeletal and orthopedic terminology related to athletic training and other related health professions. 1 hour lecture.

HPR 2723 Prevention and Care of Athletic Injuries, 3 cr.

This class offers theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. 3 hours lecture.

HPR 2733 Introduction to Athletic Training, 1 cr.

Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delin-

eations, preparation, and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. 3 hours lecture.

Career/Technical and Workforce Education Courses

3D CAD ENGINEERING TECHNOLOGY

DDT 1163 **Engineering Graphics**, 3 cr.

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. 2 hours lecture, 2 hours lab.

DDT 1183 **Technical Math**, 3 cr.

This course involves a study of computational skills required for the development of accurate design and drafting methods. 3 hours lecture.

DDT 1173 **Mechanical Design I**, 3 cr.

Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures) used in mechanical design. Prerequisite: DDT 1163 Engineering Graphics and DDT 1313 Computer Aided Design I. 2 hours lecture, 2 hours lab.

DDT 1213 **Construction Standards and Materials**, 3 cr.

This course introduces the standards and materials used in the construction process. 3 hours lecture.

DDT 1313 **Computer Aided Design I**, 3 cr.

This course is designed to develop basic operating system and drafting skills on CAD. 2 hours lecture, 2 hours lab.

DDT 1323 **Computer Aided Design II**, 3 cr.

Continuation of Computer Aided Design I (DDT 1313). Subject areas include dimensioning, sectional views, and symbols. Prerequisite: DDT 1313 Computer Aided Design I. 2 hours lecture, 2 hours lab.

DDT 1413 **Elementary Surveying**, 3 cr.

This is a basic surveying course that deals with principles of geometry, theory, and use of leveling instruments; calculations; the control and reduction of errors; and the understanding of land surveying history. Prerequisite: DDT 1183 Technical Math. 2 hours lecture, 2 hours lab.

DDT 1613 **Architectural Design I**, 3 cr.

This course is a study and development of architectural design principles for a residential and/or commercial structure utilizing a 2D or 3D application. Prerequisites: DDT 1323 Computer Aided Design II and DDT 1213 Construction Standards and Materials. 2 hours lecture, 2 hours lab.

DDT 1911 **Drafting & Design Seminar I**, 1 cr.

Designed to facilitate activities in the Skills USA and professional organizations related to each student's career goals, this seminar allows regular assembly of students to accomplish goals and objectives set by the Skills USA Club and related organizations. These activities encourage leadership skills, understanding and participation in group projects, rapport with peers, community service. Meets one hour each week. 1 hour lecture.

DDT 1921 **Drafting & Design Seminar II**, 1 cr.

This course is a continuation of DDT 1911. Meets one hour each week. 1 hour lecture.

DDT 1931 **Drafting & Design Seminar III**, 1 cr.

This course is a continuation of DDT 1921. Meets one hour each week. 1 hour lecture.

DDT 1941 **Drafting & Design Seminar IV**, 1 cr.

This course is a continuation of DDT 1931. Meets one hour each week. 1 hour lecture.

DDT 2153 **Civil Planning and Design**, 3 cr.

This course deals with the development of civil planning and design processes. Prerequisite: DDT 1413 Elementary Surveying and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2213 **Structural Detailing I**, 3 cr.

Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). Students will utilize 2D or 3D software. Prerequisite: DDT 2373 3D Modeling and DDT 1613 Architectural Design I. 2 hours lecture, 2 hours lab.

DDT 2373 **3D Modeling**, 3 cr.

This course will emphasize the user coordinate system and 3-D modeling. Prerequisite: DDT 1323 Computer Aided Design II. 2 hours lecture, 2 hours lab.

DDT 2383 **Fundamentals of CAD/CAM**, 3 cr.

This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using CAD/CAM software packages as they relate to Machine Tool Technology. Prerequisite: DDT 1173 Mechanical Design I and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2823 **Revit Architectural 3D Modeling**, 3 cr.

This course provides instruction on the 3D applications of Revit Architecture.

It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building. Prerequisite: DDT 1613 Architectural Design I and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2913 Special Project, 3 cr.

Practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Co-requisite: DDT 1613 Architectural Design I and DDT 2373 3D Modeling. 6 hours lab.

DDT 2923 Work-Based Learning in Drafting/ Design Technology, 3 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Students must work a minimum of nine hours a week in the externship. Students can only participate with the consent of the instructor and must have completed at least one semester of advanced course work in the drafting program. 6 hours lab.

ALLIED HEALTH TECHNOLOGY

AHT 1113 Medical Vocabulary, 3 cr.

This course is designed to give students a working knowledge of basic medical vocabulary. Emphasis is placed on learning prefixes, suffixes, root words and combining forms of medical vocabulary as related to specific body systems. Recognition of written terminology is also stressed. 3 hours lecture.

CTE 1113 Occupational Math, 3 cr.

This course is designed for students who want to improve their basic math skills in order to enhance the probability of admission into nursing, health education, industrial technology or other occupational programs and/or to increase the probability of success

after entering an occupational program. 3 hours lecture.

CTE 1332 Introduction to Health Professions I, 2 cr.

This course looks at specific allied health professions, describes the education necessary, certification requirements, and expected salary. The course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctoral degree. 2 hours lecture.

AUTOMOTIVE TECHNOLOGY

ATT 1124 Basic Electrical/Electronic Systems, 4 cr.

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. 2 hours lecture, 4 hours lab.

ATT 1134 Advanced Electrical/Electronic Systems, 4 cr.

This course is 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. 2 hours lecture, 4 hours lab.

ATT 1214 Brakes, 4 cr.

This course provides 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. 2 hours lecture, 2 hours lab.

ATT 1424 Engine Performance I, 4 cr.

This course features advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. In addition, the course of study includes instruction, diagnosis, and correction of problems associated within these areas. Prerequisite: Basic Electrical/Electronic Systems (ATT 1124). 2 hours lecture, 4 hours lab.

ATT 1715 Engine Repair, 5 cr.

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. 2 hours lecture, 6 hours lab.

ATT 1811 Introduction, Safety, and Employability Skills, 1 cr.

Students will gain knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with automotive program and automotive industry are covered. 1 hour lecture.

ATT 2334 Steering and Suspension Systems, 4 cr.

This course provides advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. 2 hours lecture, 4 hours lab.

ATT 2434 Engine Performance II, 4 cr.

This course features 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. 2 hours lecture, 4 hours lab.

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

A course that provides students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: Consent of instructor. 2-6 hours lab.

ATT 2923 Supervised Work Experience, 3 cr.

This is a cooperative class between industry and education designed to integrate the student's

technical studies with industrial experience. Three semester hours credit based on 45 contact hours per credit hour. 135 hours lab.

BUSINESS OFFICE TECHNOLOGY

BOT 1213 **Personal and Professional Development**, 3 cr.

This course emphasizes an awareness of interpersonal skills essential for job success. 3 hours lecture.

BOT 1233 **Microsoft® Word® I**, 3 cr.

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. 2 hours lecture, 2 hours lab.

BOT 1243 **Microsoft® Word® II**, 3 cr.

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill-building. 2 hours lecture, 2 hours lab.

BOT 1273 **Introduction to Microsoft® Office®**, 3 cr.

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. 2 hours lecture, 2 hours lab.

BOT 1313 **Applied Business Math**, 3 cr.

This course is designed to provide a sound working knowledge of the math necessary for the intelligent handling of many aspects of modern finance, which students need in private life or in business. After successful completion of this course, students will be able to perform addition, subtraction, multiplication, division, decimals, percentages, discounts, commissions, depreciation, payroll records, income tax and interest. Evaluation consists of applied testing and assignments. Ten-key touch method on the electronic desktop calculators is stressed. 3 hours lecture.

BOT 1433 **Business Accounting**, 3 cr.

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 hours lecture.

BOT 1613 **Medical Office Terminology I**, 3 cr.

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 hours lecture.

BOT 1623 **Medical Office Terminology II**, 3 cr.

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. Prerequisites: BOT 1613 Medical Office Terminology I. 3 hours lecture.

BOT 1763 **Communication Essentials**, 3 cr.

This course focuses on basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. 2 hours lecture, 2 hours lab.

BOT 1823 **Microsoft® Excel® I**, 3 cr.

This course focuses on application Microsoft® Excel® as an aid to management decision making. 2 hours lecture, 2 hours lab.

BOT 1853 **Microsoft® Excel® II**, 3 cr.

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. 2 hours lecture, 2 hours lab.

BOT 2133 **Desktop Publishing**, 3 cr.

This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Prerequisite: BOT 1143

Word Processing or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2333 **Microsoft® Access®**, 3 cr.

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. 2 hours lecture, 2 hours lab.

BOT 2433 **QuickBooks®**, 3 cr.

This course applies basic accounting principles using QuickBooks®. 2 hours lecture, 2 hours lab.

BOT 2643 **CPT Coding**, 3 cr.

This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. Prerequisite: BOT 1613 Medical Office Terminology I, BOT 1623 Medical Office Terminology II, or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2653 **ICD Coding**, 3 cr.

This course is an introduction to the field of diagnostic and inpatient procedural coding. Prerequisite: BOT 1613 Medical Office Terminology I, BOT 1623 Medical Office Terminology II, or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2673 **Medical Insurance Billing**, 3 cr.

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. Prerequisites: BOT 2643 CPT Coding and BOT 2653 ICD Coding. 2 hours lecture, 2 hours lab.

BOT 2723 **Administrative Office Procedures**, 3 cr.

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 hours lecture, 2 hours lab.

BOT 2743 **Medical Office Concepts**, 3 cr.

This course provides coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem

solving is emphasized. Prerequisite: BOT 1113 Document Formatting and Production. 2 hours lecture, 2 hours lab.

BOT 2753 Medical Information Management, 3 cr.

This course will provide coverage of medical office practices using software simulation. 2 hours lecture, 2 hours lab.

BOT 2763 Electronic Health Records, 3 cr.

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. 2 hours lecture, 2 hours lab.

BOT 2823 Communication Technology, 3 cr.

This course presents an overview of the resources available for communications using current technology. Prerequisite: BOT 1143 Word Processing or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2833 Integrated Computer Applications, 3 cr.

This advanced course integrates activities using the enhanced features of application software including, word processing, databases, spreadsheets, graphics, and multimedia. Prerequisites: BOT 1143 Word Processing, BOT 2323 Database Management, and BOT 1813 Electronic Spreadsheet or consent of instructor. 2 hours lecture, 2 hours lab.

COMMERCIAL TRUCK DRIVING

DTV 1116 Commercial Truck Driving I, 6 cr.

This course covers fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. It also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 1 hour lecture, 10 hours lab.

DTV 1126 Commercial Truck Driving II, 6 cr.

A 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 performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 1 hour lecture, 10 hours lab.

DTV 1137 Commercial Truck Driving Internship, 7 cr.

Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at Meridian Community College with the trucking company of his/her choice. The successful completion of this course will enable the student to drive independently with minimum supervision with the company of his/her choice. 336 hours lab.

COMPUTER SERVICING TECHNOLOGY

CST 2113 Computer Servicing Lab, 3 cr.

This course is designed to introduce the student to the fundamentals of computer servicing. Topics covered include configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Co-requisite EET 1324 Microprocessors. 6 hours lab.

CONSTRUCTION TRADES

CCT 1116 Foundations, 6 cr.

This course includes site selection, site preparation, site layout, building forms and construction of foundations. 2 hours lecture, 8 hours lab.

CCT 1123 Forming Applications, 3 cr.

This course includes forming applications for foundations flatwork reinforcing concrete patented forms and tilt-up wall systems. 2 hours lecture, 2 hours lab.

CCT 1133 Blueprint Reading, 3 cr.

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. 2 hours lecture, 2 hours lab.

CCT 1163 Construction Mathematics, 3 cr.

This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce. 10 hours lab.

CCT 1236 Floor and Wall Framing, 6 cr.

This course is designed to give students experience in floor and wall framing. 2 hours lecture, 8 hours lab.

CCT 1245 Ceiling and Roof Framing, 5 cr.

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. 1 hour lecture, 8 hours lab.

CCT 1315 Interior/Exterior Finishing and Cabinet Installation, 5 cr.

This course includes thermal and sound protection types of interior ceilings wall coverings floor coverings, trim work and cabinet installation. It also includes the installation and finishing of wall coverings, cornices and exterior trim. 10 hours lab.

CCT 1911 Seminar I Carpentry, 1 cr.

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among construction trades professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals. 1 hour lecture.

CCT 1921 Seminar II Carpentry, 1 cr.

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and

interest, community service and rapport among construction trades professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals. 1 hour lecture.

COSMETOLOGY

COV 1122 **Cosmetology Orientation**, 2 cr.

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 hours lecture.

COV 1245 **Cosmetology Sciences I**, 5 cr.

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. 3 hours lecture, 6 hours clinical lab.

COV 1255 **Cosmetology Sciences II**, 5 cr.

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 3 hours lecture, 6 hours clinical lab.

COV 1263 **Cosmetology Sciences III**, 3 cr.

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. 2 hours lecture, 3 hours clinical lab.

COV 1426 **Hair Care I**, 6 cr.

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. 2 hours lecture, 12 hours clinical lab.

COV 1436 **Hair Care II**, 6 cr.

This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 2 hours lecture, 12 hours clinical lab.

COV 1443 **Hair Care III**, 3 cr.

This course consists of practical applications about 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. 9 hours clinical lab.

COV 1522 **Nail Care I**, 2 cr.

This course consists of basic nail care services including nail structures 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. 1 hour lecture, 3 hours clinical lab.

COV 1532 **Nail Care II**, 2 cr.

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. 1 hour lecture, 3 hours lab.

COV 1542 **Nail Care III**, 2 cr.

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. 6 hours clinical lab.

COV 1622 **Skin Care I**, 2 cr.

An 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. 1 hour lecture, 3 hours clinical lab.

COV 1632 **Skin Care II**, 2 cr.

This course consists of advance 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. 1 hour lecture, 3 hours clinical lab.

COV 1642 **Skin Care III**, 2 cr.

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. 6 hours clinical lab.

COV 1722 **Salon Business I**, 2 cr.

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Missis-

sippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab

COV 1732 Salon Business II, 2 cr.

This course covers how to operate a successful salon and employment opportunities. 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. 1 hour lecture, 3 hours clinical lab.

COV 2816 Cosmetology Teacher Training I, 6 cr.

This course covers developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2826 Cosmetology Teacher Training II, 6 cr.

This course covers developing of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2836 Cosmetology Teacher Training III, 6 cr.

This course covers developing appropriate lesson plans and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2846 Cosmetology Teacher Training IV, 6 cr.

This course covers classroom management techniques; cosmetology law, rules, and regulations; and practical application of cosmetology instruction. 2 hours lecture, 12 hours clinical lab.

CULINARY ARTS TECHNOLOGY

CUT 1153 Introduction to Culinary Arts, 3 cr.

This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. 3 hours lecture.

HRT 1163 Culinary Math, 3 cr.

The purpose of this course is to develop basic mathematical computation for all facets of the food service industry. Math skills learned will advance students/graduates at all levels of employment from servers and cooks to chefs and managers. 2 hours lecture, 2 hours lab.

CUT 1114 Culinary Principles I, 4 cr.

This course is a study of fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. 2 hours lecture, 4 hours lab.

CUT 1124 Culinary Principles II, 4 cr.

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. 2 hours lecture, 4 hours lab.

CUT 1134 Principles Of Baking, 4 cr.

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. 2 hours lecture, 4 hours lab.

CUT 1511 Culinary Arts Seminar I, 1 cr.

Students practice leadership and management skills necessary for success in culinary arts and business management. Instruction also focuses on business ethics, business manners, problem solving and professional growth development that coincide with Collegiate DECA goals. This also addresses computer-based management systems. 1 hour lecture.

CUT 1513 Garde Manger, 3 cr.

This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. 1 hour lecture, 4 hours lab.

CUT 1521 Culinary Arts Seminar II, 1 cr.

This course is a continuation of CUT 1511. 1 hour lecture.

CUT 1531 Culinary Arts Seminar III, 1 cr.

This course is a continuation of CUT 1511 and CUT 1521. 1 hour lecture.

CUT 1541 Culinary Arts Seminar IV, 1 cr.

This course is a continuation of CUT 1511, CUT 1521, and CUT 1531. 1 hour lecture.

CUT 2223 Menu Planning, 3 cr.

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. 3 hours lecture.

CUT 292(3–6)

Supervised Work Experience in Culinary Arts Technology, 3 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 3 to 18 hours externship.

CUT 2314 American Regional Cuisine, 4 cr.

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. 2 hours lecture, 4 hours lab.

CUT 2424 International Cuisine, 4 cr.

This course is a study of cuisines of the world with emphasis on use of authentic ingredients,

methods, and terminology. 2 hours lecture, 4 hours lab.

HRT 2623 Hospitality Human Resource Management, 3 cr.

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. 2 hours lecture, 2 hours lab.

HRT 2613 Hospitality Supervision, 3 cr.

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. 2 hours lecture, 2 hours lab.

DENTAL ASSISTING

DAT 1111 Dental Orientation, 1 cr.

This course introduces the development, function, status, and organization of the dental profession; and the professional, legal, and ethical responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms are covered. 1 hour lecture.

DAT 1214 Dental Assisting Materials, 4 cr.

Dental safety precautions are emphasized in this course. Students make a comprehensive study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operator and dental laboratory. 2 hours lecture, 4 hours lab.

DAT 1313 Dental Science I, 3 cr.

Topics covered include physiology, anatomy, and morphology as related to the oral cavity. Content is organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. 2 hours lecture, 2 hours lab.

DAT 1323 Dental Science II, 3 cr.

Topics covered include embryology, pharmacology, microbiology, and pathology as related

to dentistry. Content is organized to give the student basic information required for effective dental assisting. 3 hours lecture.

DAT 1415 Chairside Assisting I, 5 cr.

This course is a comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to postoperative care in the treatment room. 2 hours lecture, 6 hours lab.

DAT 1423 Chairside Assisting II, 3 cr.

A continuation of the study of information related to assisting at the dental chair, this course emphasizes techniques utilized in performing all dental procedures at the chair. Special consideration is given to assisting in the dental specialties. 2 hours lecture, 2 hours lab.

DAT 1433 Chairside Assisting III, 3 cr.

This course is a continuation of Chairside Assisting II. 2 hours lecture, 2 hours lab.

DAT 1514 Dental Radiology I, 4 cr.

Principles and safety precautions in dental radiology are studied in this course. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs on a manikin. 3 hours lecture, 2 hours lab.

DAT 1522 Dental Radiology II, 2 cr.

This course is a continuation of Dental Radiology I. Emphasis is placed on clinical competence in exposing periapical radiographs. 4 hours lab.

DAT 1612 Dental Health Education, 2 cr.

A study of the nutritional needs of the body, this course emphasizes nutritional requirements for maintaining good oral hygiene. This is a comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. 2 hours lecture.

DAT 1714 Practice Management, 4 cr.

This course is a comprehensive study of the dental office business procedures. Topics covered include patient contact, patient records, insurance, financial records, telephone usage, office management, basic skills in psychol-

ogy, and professional ethics. 3 hours lecture, 2 hours lab.

DAT 1815 Clinical Experience I, 5 cr.

This is a supervised clinical experience in an authorized dental clinic. 1 hour lecture, 12 hours clinical.

DAT 1822 Clinical Experience II, 2 cr.

This is a continuation of supervised clinical experience in an authorized dental clinic. 6 hours clinical.

DAT 1911 Dental Seminar I, 1 cr.

This course presents the opportunity for group assembly on a regular basis to work toward achievement of course objectives. Leadership skills and understanding of group dynamics, community service, interaction with other health education students, the practice of reading and interpreting professional literature are all outcomes of this course. Student and patient safety will also be discussed. 1 hour lecture.

DAT 1921 Dental Seminar II, 1 cr.

This course is a continuation of DAT 1911. 1 hour lecture.

DENTAL HYGIENE

DHT 1115 Fundamentals of Dental Hygiene, 5 cr.

The foundation of clinical dental hygiene procedures and practice prepares students for treating patients in the MCC Dental Hygiene Clinic. Areas of study include prevention of disease transmission and aseptic technique, patient-operator positioning, extra and intraoral examinations, measuring vital signs, dental charting, instrumentation, removal of dental stains, application of fluoride, evaluation of patient medical history, and emergency procedures in the dental office. Students practice on mannequins, progress to student-on-student instrumentation, and pass clinical proficiency exams before treating the public. 2 hours lecture, 6 hours lab.

DHT 1212 Dental Anatomy, 2 cr.

Students study the morphological characteristics of teeth with particular emphasis on shape, size, development, function, and relationship to each other. 2 hours lecture.

DHT 1222 Head and Neck Anatomy, 2 cr.

Head and Neck Anatomy is a comprehensive study of the skeletal, muscular, vascular, and nerve supply of the head and neck structure. 2 hours lecture.

DHT 1232 Oral Histology/Embryology, 2 cr.

This course surveys the embryological development of the head and neck with particular emphasis on the dental arches, salivary glands, oral mucosa, pharynx, and tongue. The histology of the teeth and oral tissues is also covered. 2 hours lecture.

DHT 1314 Dental Radiology, 4 cr.

This course is a study of dental radiology and clinical use. Students learn theory and techniques of producing radiographs, radiation safety, processing and mounting films, normal anatomical landmarks, and interpretation of structures seen in dental radiographs. 3 hours lecture, 2 hours lab.

DHT 1416 Clinical Dental Hygiene I, 6 cr.

Students provide comprehensive dental hygiene care of patients in the MCC Dental Hygiene Clinic under direct supervision. Focus is continued on instrumentation skills and radiography for patients of all ages. Didactics include discussion of personalized patient education, dental adjuncts and maintenance schedule, as well as treatment of patients with specialized needs (oral cancer, blood disorders, and cardiovascular disease). 2 hours lecture, 12 hours clinic.

DHT 1513 Periodontics, 3 cr.

This course includes the supporting structures of teeth with a comprehensive clinical and theoretical overview of conditions in good health as well as bacterial diseases of varying etiology. Clinical application theory is studied for the advanced periodontal patient in order to maintain a healthy and functional dental apparatus. 3 hours lecture.

DHT 1911 Dental Hygiene Seminar I, 1 cr.

This course is designed to coordinate activities within the Health Occupational Students of America and the Student Dental Hygiene Association. This course allows regular assembly to accomplish the goals and objectives set by both organizations. Activities encourage leadership skills and understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among allied health professionals. Prerequisite: Full-time attendance of the Dental Hygiene Technology Program. 1 hour lecture.

DHT 1921 Dental Hygiene Seminar II, 1 cr.

This course continues coordination activities within the Health Occupational Students of America and the Student Dental Hygiene Association. Regular assembly helps students to accomplish the goals and objectives set by both organizations. Activities encourage leadership skills and understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among allied health professionals. Prerequisite: Full time attendance in the Dental Hygiene Technology Program. 1 hour lecture.

DHT 2233 General/Oral Pathology, 3 cr.

This course includes the etiology, diagnosis, and treatment of various pathological conditions that may affect the human body with particular emphasis on lesions that involve the oral cavity. 3 hours lecture.

DHT 2425 Clinical Dental Hygiene II, 5 cr.

Instruction reinforces principles and procedures learned in Fundamentals, Clinical Hygiene I, and other DHT courses through supervised, comprehensive dental hygiene care. 1 hour lecture, 12 hours clinic.

DHT 2436 Clinical Dental Hygiene III, 6 cr.

This course reinforces principles and procedures learned in Fundamentals, Clinical Dental Hygiene I, Clinical Dental Hygiene II, and other dental hygiene courses through supervised and comprehensive dental hygiene patient care. 2 hours lecture, 12 hours clinic.

DHT 2613 Dental Materials, 3 cr.

Students will study the physical science of dental materials including the properties and proper manipulation of these materials by the dentist/dental hygienist. 2 hours lecture, 2 hours lab.

DHT 2713 Dental Pharmacology, 3 cr.

An introduction to drug actions and their mechanism of action when introduced into the human body is explored in this class. Special emphasis is given to drugs used in the modern dental office, including emergency procedures. 3 hours lecture.

DHT 2814 Community Dental Health, 4 cr.

Preventive dentistry within the community at local, state and federal levels is the focus of this course. Epidemiology, assessment, planning, implementation and evaluation of community programs are explored with emphasis on fluoridation, sealant placement, home care instruction, diet and regular dental exams in group setting. Students present programs to elementary schools, mental health facilities, convalescent homes, maternal and child care facilities and other groups within the community. They also extern at several private dental offices for a broader understanding of their role as a dental team member and in the dental community at large. 3 hours lecture, 3 hours clinical.

DHT 2931 Dental Hygiene Seminar III, 1 cr.

This course continues coordination activities within the Health Occupational Students of America and the Student Dental Hygiene Association. Regular assembly allows students to accomplish the goals and objectives set by both organizations. Activities encourage leadership skills and understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among allied health professionals. Prerequisite: Full-time attendance to the Dental Hygiene Technology Program. 1 hour lecture.

DHT 2941 Dental Hygiene Seminar IV, 1 cr.

This course continues coordination activities within the Health Occupational Students of America and the Student Dental Hygiene Association. Students are prepared for the Dental Hygiene National Board Examination. Activities include mock examinations and case based practice. Prerequisite: Full-time attendance in the Dental Hygiene Technology Program. 1 hour lecture.

DHT 2922 Dental Ethics and Law, 2 cr.

Ethical concepts are discussed and researched in this course based on the American Dental Association and the American Dental Hygiene Association's Code of Ethics. In addition, students study the basic concepts of the U.S. legal system with detailed emphasis on dental and dental hygiene regulations by the State of Mississippi in preparation for State Board examination. 2 hours lecture.

EARLY CHILDHOOD EDUCATION TECHNOLOGY

CDT 1111 Early Childhood Education Seminar I, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 1113 Early Childhood Profession, 3 cr.

This course is an introduction to the profession of early childhood (birth to 8 years) education that includes types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. 2 hours lecture, 2 hours lab.

CDT 1121 Early Childhood Education Seminar II, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national

early childhood education activities. 1 hour lecture.

CDT 1214 Infant and Toddler Development, 4 cr.

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. 3 hours lecture, 2 hours lab.

CDT 1224 Preschool and Primary Development, 4 cr.

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programs. Practice is given with preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3-8) 3 hours lecture, 2 hours lab.

CDT 1313 Creative Arts for Young Children, 3 cr.

This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. 3 hours lecture.

CDT 1343 Child Health, Safety, and Nutrition, 3 cr.

This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). 3 hours lecture.

CDT 1713 Language and Literacy Development for Young Children, 3 cr.

This course provides knowledge of oral and written language development of young

children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. 3 hours lecture.

CDT 2111 Early Childhood Education Seminar III, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 2121 Early Childhood Education Seminar IV, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 2233 Guiding Social and Emotional Behavior, 3 cr.

This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. 3 hours lecture.

CDT 2413 Development of the Exceptional Child, 3 cr.

This course provides knowledge of children who are developing atypically, family and classroom intervention strategies, and available resources. Legal, ethical, legislative, and family issues will be explored. 2 hours lecture, 2 hours lab.

CDT 2513 Family Dynamics and Community Involvement, 3 cr.

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families to best promote their children's development, and learning. (ages birth to 8 years), 3 hours lecture.

CDT 2613 Methods, Material & Measurement, 3 cr.

This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum, and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. 3 hours lecture.

CDT 2714 Social Studies, Math and Science for Young Children, 4 cr.

This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. 4 hours lecture.

CDT 2813 Administration of Programs for Young Children, 3 cr.

This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. 3 hours lecture.

CDT 2914 Initial Practicum, 4 cr.

This course is a supervised practicum which includes a minimum of 120 contact hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. 8 hours lab.

CDT 2944 Advanced Practicum, 4 cr.

This course is a supervised practicum which includes a minimum of 120 contact hours of supervised teaching in an approved early childhood setting. This capstone course focuses on the student's demonstration of competencies

throughout the daily routine in an early childhood classroom. 8 hours lab.

ELECTRICAL TECHNOLOGY**ELT 1113 Residential Wiring**, 3 cr.

This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code® requirements, and specialized circuits. 2 hours lecture, 2 hours lab.

ELT 1123 Commercial Wiring, 3 cr.

This course provides instruction and practice in the installation of commercial electrical services including the types of conduit and other raceways, National Electrical Code® requirements, and three-phase distribution networks. 2 hours lecture, 2 hours lab.

ELT 1144 AC and DC Circuits for Electrical Technology, 4 cr.

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. 0.5 hour lecture, 7 hours lab.

ELT 1192 Fundamentals of Electricity, 2 cr.

This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. 4 hours lab.

ELT 1213 Electrical Power, 3 cr.

This course provides information on electrical motors and their installation. Instruction and practice in using the different types of electrical motors, transformers, and alternators. 2 hours lecture, 2 hours lab.

ELT 1253 Branch Circuit and Service Entrance Calculations, 3 cr.

Calculating circuit sizes for all branch circuits and service entrances in residential installation 2 hours lecture, 2 hours lab.

ELT 1263 Electrical Drawings and Schematics, 3 cr.

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints, schematic diagrams. Prints and drawings associated with electrical wiring will be studied. 2 hours lecture, 2 hours lab.

ELT 1413 Motor Control Systems, 3 cr.

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. 2 hours lecture, 2 hours lab.

ELT 2913 Special Projects I, 3 cr.

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. 6 hours lab.

ELT 2933 Special Projects II, 3 cr.

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. 6 hours lab.

ELECTRONICS TECHNOLOGY**EET 1145 DC/AC Circuits**, 5 cr.

Principles and theories associated with DC and AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC and AC circuits. 4 hours lecture, 2 hours lab.

EET 1174 Fluid Power, 4 cr.

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is

placed on the development of control circuits and troubleshooting techniques. Prerequisite: Instructor Approved. 3 hours lecture, 2 hours lab.

EET 1192 Fundamentals of Electronics, 2 cr.

This course is designed to provide students with fundamental skills associated with all electronics courses. Topics covered include safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. 1 hour lecture, 2 hours lab.

EET 1214 Digital Electronics, 4 cr.

Students are introduced to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra and a basic computer system in this course. 3 hours lecture, 2 hours lab.

EET 1234 Computer Service Lab I, 4 cr.

This course covers fundamentals of computer servicing including configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisite: Instructor Approved. 8 hours lab.

EET 1334 Solid State Devices and Circuits, 4 cr.

Active devices, which include PN junction diodes, bipolar transistors, bipolar transistor circuits and unipolar devices, are studied in this course, with emphasis on low frequency application and troubleshooting. Co-requisite EET 1123 AC Circuits. 2 hours lecture, 4 hours lab

EET 1343 Motor Control Systems, 3 cr.

This course covers installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisite: Instructor Approved. 2 hours lecture, 2 hours lab.

EET 1353 Fundamentals of Robotics, 3 cr.

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot con-

figurations, operation, and basic programming and how they relate to the electrical industry. Prerequisite: Instructor Approved. 2 hours lecture, 2 hours lab.

EET 1363 Microcontrollers, 3 cr.

Students gain the skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing and other hardware applications associated with microprocessor systems. Prerequisite: EET 1214 Digital Circuits. 2 hours lecture, 4 hours lab.

EET 1443 Fundamentals of Instrumentation, 3 cr.

This course provides students with a general knowledge of instrumentation principles as they relate to the electrical industry. This course includes instruction in the basis of hydraulics and pneumatics and the use of electronic/electrical circuits in the instrumentation process. Prerequisite: Instructor Approved. 2 hours lecture, 2 hours lab.

EET 1910 Electronics Seminar I, 0.5 cr.

This seminar is designed to facilitate activities in the Skills USA (VICA) and professional organizations related to each student's career goals. Regular assembly of students helps them to accomplish goals and objectives set by club organizations. These activities encourage leadership skills, understanding and participation in group projects, rapport with peers and community service. 1 hour lab.

EET 1920 Electronics Seminar II, 0.5 cr.

This course is a continuation of EET 1910. 1 hour lab.

EET 1930 Electronics Seminar III, 0.5 cr.

This course is a continuation of EET 1920. 1 hour lab.

EET 1940 Electronics Seminar IV, 0.5 cr.

This course is a continuation of EET 1930. 1 hour lab.

EET 2334 Linear Integrated Circuits, 4 cr.

Students gain the skills and knowledge associated with advanced semiconductor devices and linear integrated circuits in this course.

Emphasis is placed on linear integrated circuits used with operational amplifiers, active filter, voltage regulators, timers and phase-locked loops. Prerequisite: EET 1334 Solid State Devices and Circuits. 2 hours lecture, 4 hours lab.

EET 2363 Programmable Logic Controllers, 3 cr.

This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Students learn about the operating principles of PLC's and practice in the programming, installation and maintenance of PLC's. Lecture and lab are required. Prerequisite: EET 1214. 2 hours lecture, 2 hours lab.

EET 2414 Electronic Communications, 4 cr.

This course provides students with the concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, reception, data transmission formats and codes, RS-232 interface and modulation-demodulation of digital communication. Prerequisite: EET 1363 Microcontrollers. 2 hours lecture, 4 hours lab.

EET 2423 Fundamentals of Fiber Optics, 3 cr.

This course is designed to introduce the student to concepts associated with sending information via light wave frequencies over fiber optic cables. The basic principles of light waves and light particles are study plus concepts of LASER are introduced. Prerequisite: EET 1334 Solid State Devices and Circuits. 2 hours lecture, 2 hours lab.

EET 2514 Interfacing Techniques, 4 cr.

Students study data acquisition devices and systems including their interface to microprocessors and other control systems. Lecture and lab are required. Prerequisite: EET 1214, Digital Electronics. 2 hours lecture, 4 hours lab.

EET 2913 Special Project, 3 cr.

This course is designed to provide practical application of skills and knowledge gained in other electronics or electronics-related technical courses. Prerequisite: All first year classes. 6 hours lab.

ECT 2923 Supervised Work Experience, 3 cr.

This course features a cooperative program between industry and education and is designed to integrate technical studies with industrial experience. Through an evaluation with the employer and weekly written reports, a student's technical skills and progress are evaluated. Prerequisite: All first year classes. 6 hours lab.

EMERGENCY MANAGEMENT AND COMMUNICATIONS TECHNOLOGY

ECT 1113 Principles of Emergency Management, 3 cr.

This course provides an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together to maximize their capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, and across the four phases of a disaster. 3 hours lecture.

ECT 1123 Fire Service Operations, 3 cr.

An orientation to the fire service, this course explores department structure and organization, operations and responsibility, and the history of the fire service. Also included are changes that impact how traditional fire department services are currently delivered. 3 hours lecture.

ECT 1213 Law Enforcement Operations, 3 cr.

Line activities of law enforcement organizations are discussed with emphasis on organization and management. This course provides a guide to the responsibilities assigned to patrol, traffic, investigation, and other specialized police units. 3 hours lecture.

ECT 1223 Principles of Public Safety Communications, 3 cr.

This course is a study of the systems used to facilitate emergency communications between the public, field units, and dispatch centers. Information is centered on the methods used by telecommunicators to rapidly process,

react to and broadcast critical information. 3 hours lecture.

ECT 1613 Mass Casualty Incident Management, 3 cr.

During a disaster, few things are more taxing on a community's response resources than multiple casualty incidents. This course uses components of the Incident Command System to coordinate the efforts of triage, treatment, and transport of the sick and injured. Additional focus is placed on identifying key incident factors that impact the decision-making process. 3 hours lecture.

ECT 1813 Dynamics of Homeland Security, 3 cr.

The primary intent of this course involves information gathering, including the analysis and assessment of local threats and response capabilities. Students will develop procedures for preparing and responding to terrorist attacks. In addition, the practices for restoring and maintaining critical government operations are discussed in this course. 3 hours lecture.

ECT 2313 Hazardous Materials, 3 cr.

Identification and recognition of hazardous materials are stressed in this class. Various types and classes of hazardous materials are discussed as well as various methods of transportation and storage. 3 hours lecture.

ECT 2323 Incident Management Systems, 3 cr.

This course is a study of incident management systems used for handling situations from relatively small incidents to the largest disasters. A variety of methods are discussed with emphasis placed on the National Incident Management System. 3 hours lecture.

ECT 2333 Emergency Planning, 3 cr.

The development of emergency operation plans and the process used to update existing plans that conform to current federal guidelines is covered in this course. Additional focus is placed on the interaction between public safety personnel that occurs during the planning process. 3 hours lecture.

ECT 2413 Emergency Personnel Supervision, 3 cr.

Focusing on supervising and managing personnel involved with emergency management, this course provides students with information on developing effective administrative techniques. Attention is given to exploring the role of the supervisor, dealing with problem situations, and issues related to leadership. 3 hours lecture.

ECT 2423 Disaster Response and Recovery, 3 cr.

This course discusses the role emergency managers have in responding to situations and the operations necessary to begin recovery efforts. Emphasis is placed on responsibilities assumed by local, state, and federal government agencies as well as the associated coordination requirements. 3 hours lecture.

ECT 2433 Public Information and Awareness, 3 cr.

This course provides an overview of the basic skills needed to perform the duties of a public information officer (PIO) as the job relates to emergency management. The course focuses on the various methods used to disseminate public information during the time surrounding an emergency. 3 hours lecture.

ECT 2513 Financial Management, 3 cr.

Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. The application of these methods is demonstrated at different levels of personnel responsibility. 3 hours lecture.

ECT 2623 Hazardous Weather Operation, 3 cr.

This course provides detailed information on weather-related hazards and the necessary coordination and communication of warning information. Additional focus is given towards the relationship between forecasters and emergency management when issuing appropriate warnings for such events. 3 hours lecture.

ECT 2633 Special Problems in Emergency Management, 3 cr.

This course provides selected problems that deal with local emergency management needs. Students utilize critical thinking skills and perform the necessary research to develop effective solutions. Prerequisite: Consent of program coordinator and prior or concurrent enrollment in ECT courses. 3 hours lecture.

ECT 2713 Emergency Management Technical Practicum, 3 cr.

This course allows emergency management personnel to implement knowledge and experience by functioning in the career field. The experience is designed to integrate the student's academic and technical skills into a real-world work environment. Prerequisite: Consent of program coordinator and prior or concurrent enrollment in ECT courses. 3 hours lecture.

ECT 2813 Response to Incidents of Terrorism, 3 cr.

This course addresses the special concerns and hazards encountered at incidents resulting from acts of terrorism or other criminal intent. Specific issues include responder safety, incident management, and weapons of mass destruction. Additional emphasis is placed on developing working relationships between response agencies involved with terrorism incidents. 3 hours lecture.

ECT 2833 Principles of Transportation Security, 3 cr.

History demonstrates that transportation plays an important role in the outcome of a terrorist attack. Likewise, the various modes of commercial transportation provide multiple methods for the concealment and delivery of weapons of mass destruction. This course focuses on the methods and procedures used to safeguard our transportation system and the steps local governments can take to improve the security of transportation facilities. 3 hours lecture.

ECT 2933 Risk Management I, 3 cr.

This course facilitates the analysis of local-area hazard data and threat control principles relating to personal and environmental risks. Investigation techniques, inspection methodologies, and prevention programs essential to public safety are emphasized. 3 hours lecture.

EMERGENCY MEDICAL SCIENCE TECHNOLOGY — PARAMEDIC**EMS 1118 Emergency Medical Technician, 8 cr.**

This course focuses on the fundamental responsibilities of the EMT during each phase of an emergency medical incident. These include conducting patient assessments, evaluating emergency medical conditions, providing proper care and treatment, and facilitating the safe transportation of patients by ambulance. 5 hours lecture, 4 hours lab, 3 hours clinical.

EMS 1122 Introduction to EMS Systems, 2 cr.

This course introduces the student to the Emergency Medical Services (EMS) systems, roles, and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. 1 hour lecture, 2 hours lab.

EMS 1314 Airway: Management, Respiration, and Oxygenation, 4 cr.

This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. This course was previously taught as Airway Management and Ventilation (EMT 1315). 1 hour lecture, 6 hours lab.

EMS 1414 Patient Assessment, 4 cr.

This course will teach comprehensive history taking and physical exam techniques. 1 hour lecture, 6 hours lab.

EMS 1422 EMS Special Patient Populations, 2 cr.

This course will provide a comprehensive overview of providing care for the patient with special needs. This course was previously taught as Special Considerations (EMT 1423). 1 hour lecture, 2 hours lab.

EMS 1513 EMS Practicum I, 3 cr.

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. This course was formerly taught as Clinical Internship I (EMT 1513). 9 hours clinical.

EMS 1525 EMS Practicum II, 5 cr.

This course will provide clinical and field training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. This course was previously taught as EMS Clinical Internship II and now incorporates EMS Field Internship I (EMT 2552). 9 hours clinical, 6 hours field clinical.

EMS1614 Pharmacology, 4 cr.

This course will teach comprehensive pharmacodynamics and pharmacokinetics. This course was formerly taught as Pre-hospital Pharmacology (EMT 1613). 2 hours lecture, 4 hours lab.

EMS 1825 Cardiology, 5 cr.

This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. This course was previously named Pre-hospital Cardiology (EMT 1825). 2 hours lecture, 6 hours lab.

EMS 2414 Maternal/Child Emergencies, 4 cr.

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies as well as pediatric emergencies. The course was previously divided into Pre-hospital OB/GYN (EMT 2412) and Pre-hospital Pediatrics (EMT 2423). 3 hours lecture, 2 hours lab.

EMS 2565 EMS Practicum III, 5 cr.

This course will provide advanced clinical and field experiences in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the clinical and out-of-hospital field setting at approved sites with an approved preceptor. This course was previously called EMS Field Internship II (EMT 2564). 15 hours clinical.

EMS 2714 Trauma, 4 cr.

This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. This course was previously called Pre-hospital Trauma (EMT 2714). 2 hours lecture, 4 hours lab.

EMS 2855 Medical, 5 cr.

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. This course was previously called Pre-hospital Medical Care (EMT 2855). 2 hours lecture, 6 hours lab.

EMS 2912 EMS Operations, 2 cr.

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. 1 hour lecture, 2 hours lab.

FIRE PROTECTION TECHNOLOGY

FFT 1113 Introduction to Fire Science, 3 cr.

An orientation to the fire service, this course explores department structure and organization, operations and responsibilities and the history of the fire services and changes that are currently remodeling traditional fire services. 3 hours lecture.

FFT 1123 Introduction to Fire Prevention, 3 cr.

This course introduces students to modern approaches of fire prevention. An overview of current fire prevention methods is provided, including codes and standards, company-based Inspections, public fire Education, interdiction programs and legislation affecting fire prevention activities. 3 hours lecture.

FFT 1213 Firefighting Principles and Practices, 3 cr.

A basic firefighting tactical course, this class provides information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods and firefighter safety, students explore various operations that must be conducted in a coordinated manner. 3 hours lecture.

FFT 1223 Fire Apparatus & Hydraulics, 3 cr.

Engines, pumps, operation procedures, maintenance techniques and equipment specifications are discussed while providing a working knowledge and understanding of various types of apparatus and equipment used by the fire service. 3 hours lecture.

FFT 2313 Disaster Management, 3 cr.

A study in the fundamental principles of preparing for and responding to local disasters. This course focuses on analyzing resources, developing and implementing response plans, and starting the recovery process. 3 hours lecture.

FFT 2323 Building Construction, 3 cr.

Why do buildings burn? What are the danger areas of various types of construction? This course investigates building construction from the standpoint of the fire service. A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. 3 hours lecture.

FFT 2333 Fire Fighter Safety, 3 cr.

This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. 3 hours lecture.

FFT 2413 Strategy & Tactics, 3 cr.

Strategy and tactics used in a variety of situations faced by the fire service are explored. Covering different situations from small everyday occurrences to massive conflagrations, this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. 3 hours lecture.

FFT 2423 Incident Management Systems, 3 cr.

This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Incident Management Systems. 3 hours lecture.

FFT 2433 Special Problems in Fire Protection, 3 cr.

This course provides selected problems aimed towards local fire service needs. Students utilize critical thinking and perform the necessary research to develop effective solutions. Prerequisite: Consent of program coordinator and prior or concurrent enrollment in FFT courses. 3 hours lecture.

FIRE PROTECTION - FIRE ADMINISTRATION CONCENTRATION

FFT 1813 Fire Law, 3 cr.

An analysis of public law that affects the fire service is the basics of this class. From laws related to codes and standards, administrative and management practices, to those related to the fire ground, students learn the fundamentals of fire department operations and management. 3 hours lecture.

FFT 2813 Fire Department Management, 3 cr.

This course introduces students to management. Particular attention is paid to the management process as it relates to non-emergency and emergency aspects of the fire officer's role. 3 hours lecture.

FFT 2823 Fire Service Supervision, 3 cr.

Focusing specifically on supervising and managing personnel involved with fire protection, this course provides students with information on developing effective supervisory techniques, the role of the supervisor, dealing with problem situations and other areas relating to personnel in fire science and individual work groups. 3 hours lecture.

FFT 2833 Financial Management, 3 cr.

Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. An applied project requires the development of a model budget for the student's fire service organization. 3 hours lecture.

FIRE PROTECTION - COMMUNITY RISK MANAGEMENT CONCENTRATION

FFT 1913 Planning for Fire & Emergency Services, 3 cr.

With emphasis on the identification and evaluation of problems common to the management of public safety resources, this course explores the planning, training, and logistical concerns needed to maintain organizational readiness and community preparedness. 3 hours lecture.

FFT 2913 Delivering Fire & Emergency Services, 3 cr.

The proper deployment of adequate resources is often the most critical aspect of an effective response. This course emphasizes methods for interpreting data and making sound tactical decision to manage local emergency situations and other large-scale incidents. 3 hours lecture.

FFT 2923 Community Risk Management I, 3 cr.

This course facilitates the analysis of local-area hazard data and threat control principles relating to personal and environmental risks. Investigation techniques, inspection methodologies, and prevention programs essential to public safety are emphasized. 3 hours lecture.

FFT 2933 Community Risk Management II, 3 cr.

A continuation of the principles addressed in Community Risk Management I, this course requires the analysis of a specific hazard and the application of specialized mitigation and control measures. The use of various codes, standards, and regulations related to such activities serves as the focal point of this course. 3 hours lecture.

GRAPHIC DESIGN TECHNOLOGY

CAT 1113 Graphic Design and Production I, 3 cr.

An introduction to the skills of design, typography, and the fundamentals needed of the graphic artist. The course will provide selected experiences involving design, simple renderings, printing processes, industry specifications, and print production formats for mass distribution. 6 hours lab.

CAT 1123 Graphic Design and Production II, 3 cr.

A continuation of Graphic Design and Production I with concentration on color printing, mechanical processes, color separations, screens, cropping, and scaling photographs/artwork for reproduction with continued emphasis on design, typography, assembly, and binding. The course will utilize both traditional and computer techniques. Prerequisite: Graphic Design and Production I (CAT 1113). 6 hours lab.

CAT 1143 Typography, 3 cr.

A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined

application of drawing skills before final output on the computer. 2 hours lecture, 2 hours lab.

CAT 1213 Fundamentals of Graphic Computers, 3 cr.

An introduction to graphic interface computers related to the graphic design industry, utilizing current software and related hardware emphasizing print production and digital image manipulation. 1 hour lecture, 4 hours lab.

CAT 2133 Graphic Design Studio, 3 cr.

A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed on projects according to industry needs. 1 hour lecture, 4 hours lab.

CAT 2313 Basic Advertising Design, 3 cr.

Concepts and methodology related to the graphic design industry utilizing current software and related hardware. Prerequisite: Graphic Design and Production I (CAT 1113), Fundamentals of Graphic Computers (CAT 1213), or by consent of instructor. 6 hours lab.

CAT 2323 Advanced Advertising Design, 3 cr.

A continuation of basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design projects. This course utilizes equipment and software used in industry. Prerequisite: Basic Advertising Design (CAT 2313) or by consent of instructor. 6 hours lab.

CAT 2334 Practical Advertising Techniques, 4 cr.

Performance skills needed for productive employment in the graphic design field. Prerequisite: Basic Advertising Design (CAT 2313) or by consent of instructor. 2 hours lecture, 3 hours lab.

CAT 2923 Special Project in Graphic Design Technology, 3 cr.

Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. Prerequisite: Completion of one

semester of coursework in the Graphic Design Technology Program. 45 contact hours per semester credit hour.

CAT 2926 Supervised Work Experience in Graphic Design Technology, 6 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 1-6 semester credit hours awarded through 3-18 hours externship. (Vocational-Technical Elective)

HEALTH CARE ASSISTANT

HCA 1115 Basic Health-Care Assisting, 5 cr.

This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. 1 hour lecture, 6 hours lab, 3 hours clinical.

HCA 1125 Special Care Procedures, 5 cr.

This course includes specialized procedures for admitting, transferring, and discharging clients; assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure. Pre/Corequisite: HCA 1115 Basic Health-Care Assisting. 2 hours lecture, 2 hours lab, 6 hours clinical.

HCA 1214 Body Structure and Function, 4 cr.

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. Prerequisite: HCA 1115 Basic Health-Care Assisting. 1 hour lecture, 2 hours lab, 6 hours clinical.

HCA 1312 Home Health Aide and Homemaker Services, 2 cr.

This course includes basic knowledge and skills required to care for the homebound client and basic knowledge and skills required to provide homemaker services. Pre/Corequisite: All core courses. 4 hours lab.

HEALTH INFORMATION TECHNOLOGY

HIT 1114 Health Record Systems, 4 cr.

This course is an introduction to health record systems including admissions procedures; record content, analysis, and use; retention requirements; and numbering and filing systems. 3 hours lecture, 2 hours lab.

HIT 1213 Medical Terminology, 3 cr.

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 hours lecture

HIT 1323 Health Care Law and Ethics, 3 cr.

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. Prerequisites: HIT 1114 Health Record Systems. 3 hours lecture.

HIT 1413 Pathophysiology and Pharmacology I, 3 cr.

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. In addition, common medications used to treat disease processes will be addressed. Prerequisites: HIT 1213 Medical Terminology and BIO

2513/2511 Anatomy & Physiology I with lab. 3 hours lecture.

HIT 2123 Alternate Care Systems, 3 cr.

This course is a study of health record systems in alternative settings, cancer program records, medical staff organization, and accreditation and licensure standards. Prerequisites: HIT 1114 Health Record Systems, HIT 1213 Medical Terminology. 2 hours lecture, 2 hours lab.

HIT 2133 Health Statistics, 3 cr.

This course includes sources and use of health data, definitions of statistical terms, and computation of rates and percentages commonly used by health care facilities. Prerequisite: HIT 1114 Health Record Systems, HIT 2913 Computer in Healthcare. 3 hours lecture.

HIT 2142 Electronic Health Record, 2 cr.

This course covers the aspects of electronic health records (E.H.R.) in the healthcare environment. In addition, it explores implementation of the E.H.R. in various health-care settings. Prerequisite: HIT 2913 Computers in Health Care. 2 hours lecture.

HIT 2423 Pathophysiology and Pharmacology II, 3 cr.

This course is a continuation of Pathophysiology I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment. In addition, common medications used to treat disease processes will be addressed. Prerequisites: HIT 1413 Pathophysiology I, BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab. 3 hours lecture.

HIT 2513 Professional Practice Experience I, 2 cr.

In this course, students rotate through health information management areas in hospitals and other health care facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. Prerequisites: HIT 1114 Health Record Systems, HIT 1311 Health Care Delivery Systems and HIT 1213 Medical Terminology. 6 hours clinical per day, 1 day a week.

HIT 2523 Professional Practice Experience II, 2 cr.

In this course, students rotate through health information management areas in hospitals and other health care facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. Prerequisite: HIT 2513 Professional Practice Experience. 6 hours clinical per day, 1 day a week.

HIT 2615 Coding Systems I, 5 cr.

This course provides a basic introduction on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and/or ICD-10-PCS. The course is designed to provide the student with knowledge of diagnostic and/or procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. Prerequisites: HIT 1213 Medical Terminology, HIT 1413 Pathophysiology I, HIT 1114 Health Record Systems, BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab. 3 hours lecture, 4 hours lab.

HIT 2625 Coding Systems II, 5 cr.

This course is a continuation Coding Systems I. The course will continue to focus on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and also how to build ICD-10-PCS and/or CPT/HCPCS procedure codes. The course is designed to provide the student with knowledge of diagnostic and procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. They will practice coding guidelines by applying the ICD-10-CM and ICD-10-PCS and/or CPT/HCPCS codes to coding cases and scenarios using the code books and encoder software. Prerequisites: BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab, HIT 2423 Pathophysiology II and HIT 2614 Coding Systems I. 3 hours lecture, 4 hours lab.

HIT 2633 Reimbursement Methodologies, 3 cr.

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. Prerequisite: HIT 2615 Coding Systems I and HIT 2423 Pathophysiology II. 3 hours lecture.

HIT 2713 Health Care Supervision, 3 cr.

This course includes basic principles of management and supervision with emphasis on the health information setting. Prerequisites: HIT 2133 Health Statistics, HIT 2123 Alternate Care Systems. 2 hours lecture, 2 hours lab.

HIT 2812 Performance Improvement Techniques, 2 cr.

This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; the use of quality monitors in the health information department. Prerequisite: HIT 2123 Alternate Care Systems. 1 hour lecture, 2 hours lab.

HIT 2913 Computers in Health Care, 3 cr.

This course is an overview of computer use in health care facilities with emphasis on applications for health information services. An introduction to the electronic health record is included. Prerequisite: CSC 1123 Computer Applications I. 2 hours lecture, 2 hours lab.

HIT 2921 Certification Fundamentals for HIT, 1 cr.

This course is an in-depth study and review of material covered in the HIT curriculum. It is designed to prepare students for the national registry exam. 2 hours lab.

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

HRT 1114 Culinary Principles I, 4 cr.

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks and sauces, and farinaceous items. 2 hours lecture, 4 hours lab.

HRT 1123 Introduction to the Hospitality and Tourism Industry, 3 cr.

This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations help the students to discover the opportunities, trends, problems and organizations in the field. 3 hours lecture.

HRT 1163 Culinary Math, 3 cr.

The purpose of this course is to develop basic mathematical computation for all facets of the food service industry. Math skills learned will advance students/graduates at all levels of employment from servers and cooks to chefs and managers. 2 hours lecture, 2 hours lab.

HRT 1213 Sanitation and Safety, 3 cr.

This course includes the basic principles of microbiology, sanitation and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in hospitality operations are covered. 2 hours lecture, 2 hours lab.

HRT 1223 Restaurant and Catering Operations, 3 cr.

This course provides the student with a basic understanding of the principles of organizing and managing a food and beverage facilities, along with catering operations. 2 hours lecture, 2 hours lab.

HRT 1413 Rooms Division Management, 3 cr.

This course offers an operational approach to rooms division management in the hospitality industry including from office and housekeeping operations. 2 hours lecture, 2 hours lab.

HRT 1511 Hotel and Restaurant Seminar I, 1 cr.

Students practice leadership and management skills necessary for success in hospitality and tourism management. Instruction also focuses on business ethics, business manners, problem solving and professional growth development that coincide with Collegiate DECA goals. This course also addresses computer-based management systems. 2 hours lab.

HRT 1521 Hotel and Restaurant Seminar II, 1 cr.

This course is a continuation of HRT 1511. 2 hours lab.

HRT 1531 Hotel and Restaurant Seminar III, 1 cr.

This course is a continuation of HRT 1521. 2 hours lab.

HRT 1541 Hotel and Restaurant Seminar IV, 1 cr.

This course is a continuation of HRT 1531. 2 hours lab.

HRT 2233 Hospitality Cost Control, 3 cr.

This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost volume-profits analysis, income and cost control, menu pricing, labor cost control and computer applications. 2 hours lecture, 2 hours lab.

HRT 2613 Hospitality Supervision, 3 cr.

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques and evaluation methods. 2 hours lecture, 2 hours lab.

HRT 2623 Hospitality Human Resource Management, 3 cr.

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. 2 hours lecture, 2 hours lab.

HRT 2853 Convention and Meeting Planning, 3 cr.

Planning, promotion, and management of meetings, conventions, expositions and events. 2 hours lecture, 2 hours lab.

HRT 2915 Supervised Work Experience in Hotel and Restaurant Management, 5 cr.

This course is a cooperative program between industry and education and is designed to integrate the students' technical studies

with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

INDUSTRIAL MAINTENANCE TECHNICIAN**IMM 1113 Industrial Maintenance Core & Safety**, 3 cr.

This course covers general safety practices, OSHA 10-hour general industry safety card, introduction to hand and power tools, and basic employability skills. 2 hour lecture, 2 hours lab.

IMM 1133 Industrial Maintenance Blueprint Reading, 3 cr.

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. 3 hour lecture.

IMM 1153 Electrical Industrial Maintenance I, 3 cr.

This course includes instruction in electrical safety practices, the National Electrical Code, electrical theory, alternating current, and test equipment. 1 hour lecture, 4 hours lab.

IMM 1163 Electrical Industrial Maintenance II, 3 cr.

This course will include instruction in hand bending conduit, measurement devices, conductors and cables, terminations and splices. 1 hour lecture, 4 hours lab.

IMM 1214 Introduction to Industrial Maintenance, 4 cr.

This course includes an orientation to the trade, mathematical and measurement procedures, fasteners and hardware, pumps, valves, and lubrication principles. 1 hour lecture, 6 hours lab.

IMM 1235 Precision Machining Operations, 5 cr.

Safe and proper use of various precision tools. Includes instruction in the use of drill presses, engine lathes, and milling machines. 2 hours lecture, 6 hours lab.

IMM 1243 Mechanical Industrial Maintenance I, 3 cr.

This course will include instruction in installing bearings, installing couplings, setting baseplates and conventional alignment. 1 hour lecture, 4 hours lab.

IMM 1253 Mechanical Industrial Maintenance II, 3 cr.

This course includes instruction in installing belt and chain drives, installing seals and laser alignment. 1 hour lecture, 4 hours lab.

IMM 1323 Motor Control Systems, 3 cr.

This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. 2 hours lecture, 2 hours lab

IMM 1513 Equipment Installation and Alignment 3 cr.

Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. 1 hour lecture, 6 hours lab

IMM 1614 Principles of Piping and Hydro-Testing, 4 cr.

This course includes instruction in basic principles of piping and pipe fitting, basic pipe fitting procedures and basic hydro-testing of pipe systems. 2 hours lecture, 4 hours lab.

IMM 1734 Maintenance Welding and Metals, 4 cr.

This course introduces students to different metals and their properties and to basic SMAW welding and oxy-fuel cutting and brazing. 1 hour lecture, 6 hours lab.

IMM 1921 Elective-Supervised Work Experience, 1 cr.**IMM 2114 Equipment Maintenance, Troubleshooting, and Repair**, 4 cr.

Maintenance and troubleshooting techniques, use of technical manuals and test equipment,

and inspection/evaluation/repair of equipment including pumps. 1 hour lecture, 6 hours lab.

IMM 2214 Advanced Electrical for Industrial Maintenance, 4 cr.

This course will include instruction in motor control, transformers and distribution systems. 1 hour lecture, 6 hours lab.

IMM 2224 Advanced Mechanical for Industrial Maintenance, 4 cr.

This course includes instruction in hydraulics, pneumatics, and systems troubleshooting. 2 hours lecture, 6 hours lab.

IMM 2424 Solid State Motor Control, 4 cr.

This course includes principles and operation of solid state motor control. It includes the installation and maintenance of different solid state devices for motor control. 1 hour lecture, 6 hours lab.

IMM 2613 Programmable Logic Controllers, 3 cr.

Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. 2 hours lecture, 2 hours lab.

IMM 2833 Process Control, 3 cr.

A study of the instruments and instrument systems used in processing including terminology, primary variables, symbols, and control loops. 2 hours lecture, 2 hours lab

INFORMATION SYSTEMS TECHNOLOGY

IST 1112 Fundamentals of Information Technology, 2 cr.

This course introduces microcomputer operation, word processing, spreadsheets, database management, and online applications. It is designed for students with limited computer proficiency and is to be taken by those students in addition to the courses listed in the course sequence. 1 hours lecture, 2 hours lab.

IST 1124 IT Foundations, 4 cr.

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. 2 hours lecture, 4 hours lab.

IST 1133 Fundamentals of Data Communications, 3 cr.

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. 2 hours lecture, 2 hours lab.

IST 1143 Principles of Information Security, 3 cr.

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understating 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. 2 hours lecture, 2 hours lab.

IST 1153 Web and Programming Concepts, 3 cr.

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. 2 hours lecture, 4 hours lab.

IST 1163 Concepts of Database Design, 3 cr.

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. 2 hours lecture, 2 hours lab.

IST 1223 Network Components, 3 cr.

This course presents local area network and wide area network connectivity. IT focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: IST 1134 Fundamentals of Data Communications. 2 hours lecture, 2 hours lab.

IST 1244 Network Administration Using Microsoft Windows Server, 4 cr.

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. 2 hours lecture, 4 hours lab.

IST 1254 Network Administration Using Linux, 4 cr.

This course focuses on the management of a computer network using the Linux operation system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. 2 hours lecture, 4 hours lab.

IST 1314 Visual BASIC Programming Language, 4 cr.

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. 2 hours lecture, 4 hours lab.

IST 1414 Client-side Programming, 4 cr.

This course offers a comprehensive understanding of programming using JavaScript. Prerequisite: IST 1154 Web and Programming Concepts. 2 hours lecture, 4 hours lab.

IST 1514 SQL Programming, 4 cr.

The course is the first in a two part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. 2 hours lecture, 2 hours lab.

IST 2213 Network Security, 3 cr.

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of system network operations and protocols through traffic capture and protocol analysis. Prerequisites: IST 1223 Network Components. 2 hours lecture, 2 hours lab.

IST 2224 Network Planning and Design, 4 cr.

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. Prerequisites: Network Operating Systems Elective; IST 1223 Network Components. 2 hours lecture, 4 hours lab.

IST 2233 Network Implementation, 3 cr.

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Prerequisite: IST 2224 Network Planning and Design. 2 hours lecture, 2 hours lab.

IST 2254 Advanced Network Administration Using Microsoft Windows Server, 4 cr.

This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implantations of a functional server. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server. 2 hours lecture, 4 hours lab.

IST 2314 Systems Analysis and Design, 4 cr.

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. 2 hours lecture, 4 hours lab.

IST 2324 Script Programming Language, 4 cr.

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Prerequisite: IST 1154 Web and Programming concepts OR IST 1123 Web Development Concepts OR IST 1143 Programming Development Concepts. 2 hours lecture, 4 hours lab.

IST 2334 Advance Visual BASIC Programming Language, 4 cr.

This course is a continuation of the Visual BASIC programming language. Prerequisite: IST 1314 Visual BASIC Programming Language. 2 hours lecture, 4 hours lab.

IST 2373 C Programming Language, 3 cr.

This course is designed to introduce the student to the C programming language and its basic functions. Prerequisite: any IST programming language course or permission of instructor. 2 hours lecture, 2 hours lab.

IST 2384 Advanced C Programming Language, 4 cr.

This course is a continuation of the study of the C programming language. Prerequisite: IST 2374 C Programming Language. 2 hours lecture, 4 hours lab.

MARKETING MANAGEMENT TECHNOLOGY**MMT 1000 Marketing Management Technology Lab**, 0 cr.

This course provides additional time for project development and research in Salesmanship, Advertising, Merchandising Math, E-Commerce Marketing, Event Marketing, Buying, and Marketing Case Studies. 1 hour optional lab.

MMT 1113 Principles of Marketing, 3 cr.

This course is a study of the 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 are also covered. 3 hours lecture.

MMT 1123 Marketing Applications, 3 cr.

This course is an advanced continuation of Marketing I (MMT 1113). Prerequisite: MMT 1113 Marketing I. 3 hours lecture.

MMT 1313 Selling, 3 cr.

Basic principles and techniques of salesmanship and their practical application are explored in this course. Topics also include basic elements of consumer behavior, developing effective sales strategies, closing and servicing a sale and developing consumer relations. 3 hours lecture, 1 hour optional lab.

MMT 1323 Advertising, 3 cr.

This course covers the role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection and creation of advertising. 3 hours lecture, 1 hour optional lab.

MMT 1413 Merchandising Math, 3 cr.

In this course students study the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing and inventory are also covered. 3 hours lecture, 1 hour optional lab.

MMT 1613 Beginning Real Estate, 3 cr.

This beginning course in the study of real estate covers the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring and appraising. 3 hours lecture. This course does not satisfy degree or program requirements.

MMT 1643 Beginning Real Estate II, 3 cr.

This is the second course in real estate and covers the mathematics necessary to pass the state exam. Students also cover the principles and methods of financing real estate, sources of funds, types and contents of financing instruments and the role of various institutions, both private and governmental. 3 hours lecture. This course does not satisfy degree or program requirements.

MMT 1710 Marketing Seminar I, 0.5 cr.

Students learn how to develop leadership skills and human relation skills necessary for success in the field of marketing and management. A minimum of six outside speakers will address the class in topics directly related to marketing careers. Emphasis will be placed on developing civic, social and business responsibilities. Resume writing and interviewing skills will be practiced and reviewed. Collegiate DECA will meet once monthly during this time for a business meeting. 1 hour lab.

MMT 1720 Marketing Seminar II, 0.5 cr.

This course is a continuation of MMT 1711. 1 hour lab.

MMT 1730 Marketing Seminar III, 0.5 cr.

This course is a continuation of MMT 1721. 1 hour lab.

MMT 1740 Marketing Seminar IV, 0.5 cr.

This course is a continuation of MMT 1731. 1 hour lab.

MMT 2213 Principles of Management, 3 cr.

This course covers the basic principles and functions of management. Special emphasis is placed on planning, organizing, staffing, directing and controlling. 3 hours lecture.

MMT 2233 Human Resource Management, 3 cr.

Objectives, organization and functions of human resource management are explored in this class. Emphasis is focused on selection and placement, job evaluation, training, education, safety, health, employer-employee relations and employee services. 3 hours lecture.

MMT 2243 Marketing Case Studies, 3 cr.

The study of effective marketing management decision making through case study analysis. 3 hours lecture.

MMT 2313 E-Commerce Marketing, 3 cr.

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 hours lecture, 1 hour optional lab.

MMT 2423 Retail Management, 3 cr.

Study of retailing process including functions performed, principles governing effective operation and managerial problems resulting from current economic social trends. 3 hours lecture.

FMT 1233 Buying Fundamentals, 3 cr.

Study of the functions buying within the retail operation including logical sequences for activities and information necessary for buying merchandise. 2 hours lecture, 2 hours lab.

RET 2723 Real Estate Law, 3 cr.

This course is designed to give students a general background in the laws of real property and real estate brokerage. 3 hours lecture.

MEDIA PRODUCTION TECHNOLOGY

BCT 1813/COM 1511**Broadcast Assistantship I**, 3 cr.

This course is designed to give the student supervised work experience in radio and television production, both in the studio and in the field. 90 hours lab to be arranged.

BCT 1823/COM 1521**Broadcast Assistantship II**, 3 cr.

This course is a continuation of BCT 1813. 90 hours lab to be arranged.

BCT 2813/COM 2511**Broadcast Assistantship III**, 3 cr.

This course is designed to give the student supervised work experience in radio and television production. Students are expected to take greater responsibility with the focus being placed on directing, producing, and leadership. 90 hours lab to be arranged.

BCT 2823/COM 2521**Broadcast Assistantship IV**, 3 cr.

This course is a continuation of BCT 2813. 90 hours lab to be arranged.

MDT 1214/COM 2463**Broadcast Writing**, 4 cr.

Principles of broadcast writing to include scripts for television and radio news, commercials, and programs. 3 hours lecture, 2 hours lab.

MDT 1244/COM 2483**Principles of Mass Communication**, 4 cr.

Introduction to the field of radio/television broadcasting and the history of mass media. Emphasis is placed on the role of communication systems in our society. Job characteristics and opportunities are also emphasized. 4 hours lecture.

MDT 1314 Fundamentals of Television Production, 4 cr.

Introduction to the operation of a television studio. 3 hours lecture, 2 hours lab.

MDT 1413 Principles of Audio Production, 3 cr.

Operations of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. 2 hours lecture, 2 hours lab.

MDT 1423/COM 1443**Advanced Audio Production**, 3 cr.

Continuation of Principles of Audio Production with further study in the development of and the use of equipment in audio production with emphasis placed on actual projects. 2 hours lecture, 2 hours lab.

MDT 2114/COM 1433**Broadcast Announcing**, 4 cr.

Introduction to the basic principles of broadcast announcing. 3 hours lecture, 2 hours lab.

MDT 2314 Intermediate Television Production, 4 cr.

Operations of a television control room. 2 hours lecture, 4 hours lab.

MDT 2324/COM 1463

Advanced Television Production, 4 cr.

Operations of original television productions. Directions, productions, layouts, and organization are stressed. 2 hours lecture, 4 hours lab.

MDT 2414 **Basic Editing**, 4 cr.

Student's basic projects are emphasized and include basic principles, procedures, and techniques of audio and video editing. 2 hours lecture, 4 hours lab.

MDT 2424 **Advanced Editing**, 4 cr.

Student's continuation of Basic Editing with emphasis placed on the development and use of the broadcasting industry editing standards. Students' projects are emphasized and include advanced principles, procedures, and techniques of audio and video editing. 2 hours lecture, 4 hours lab.

MEDICAL ASSISTING TECHNOLOGYMET 1113 **Medical Terminology**, 3 cr.

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 and the use of computer assisted software. 2 hours lecture, 2 hours lab.

MET 1214 **Medical Business Practices**, 4 cr.

This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on clerical functions, billing, collecting, bookkeeping, and creating and maintaining medical records. The goal is to provide the student with practice situations through demonstration and simulated office settings utilizing electronic health-care record software. 3 hours lecture, 2 hours lab.

MET 1313 **Clinical Procedures I**, 3 cr.

The purpose of this course is to introduce the student to basic clinical skills, Occupa-

tional Safety and Health Administration (OSHA) standards, infection control, vital signs, patient preparation, and assisting with examinations, emphasizing the importance of being proficient in all of these areas. This course also provides students with opportunities to practice and demonstrate proficiency in simulated settings and check-offs. 2 hours lecture, 2 hours lab.

MET 1323 **Clinical Procedures II**, 3 cr.

This course is a continuation of Clinical Procedures I and will further the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic studies, performing ECGs, preparing and administering medications as directed by the physician, and providing mobility assistance. 2 hours lecture, 2 hours lab.

MET 1413 **Medical Law and Ethics**, 3 cr.

This course covers medical law, ethics, and bioethics; the legal relationship of the physician and patient; the legal responsibilities of the healthcare team including the patient; and the importance of professional liability. 3 hours lecture.

MET 1513 **Pharmacology for Medical Assistants**, 3 cr.

The course reflects basic theory and clinical information related to drugs including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. 3 hours lecture.

MET 1911 **Medical Assisting Technology Seminar I**, 1 cr.

This course is designed for students to participate in activities of various professional organizations such as the Medical Assisting Technology Student organization, HOSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and in-

terest, community service and rapport among health education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals. 1 hour lecture.

MET 1921 **Medical Assisting Technology Seminar II**, 1 cr.

This course is a continuation of MET 1911. 1 hour lecture.

MET 1931 **Medical Assisting Technology Seminar III**, 1 cr.

This course is a continuation of MET 1911. 1 hour lecture.

MET 2224 **Computer Concepts for Medical Assistants**, 4 cr.

This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. 2 hours lecture, 4 hours lab.

MET 2234 **Medical Insurance**, 4 cr.

The purpose of this course is to acquaint the student with different types of insurance plans including commercial plans, government plans, disability, worker's compensation, and managed care plans. Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9 and 10CM and CPT coding will be presented. 3 hours lecture, 2 hours lab.

MET 2334 **Medical Laboratory for Medical Assistants**, 4 cr.

This course covers techniques of the clinical laboratory including competent use of the microscope and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Students will develop proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and accurate reporting of test results. 3 hours lecture, 2 hours lab.

MET 2613 Clinical Review, 3 cr.

This summary course is designed to review the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, with a review of critical clinical skills and professional development issues. 3 hours lecture.

MET 2715 Practicum, 5 cr.

This course includes supervised experience in medical offices to provide the student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences and to strengthen learning situations brought up in the practicum setting. 1 hour lecture, 12 hours clinical.

MEDICAL LABORATORY TECHNOLOGY

MLT 1111 Fundamentals of MLT/Phlebotomy, 1 cr.

This course includes an overview of the field of Medical Laboratory Technology, as well as familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. 1 hour lecture.

MLT 1213 Urinalysis/Body Fluids, 3 cr.

This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests, and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to disease states. Prerequisites: MLT 1111 Fundamentals of MLT. 1 hour lecture, 2 hours lab.

MLT 1313 Hematology I, 3 cr.

This course is a study of the function of blood, morphology, maturation of normal cells, blood cell counts, differentials of white cells and blood collection and handling. Prerequisite:

MLT 1413 Immunology/Serology. 2 hours lecture, 2 hours lab.

MLT 1324 Hematology II, 4 cr.

This course includes the study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Prerequisite: MLT 1313 Hematology I. 2 hours lecture, 4 hours lab.

MLT 1413 Immunology/Serology, 3 cr.

This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. 2 hours lecture, 2 hours lab.

MLT 1515 Clinical Chemistry, 5 cr.

This course covers the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Prerequisites: Approved chemistry elective. 3 hours lecture, 4 hours lab.

MLT 2711 Medical Laboratory Technology Seminar, 1 cr.

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study. 2 hours lab.

MLT 2424 Immunohematology, 4 cr.

This course includes collection, processing, storage and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, antibody identification and investigation of hemolytic

disease of the newborn. Prerequisite: MLT 1413 Immunology/Serology. 2 hours lecture, 4 hours lab.

MLT 2523 Pathogenic Microbiology I, 3 cr.

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. 1 hour lecture, 2 hours lab.

MLT 2614 Pathogenic Microbiology II, 4 cr.

Basic skills, principles and techniques for the staining, culturing, isolating and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to various antibiotics and other drugs. Prerequisite: MLT 2523 Pathogenic Microbiology I. 2 hours lecture, 4 hours lab.

MLT 2722 Certification Fundamentals of MLT, 2 cr.

This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national registry/certifying exam. Prerequisites: Completion of all didactic MLT courses. 2 hours lecture.

MLT 2944 Clinical Practicum I, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology/coagulation, clinical chemistry, immunohematology, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisites: All first, second, and third semester MLT courses. 12 hours clinical practice.

MLT 2954 Clinical Practicum II, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology/coagulation, clinical chemistry, immunohematology, urinalysis,

microbiology, phlebotomy, and immunology/serology. Prerequisite: MLT 2944 Clinical Practicum I. 12 hours clinical practice.

MLT 2964 Clinical Practicum III, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology, coagulation, clinical chemistry, immunohematology, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisites: MLT 2944 Clinical Practicum I and MLT 2954 Clinical Practicum II. 12 hours clinical practice.

MLT 2974 Clinical Practicum IV, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology, coagulation, clinical chemistry, immunohematology, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisites: MLT 2944 Clinical Practicum I, MLT 2954 Clinical Practicum II, and MLT 2964 Clinical Practicum III. 12 hours clinical practice.

NURSING, ASSOCIATE DEGREE

NUR 1002 Introduction to Neonatal Concepts, 2 cr.

Students explore the introductory concepts necessary to provide nursing care for neonates. Hybrid course. By arrangement.

NUR 1003 Legal and Ethical Issues in Healthcare, 3 cr.

This online elective course is designed to assist the beginning nursing student with the tools to process legal issues and assist in decision making based on nursing ethics. The textbook is used as a guide and reference for online discussions with the instructor and other students. Question/answer sessions at the end of each chapter will also provide review and topics of discussion. The student will utilize other resources for learning such as the Internet, nursing journals, and health care professionals employed in employee health and risk management. This course is restricted to students enrolled in NUR courses unless

special exception is granted by the instructor. 3 hours lecture online.

NUR 1102 Nursing I Enhancement, 2 cr.

Students may take this course concurrently with Nursing I. Objectives are designed to enhance student comprehension of fundamentals concept and improve test taking skills and critical thinking skills. Students scoring 70 or less on the HESI A2 or who are readmission students to Nursing I are required to complete this course with a "C" or better. 2 hours lecture.

NUR 1103 Nursing I, Part 2, 3 cr.

This is a continuation of the fundamentals of nursing care and emphasis is placed on common medical conditions and the clinical care of clients in local hospitals and nursing homes. Prerequisite: NUR 1107. 2 hours lecture, 3 hours clinical.

NUR 1107 Nursing I, Part 1, 7 cr.

This is an introductory course in the Associate Degree Nursing Program that orients the student to the role of the nurse. Emphasis is placed on the nursing process as students begin to develop skills in helping patients of all ages to meet their basic needs. Areas of study include nutrition, wellness, growth and development including introduction to maternal-child concepts, pharmacology, medical care, patient instruction, and caring. The student will learn basic nursing skills needed to implement the nursing process, with emphasis on communication and critical thinking skills in caring for patients with common health problems. Local hospitals and nursing homes are used for clinical experiences. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/Lab and BIO 2521 and BIO 2523 Anatomy & Physiology II/Lab. Previous or concurrent enrollment in EPY 2533 Human Growth & Development, and BIO 2921 and BIO 2923 Microbiology/Lab. 6 hours lecture, 3 hours clinical.

NUR 1110 Nursing I, 10 cr.

This is an introductory course in the Associate Degree Nursing program that orients the student to the role of the nurse. Emphasis is placed on the nursing process as students begin to develop skills in helping patients of all ages to

meet their basic needs. Areas of study include nutrition, wellness, growth and development including introduction to maternal-child concepts, pharmacology, medical and surgical care, patient instruction, and caring. The student will learn basic nursing skills needed to implement the nursing process, with emphasis on communication and critical thinking skills in caring for patients with common health problems. Local hospitals and nursing homes are used for clinical experiences. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/Lab and BIO 2521 and BIO 2523 Anatomy & Physiology II/Lab. Previous or concurrent enrollment in EPY 2533 Human Growth and Development, and BIO 2921 and BIO 2923 Microbiology/lab. 8 hours lecture, 6 hours clinical.

NUR 1202 Nursing II Enhancement, 2 cr.

Students may take this course concurrently with Nursing II. Objectives are designed to enhance student comprehension of Nursing II concepts and improve test taking skills and critical thinking skills. Students who are readmission students are required to complete this course with a "C" or better. 2 hours lecture.

NUR 1203 (3 cr.), 2003 (3 cr.), 2013 (3 cr.), 2211 (1 cr.), 2303 (3 cr.) Student Nurse Academy & Nursing Externship

Students are afforded opportunity to practice select skills learned while employed in participating clinical agencies. By arrangement. Credit hours vary dependent on course.

NUR 1204 Nursing II, Part 1, 4 cr.

In this course, students continue to use the nursing process in providing care for patients with common, well-defined health problems. Area of study includes nursing care for the client with medical needs, neoplastic foundations, and glucose metabolism. Clinical areas include hospitals, clinics, community agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1107 and NUR 1103. Previous or concurrent enrollment in ENG 1113 English Composition I and PSY 1513 General Psychology. 3 hours lecture, 3 hours clinical.

NUR 1206 Nursing II, Part 2, 6 cr.

In this course, students continue to use the

nursing process in providing care for patients with common, well-defined health problems. Area of study includes nursing care for the client with medical needs, normal maternal-child care, and introductory mental health care. Clinical areas include hospitals, clinics, community agencies, the college skills lab and simulation laboratory. Prerequisite: NUR 1204. 3 hours lecture, 3 hours clinical.

NUR 1210 Nursing II, 10 cr.

In this course, students continue to use the nursing process in providing care for patients with common, well-defined health problems. Area of study includes nursing care for the client with medical needs, normal maternal-child care, and introductory mental health care. Other areas of study focus on intravenous therapy, neoplastic foundations, glucose metabolism, and fluid-electrolyte balance. Clinical areas include hospitals, clinics, community agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1110 and previous or concurrent enrollment in ENG 1113 English Composition I and PSY 1513 General Psychology. 6 hours lecture, 12 hours clinical.

NUR 1320 Nursing I and II, 20 cr.

This course is a transitional course for students in the Associate Degree Nursing Accelerated Program for LPNs and Paramedics. Instruction includes those objectives in NUR 1110 and NUR 1210. Successful completion of this term allows students to begin the second year Associate Degree Nursing curriculum in the following semester. See course description for NUR 1110 and NUR 1210 for additional information. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/lab, BIO 2521 and BIO 2523 Anatomy & Physiology II/lab, BIO 2921 and BIO 2923 Microbiology/lab, ENG 1113 English Composition I, EPY 2533 Human Growth and Development and PSY 1513 General Psychology. Nursing I: 8 hours lecture, 6 hours clinical. Nursing II: 6 hours lecture, 12 hours clinical.

NUR 2002 Advanced Neonatal Concepts, 2 cr.

Students learn to care for neonates with more complex needs. Hybrid course. By arrangement. Special permission of the instructor required. 2 hours lecture.

NUR 2102 Nursing III Enhancement, 2 cr.

Students may take this course concurrently with Nursing III. Objectives are designed to enhance student comprehension of Nursing III concepts and improve test taking skills and critical thinking skills. Students who are readmission students are required to complete this course with a "C" or better. 2 hours lecture.

NUR 2103 Nursing III, Part 2, 3 cr.

The student acquires theoretical and clinical knowledge related to the care of patients with medical-surgical disorders. Prerequisite: NUR 2107. 2 hours lecture, 3 hours clinical.

NUR 2107 Nursing III, Part 1, 7 cr.

Students develop skill in using the nursing process to provide safe and effective care for individuals of all ages with common health problems that are complex and/or long term in a variety of healthcare settings. The student also increases knowledge and skill in caring for patients with psychiatric disorders and in maternal-child nursing. Clinical areas used include hospitals, community agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1204 and NUR 1206. Previous or concurrent enrollment in SPT 1113 Public Speaking and ENG 1123 English Composition II. 4 hours lecture, 9 hours clinical.

NUR 2110 Nursing III, 10 cr.

Students develop skill in using the nursing process to provide safe and effective care for individuals of all ages with common health problems that are complex and/or long term in a variety of healthcare settings. The student acquires theoretical and clinical knowledge related to the care of patients with medical-surgical disorders. The student also increases knowledge and skill in caring for patients with chronic neurological and psychiatric disorders and in maternal-child nursing. Technical skills introduced include intravenous medication and blood administration. The student will increase knowledge and skill in the areas of physical assessment and intravenous therapy. Clinical areas used include hospitals, dialysis units, community agencies, the college skills lab and simulation laboratory. Prerequisites:

NUR 1210 Nursing II or NUR 1320 and previous or concurrent enrollment in SPT 1113 Public Speaking and ENG 1123 English Composition II. 6 hours lecture, 12 hours clinical.

NUR 2112 Nursing Pharmacology, 2 cr.

This elective online course will cover classifications of drugs, medication administration and the nursing process. 2 hours lecture online.

NUR 2201 Nursing IV Seminar, 1 cr.

This is a computer-lab based course designed to facilitate evaluation of a student's knowledge as preparation for NCLEX-RN success. Students will use standardized, instructor-made, and publisher testing items to determine level of knowledge in specific subject matter and will work with faculty to design individualized plans to address areas of deficit and to strengthen potential for passing NCLEX-RN. 2 hours computer lab.

NUR 2204 Nursing IV, Part 1, 4 cr.

Students continue to use the nursing process in providing care to clients with increasingly complex and/or critical problems. Areas of study include acute cardiac, acute respiratory, acute neurological and emergency care. The student is provided experiences in a variety of settings in order to incorporate the learning of concepts related to promotion of wellness and prevention of illness. Clinical areas include hospitals, clinics, and community agencies. Prerequisites: NUR 2107 and NUR 2103. Previous or concurrent enrollment in a humanities/fine arts elective. 3 hours lecture, 3 hours clinical.

NUR 2206 Nursing IV, Part 2, 6 cr.

A preceptor unit prepares the student for his/her transition into nursing. Prerequisite: NUR 2204. Concurrent enrollment in NUR 2201. 3 hours lecture, 9 hours clinical.

NUR 2210 Nursing IV, 10 cr.

Students continue to use the nursing process in providing care to clients with increasingly complex and/or critical problems. Areas of study include acute cardiac, acute respiratory, acute neurological and emergency care. The student is provided experiences in a variety of settings in order to incorporate the learning

of concepts related to promotion of wellness and prevention of illness. A preceptor unit prepares the student for his/her transition into nursing. Clinical areas include hospitals, clinics, and community agencies. At successful completion of this course and upon meeting all other graduation requirements, the student is eligible to apply to the Mississippi Board of Nursing to write the NCLEX-RN®. Prerequisites: NUR 2110 Nursing III and concurrent or previous enrollment in a humanities/fine arts elective. Concurrent enrollment in NUR 2201. 6 hours lecture, 12 hours clinical lab; during preceptor unit, 24 hours of clinical lab and 2 hours lecture.

NUR 2212 NCLEX-RN® Readiness, 2 cr.

This elective course, designed for upper level nursing students, will assist students in preparing for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Hybrid course. 2 hours lecture.

PRACTICAL NURSING

PNV 1213 Body Structure and Function, 3 cr.

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. 3 hours lecture.

PNV 1426 Fundamentals of Nursing Theory, 6 cr.

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 lifespan. 6 hours lecture.

PNV 1437 Fundamentals of Nursing Lab and Clinical, 7 cr.

This course provides demonstration and supervised practice of the fundamental skills related to practical nursing. 10 hours lab, 6 hours clinical.

PNV 1443 Nursing Fundamentals and Clinical, 13 cr.

This course provides students with knowledge

and skills necessary to care for individuals in wellness and illness and is applicable across the lifespan, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. 6 hours lecture, 10 hours lab, 6 hours clinical.

PNV 1524 IV Therapy and Pharmacology, 4 cr.

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. Pre-requisites: All first semester courses. 3 hours lecture, 2 hours lab.

PNV 1666 Medical/Surgical Nursing Concepts and Clinical, 6 cr.

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 Nursing 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. Pre-requisites: All first semester courses. 4 hours lecture, 6 hours clinical. (Total instructional hours for this course: 60 hours lecture, 90 hours clinical).

PNV 1676 Alterations in Adult Health Concepts and Clinical, 6 cr.

This course introduces nursing theory and care for the systems not covered in PNV 1666. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Pre/Co-requisites: All first semester courses. 4 hours lecture, 6 hours clinical.

PNV 1715 Maternal-Child Nursing, 5 cr.

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods, as well as infancy through adolescence. Prerequisites: All first semester Practical Nursing courses. 4.7 hours lecture, 1 hour clinical.

PNV 1813 Mental Health Nursing, 3 cr.

This course provides the student with basic knowledge and skills to assist the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Prerequisites: All first semester Practical Nursing courses. 2.7 hours lecture, 1 hour clinical.

PNV 1911 Practical Nursing Seminar I, 1 cr.

This course is designed to facilitate activities incorporated in the Health Occupation Students of America and the Practical Nursing Program student organization. The course will allow group assembly on a regular basis to accomplish the goals and objectives of these organizations. Development of leadership skills, an understanding of group dynamics, educational enrichment, and stimulation of enthusiasm and interest in community service and affairs, and establishment of rapport with other health education professionals should be the outcomes of this course. This course is mandatory for the MCC Practical Nursing students. Prerequisite: Currently enrolled in the Practical Nursing Program.

PNV 1914 Nursing Transition, 4 cr.

This course prepares the student for role transition and National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Prerequisites: All first and second semester Practical Nursing courses. 3 hours lecture, 3 hours clinical.

PNV 1921 Practical Nursing Seminar II, 1 cr.

This course continues to facilitate activities incorporated in the Health Occupation Students of America and the Practical Nursing

Program student organization. The course will allow group assembly on a regular basis to accomplish the goals and objectives of these organizations. Development of leadership skills, an understanding of group dynamics, educational enrichment, and stimulation of enthusiasm and interest in community service and affairs, and establishment of rapport with other health education professionals should be the outcomes of this course. This course is mandatory for the MCC Practical Nursing students. Prerequisite: Currently enrolled in the Practical Nursing Program.

PHYSICAL THERAPIST ASSISTANT

PTA 1111 **Health Care Experience I**, 1 cr.

This course is designed to provide the student with extended observational and contact time and limited participation in a physical therapy department. The student has the opportunity to observe the health care delivery system and physical therapy's place within that system along with some role delineation of the rehabilitation team. 3 hours per week at a physical therapy facility, and a weekly scheduled meeting with the advisor.

PTA 1123 **Fundamental Concepts of Physical Therapy**, 3 cr.

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, legislation and documentation. Historical patterns in the development of the profession will be explored and an overview of the varied areas of physical therapy's discussed in medical terminology is learned primarily by independent study. 3 lecture hours weekly.

PTA 1213 **Fundamental Skills for Physical Therapist Assistant**, 3 cr.

This course introduces a variety of basic skills utilized in the practice of physical therapy. Topics covered will include communicating with the patient/family, positioning, transfers, and gait patterns with assistive devices, body mechanics, draping, vital signs, aseptic

techniques, standard precautions, dressing and bandaging, and first aid/emergency techniques. Manual muscle testing is taught. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 2 hours lecture, and 2 hours laboratory weekly.

PTA 1224 **Therapeutic Modalities**, 4 cr.

This course is an introduction to the theory and practical application of massage, hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, contraindications, and precautions concerned with the modalities. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 8 hours lecture and 16 hours laboratory for 4 weeks during the summer term.

PTA 1315 **Kinesiology**, 5 cr.

This course includes the study of individual bones, muscles, muscle functions, innervation, and biomechanical principles of joint motion, goniometry, and normal gait. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture and 4 hours laboratory weekly.

PTA 1324 **Therapeutic Exercise and Rehabilitation I**, 4 cr.

This course provides an overview of the biomechanical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with areas of the body and pathological conditions. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture and 2 hours laboratory weekly.

PTA 1911 **Seminar**, 1 cr.

This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. 1 hour lecture.

ment, community service, and fosters rapport among allied health students. 1 hour lecture.

PTA 1921 **Seminar**, 1 cr.

This course is a continuation of PTA 1911. This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 1 hour lecture.

PTA 2233 **Electrotherapy**, 3 cr.

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures and discusses pain theories and pain control. Indications and contraindications are emphasized. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 8 hours lecture and 16 hours laboratory for 3 weeks during the summer semester.

PTA 2334 **Therapeutic Exercise and Rehabilitation II**, 4 cr.

This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for selected conditions. Methods of functional, motor and sensory assessment and intervention techniques are introduced. Prosthetics and orthotics are discussed. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture and 2 hours laboratory weekly.

PTA 2413 **Clinical Education I**, 3 cr.

This initial clinical experience at an assigned clinical facility allows the student to correlate didactic classes and laboratory practice with actual delivery of physical therapy services in an area clinical facility. Basic intermediate modalities and procedures learned in prior course work will be practiced under close supervision

of the facility clinical instructor. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours per week for 3 weeks during the summer semester (second program year) is required.

PTA 2424 Clinical Education II, 4 cr.

This second full-time clinical experience at an assigned clinical facility allows the student to continue to utilize skills practiced during Clinical Education I plus correlates didactic and laboratory classes of PTA 1324, Therapeutic Exercise and Rehabilitation I, PTA 2333 Therapeutic Exercise and Rehabilitation II, and PTA 2513 Medical Conditions and Related Pathology. Basic, intermediate, and advanced skills/techniques will be monitored by close supervision of the clinical instructor. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours per week for 5 weeks is required for this course.

PTA 2434 Clinical Education III, 4 cr.

This third full-time clinical at an assigned clinical facility allows the student to continue to correlate all prior didactic and laboratory courses by practicing skills under the moderate supervision of the clinical instructor. Emphasis is placed on basic development of problem solving and critical thinking skills. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours per week for 5 weeks is required for this course.

PTA 2444 Clinical Education IV, 4 cr.

This final full-time clinical experience is intended to prepare the PTA student for entry into the profession of physical therapy. Students will demonstrate competence and confidence in the application of therapeutic techniques and modalities. The student should demonstrate all skills with minimal supervision. Physical therapy treatments will be implemented and modified within the plan of care. Emphasis is placed on the advanced development of problem solving and critical thinking skills. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours per week for 5 weeks is required for this course.

PTA 2513 Medical Conditions & Related Pathology, 3 cr.

This course provides a basic knowledge of the disease process of selected orthopedic, neurological, pediatrics and systemic diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology and clinical picture of conditions or diseases studied. Possible Physical Therapy intervention in each disability is discussed. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture weekly.

PTA 2523 Physical Therapy Seminar, 3 cr.

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Mock licensure exams are utilized to prepare students for the licensure examination. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. Twenty-six hours during the week before Clinical Education II and 26 hours during the week after Clinical Education IV are required.

PTA 2911 Seminar, 1 cr.

This course is a continuation of PTA 1921. This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 1 hour lecture.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

MST 1115 Power Machinery I, 5 cr.

This is a course in the operation of power machinery. Instruction includes the practice in the operation of lathes, drill presses and vertical mills. 2 hours lecture, 6 hours lab.

MST 1124 Power Machinery II, 4 cr.

A continuation of Power Machinery I, this class emphasizes more advanced applications of lathes, mills, shapers and precision grinders. 2 hours lecture, 4 hours lab.

MST 1222 Lathe Turning Knowledge, 2 cr.

This course provides instruction of general shop safety as well as the operation of the lathe. The course will implement the performance of lathe operations resulting in the manufacture of various parts. 1 hour lecture, 2 hours lab.

MST 1313 Advanced Shop Mathematics, 3 cr.

This course is an applied mathematics course designed especially for machinists. Instruction and practice in algebraic and trigonometric operations provides the essentials for successful machining. 2 hours lecture, 2 hours lab.

MST 1413 Blueprint Reading, 3 cr.

Students receive instruction and practice in reading and applying industrial blueprints. 2 hours lecture, 2 hours lab.

MST 1423 Advanced Blueprint Reading, 3 cr.

A continuation of Blueprint Reading, this course emphasizes advanced features of technical prints. Instruction also includes the identification of various projections and views and different assembly components. 2 hours lecture, 2 hours lab.

MST 1613 Precision Layout, 3 cr.

An introduction to the concept and practice of precision layout for machining operations, this class includes instruction and practice in

the use of layout instruments. 2 hours lecture, 2 hours lab.

MST 1624 Fundamentals of GD&T, 4 cr.

This course is designed to provide students with a solid foundation in the fundamentals of geometric dimensioning and tolerancing. Includes emphasis on measurement theory, common terms and definitions, profile tolerances, orientation tolerances, locational tolerances, runout tolerances, and form tolerances as they relate to Machine Tool Technology. 3 hours lecture, 2 hours lab.

MST 1911, 1921, 1931, 1941

Machine Shop Seminar, 1 cr.

Machine Shop seminar is a course that is taken each semester during the Machine Tool Technology program. The course is designed to facilitate activities in the Skills USA (VICA) and professional organizations. 1 hour lecture.

MST 2135 Power Machinery III, 5 cr.

Power Machinery III is a continuation of Power Machinery II. In Power Machinery III students are taught more advanced skills and techniques of the machine tool trade. 2 hours lecture, 6 hours lab.

MST 2145 Power Machinery IV, 5 cr.

A continuation of Power Machinery III, this class is a more in-depth study of advanced machining such as gear cutting and eccentric turning. 2 hours lecture, 6 hours lab.

MST 2714 Computer Numerical Control Operations I, 4 cr.

CNC I is an introduction to the different types of CNC machines as well as their programming and operations. 2 hours lecture, 4 hours lab.

MST 2724 Computer Numerical Control Operations II, 4 cr.

CNC II is designed to teach highly technical programming skills and applications. Students will learn sub programs, sub routines, thread milling, and 3D applications. 2 hours lecture, 4 hours lab.

MST 2734 Fundamentals of CAD/CAM, 4 cr.

This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. 3 hours lecture, 2 hours lab.

MST 2813 Metallurgy, 3 cr.

Metallurgy is the science and study of different metals and their compositions. Students receive practical information needed to select and determine different metals used in various applications. 1 hour lecture, 2 hours lab.

MST 2913 Special Problem in Machine Tool Technology, 3 cr.

This course is designed to provide students with the practical application of skills and knowledge gained in other Machine Tool Technology courses. The instructor works closely with students to insure that the selection of a project enhances their learning experience. 6 hours lab.

RADIOLOGIC TECHNOLOGY

RGT 1111 Radiologic Seminar I, 1 cr.

Students participate in activities of various professional organizations such as the Radiologic Technology Student Organization, HOSA and MCC student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health education professionals are outcomes of this course. 1 hour per week with additional activities to meet organizational goals.

RGT 1114 Clinical Education I, 4 cr.

This course includes clinical practice and instruction in a clinical affiliate radiology department in correlation with the Radiographic Procedures I course. Topics include, but are not limited to, patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for two 8-hour days per week for the duration

of the semester. Shift assignments vary. Prior to clinical education site assignments, this class meets on campus for clinical education preparation.

RGT 1121 Radiologic Seminar II, 1 cr.

This course is a continuation of RGT 1911. 1 hour per week with additional activities to meet organizational goals.

RGT 1124 Clinical Education II, 4 cr.

This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for two 8-hour days per week for the duration of the semester. Shift assignments will vary.

RGT 1139 Clinical Education III, 9 cr.

A clinical practice and instruction in a clinical affiliate are included in this course. Areas emphasized are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for 27 hours per week clinical for 10 weeks. Shift assignments vary.

RGT 1212 Fundamentals of Radiography, 2 cr.

This course is an introduction to Radiologic Technology including professional, departmental and historical aspects. Topics include terminology, medical ethics and fundamental legal responsibilities. 2 hours lecture.

RGT 1222 Patient Care and Radiography, 2 cr.

This course provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures. 2 hours lecture.

RGT 1312 Principles of Radiation Protection, 2 cr.

This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for

patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. 2 hours lecture.

RGT 1413 Imaging Principles, 3 cr.

This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions and problem solving. This course presents an introduction to film processing including darkroom design and equipment. Included are chemistry of developing solutions, procedures of general maintenance, quality control, and silver recovery methods. 2 hours lecture, 2 hours lab.

RGT 1423 Digital Imaging, 3 cr.

This course is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Included are factors that impact image acquisition, display, archiving and retrieval. In addition, principles of digital system quality assurance and maintenance are introduced along with guidelines for selecting exposure factors and evaluating images within a digital system to assist students to bridge between film-based and digital imaging systems. 2 hours lecture, 2 hours lab.

RGT 1514 Radiographic Procedures I, 4 cr.

Instruction emphasizes terminology, principles and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, and digestive system. A review of radiographic anatomy on each procedure is also included. 2 hours lecture, 4 hours lab.

RGT 1523 Radiographic Procedures II, 3 cr.

This course focuses on principles and procedures involved in the radiographic positioning of the urinary system, spinal column, pelvic

girdle, lower extremities, bony thorax, mobile and trauma radiography procedures. A review of radiographic anatomy is performed on each procedure. 2 hours lecture, 2 hours lab.

RGT 1614 Physics of Imaging Equipment, 4 cr.

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. 3 hours lecture, 2 hours lab.

RGT 2111 Radiologic Seminar III, 1 cr.

This course is a continuation of RGT 1921. 1 hour per week with additional activities to meet organizational goals.

RGT 2121 Radiologic Seminar IV, 1 cr.

This course is a continuation of RGT 2921. 1 hour per week with additional activities to meet organizational goals.

RGT 2132 Ethical and Legal Responsibilities, 2 cr.

Legal terminology, concepts, and principles are presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course prepares students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their value systems, cultural and ethnic influences, communications styles, socioeconomic influences, health risks, and life stages. 2 hours lecture.

RGT 2147 Clinical Education IV, 7 cr.

This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for three 8-hour days per week for the duration of the semester. Shift assignments vary.

RGT 2157 Clinical Education V, 7 cr.

Clinical practice and instruction in a clinical affiliate focuses on patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for three 8-hour days per week for the duration of the semester. Shift assignments vary.

RGT 2532 Radiographic Procedures III, 2 cr.

The principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Also included is a review of radiographic anatomy on each procedure. 2 hours lecture, 2 hours lab.

RGT 2542 Radiographic Procedures IV, 2 cr.

This course is a study of special radiographic procedures which utilize sterile techniques and specialized equipment, including basic concepts of pharmacology. It also includes principles and procedures involved in radiographic positioning of the reproductive systems. 2 hours lecture.

RGT 2911 Radiation Biology, 1 cr.

This course is a study of biological effects of radiation upon living matter including genetic and somatic effects. 2 hours lecture.

RGT 2922 Radiographic Pathology, 2 cr.

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in the body systems are presented. 2 hours lecture.

RGT 2933 Certification Fundamentals, 3 cr.

This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession. Prerequisites: All core courses as scheduled. 3 hours lecture.

RESPIRATORY CARE PRACTITIONER

RCT 1011 Seminar I, 1 cr.

This seminar is designed as a basic introduction to respiratory care and to facilitate activities in the vocational clubs and professional organizations. These activities encourage leadership skills, understanding and participation in group projects, rapport with peers and community service. Meets one hour each week. Prerequisites: Currently enrolled in RCT 1213, 1313, 1223, 1613, and 1414.

RCT 1021 Seminar II, 1 cr.

This seminar is a continuation of RCT 1011. Meets one hour each week. Prerequisites: Currently enrolled in RCT 1516, 1424, and 2333.

RCT 2031 Seminar III, 1 cr.

This seminar is a continuation of RCT 1021, and it meets one hour each week. Prerequisites: Currently enrolled in RCT 2534 and RCT 2434.

RCT 1213 Respiratory Care Science, 3 cr.

This course is designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care is emphasized. Prerequisites: BIO 2514 and BIO 2524. 3 hours lecture.

RCT 1223 Patient Assessment and Planning, 3 cr.

This course is a fundamental approach to subjective and objective evaluation, assessment and care plan formation for the individual needs of the patient. Students are introduced to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment and prevention. Prerequisites: BIO 2514, BIO 2524. 2 hours lecture, 2 hours lab

RCT 1313 Cardiopulmonary Anatomy and Physiology, 3 cr.

Students study cardiopulmonary and renal physiology in relation to the practice of respiratory care. Prerequisites: BIO 2514, BIO 2524. 3 hours lecture.

RCT 1323 Pulmonary Function Testing, 3 cr.

This course is an introduction to pulmonary function technique and testing equipment. Prerequisites: RCT 1516, RCT 1424, RCT 2333, and Seminar II. 2 hours lecture, 2 hours lab.

RCT 1414 Respiratory Care Technology I, 4 cr.

This course is a study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning and basic life support. Prerequisites: BIO 2514, BIO 2524. 2 hours lecture, 4 hours lab.

RCT 1424 Respiratory Care Technology II, 4 cr.

This course is a continuation of Respiratory Care Practitioner I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1011, and RCT 1613. 3 hours lecture, 2 hours lab.

RCT 1516 Clinical Practice I, 6 cr.

Patient assessment and care plan formats are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1011, and RCT 1613. 18 hours clinical.

RCT 1524 Clinical Practice II, 4 cr.

In this course, students rotate through various respiratory sub-specialty areas for evaluation for competency and performance of respiratory care procedures. This course reviews all aspects of respiratory care. Prerequisites: RCT 1516, RCT 1424, RCT 2333 and RCT 1011. 12 hours clinical.

RCT 1613 Respiratory Care Pharmacology, 3 cr.

This course is designed to introduce students to pharmacology related cardiopulmonary disorders. Prerequisites: BIO 2514, BIO 2524. 3 hours lecture.

RCT 2333 Cardiopulmonary Pathology, 3 cr.

Cardiopulmonary pathophysiology is studied in this course. Topics include etiology, clinical manifestations, diagnostics and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations are used to enforce learning and to evaluate progress. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1613, and RCT 1011. 3 hours lecture.

RCT 2534 Clinical Practice III, 4 cr.

In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Prerequisites: RCT 1323 and RCT 1524. 12 hours clinical.

RCT 2434 Respiratory Care Technology III, 4 cr.

This course is a study of respiratory care in the critical care setting. Topics include conventional and non-conventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Prerequisites: RCT 1323 and RCT 1524. 3 hours lecture, 2 hours lab.

RCT 2546 Clinical Practice IV, 6 cr.

This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Prerequisites: RCT 2534, RCT 2434, and RCT 2031. 18 hours clinical.

RCT 2614 Neonatal/Pediatrics Management, 4 cr.

This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. Prerequisites: RCT 2534, RCT 2434, and RCT 2031. 2 hours lecture, 2 hours lab.

RCT 2713 Respiratory Care Seminar, 3 cr.

This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, mock Board Exams, and clinical simulations in

a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Prerequisites: RCT 2534, RCT 2434, and RCT 2031. 2 hours lecture, 2 hours lab.

ROBOTICS

ROT 1113 **Fundamentals of Robotics**, 3 cr.

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. Prerequisite: EET 1123 AC Circuits. 2 hours lecture, 2 hours lab.

ROT 1213 **Industrial Hydraulics**, 3 cr.

This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Basic pneumatics is also covered. 2 hours lecture, 2 hours lab.

SIGN LANGUAGE

IDT 1163 **Basic Sign Language**, 3 cr.

This course uses an interactive approach to introduce the basic vocabulary and grammatical components of American Sign Language in a deaf cultural context. The differences of American Sign Language and Pidgen Sign (Contact Sign) are also stressed. 3 hours lecture. This course does not satisfy degree or program requirements.

IDT 1173 **Intermediate Sign Language**, 3 cr.

A continuation of basic American Sign Language skills with an emphasis on further development of expressive and receptive skills, use of signing space, and more complex grammatical structure. (Prerequisite IDT 1163 or instructor approval). 3 hours lecture. This course does not satisfy degree or program requirements

SURGICAL TECHNOLOGY

SUT 1113 **Fundamentals of Surgical Technology**, 3 cr.

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. 2 hours lecture, 2 hours lab.

SUT 1216 **Principles of Surgical Technique**, 6 cr.

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. 1 hour lecture, 10 hours lab.

SUT 1314 **Surgical Anatomy**, 4 cr.

In this course emphasis is placed on the structure and function of the human body as related to surgery. The principles of surgical anatomy are applied while participating in clinical experience. 4 hours lecture.

SUT 1413 **Surgical Microbiology**, 3 cr.

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. 2 hours lecture, 2 hours lab.

SUT 1518 **Basic and Related Surgical Procedures**, 8 cr.

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. 4 hours lecture, 12 hours clinical.

SUT 1528 **Specialized Surgical Procedures**, 8 cr.

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital

surgical suite and related departments. 4 hours lecture, 12 hours clinical.

SUT 1538 **Advanced Surgical Procedures**, 8 cr.

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination. 4 hours lecture, 12 hours clinical.

SUT 1911 **Surgical Technology Seminar I**, 1 cr.

This course is designed to facilitate activities incorporated in Health Occupation Students of America and the Surgical Technology Association, as well as other campus organizations. Activities in this course encourage the development of leadership skills, an understanding of group dynamics, educational enrichment, community service, and fosters rapport among health education students. 1 hour lecture.

SUT 1921 **Surgical Technology Seminar II**, 1 cr.

This course is a continuation of SUT 1911. 1 hour lecture.

TELECOMMUNICATIONS TECHNICIAN

TCT 1114 **Fundamentals of Telecommunications**, 4 cr.

History of voice/data communication, fundamental concepts of analog and digital communications, and basic telephone service Prerequisite: Instructor Approved. 3 hours lecture, 2 hours lab.

TCT 1910 **Telecommunications Seminar I**, 0.5 cr.

This course is designed to facilitate student participation in various college activities as well as activities associated with Skills USA and professional organizations related to each

student's goals. The assembly of students on a regular basis helps to accomplish both individual and organizational goals and objectives. Participation in group activities provides students with the opportunity to improve their leadership skills as well as to better serve their college and community and to develop rapport with their peers. 1 hour lab.

TCT 1920 Telecommunications Seminar II, 0.5 cr.

This course is a continuation of TCT 1910. 1 hour lab.

TCT 1930 Telecommunications Seminar III, 0.5 cr.

This course is a continuation of TCT 1920. 1 hour lab.

TCT 1940 Telecommunications Seminar IV, 0.5 cr.

This course is a continuation of TCT 1930. 1 hour lab.

TCT 2244 Fundamentals of Telephony, 4 cr.

Understand telephone companies and the telephone network, regular telephone service, how calls are established end-to-end, network equipment, the outside plant, loops, remotes, Cos and telephony jargon and buzzwords. Prerequisite: Instructor Approved. 3 hours lecture, 2 hours lab.

TCT 2354 Fundamentals of Wireless Technology, 4 cr.

Theories and applications of digital communications and analog pulse modulation. Prerequisite: Instructor Approved. 2 hours lecture, 4 hours lab.

TCT 2364 Wireless Telecommunications Technology, 4 cr.

Theories and applications of digital modulation methods and digital pulse modulation methods. Prerequisite: Instructor Approved. 2 hours lecture, 4 hours lab.

TCT 2414 Microwave and Satellite Systems, 4 cr.

Theories and applications of microwave and

satellite communications. Prerequisite: Instructor Approved. 3 hours lecture, 2 hours lab.

TCT 2424 Network Systems, 4 cr.

Networking fundamentals, voice networking, LANs, and the internet are covered in this course. Students will also learn about the upgrading of computers to support LAN technology. Prerequisite: Instructor Approved. 2 hours lecture, 4 hours lab.

TCT 291(1-4)

Special Projects, 1-4 cr.

Practical application of skills and knowledge gained in other telecommunications or telecommunications-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Prerequisite: Instructor Approved. 2-8 hours lab.

TCT 292(1-6)

Supervised Work Experience, 1-6 cr.

This cooperative program between industry and education is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 industrial contact hours. Prerequisite: Instructor Approved. 3-18 hours Externship.

EET 1233 Computer Servicing Lab I, 3 cr.

This course covers fundamentals of computer servicing including configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisite: Instructor Approved. 6 hours lab.

WELDING AND CUTTING TECHNOLOGY

WLT 1115 Shielded Metal Arc Welding I, 5 cr.

This course is designed to teach students welding techniques using E-6010 electrodes. 0.5 hour lecture, 9 hours lab.

WLT 1124 Gas Metal Arc Welding, 4 cr.

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer. 1 hour lecture, 6 hours lab.

WLT 1135 Gas Tungsten Arc Welding, 5 cr.

This course is designed to give the student experience in various welding applications using the GTAW process. 1 hour lecture, 8 hours lab.

WLT 1143 Flux Core Arc Welding, 3 cr.

This course is designed to give the student experience using FCAW process. 1 hour lecture, 4 hours lab.

WLT 1173 Introduction to Welding and Safety, 3 cr.

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. 2 hours lecture, 2 hours lab.

WLT 1225 Shielded Metal Arc Welding II, 5 cr.

This course is designed to teach students welding techniques using E-7018 electrodes. 0.5 hour lecture, 9 hours lab.

WLT 1232 Blueprint Reading, Welding Symbols and Metallurgy, 2 cr.

This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. 1 hour lecture, 2 hours lab.

WLT 1313 Cutting Processes, 3 cr.

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. 1 hour lecture, 4 hours lab.

WLT 2913 Welding Code, 3 cr.

This course is designed to teach how to use the AWS D1.1 Structural Code book. 3 hours lecture.

PPV 1425 **Basic Fabrication of Pipe Fitting**, 5 cr.

This course teaches the use of making templates for pipe layout and the assembly of pipe joints. 2 hours lecture, 8 hours lab

Pipe WLT 1155

Basic Welding, 5 cr.

This class teaches the technique of welding pipe in the 6G position using SMAW process. 1 hour lecture, 8 hours lab.

WLT 1252 **Advanced Pipe Welding**, 2 cr.

This class teaches pipe welding in the 6G position using GTAW process. 1 hour lecture, 2 hours lab.

WORK-BASED LEARNING

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

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

A structured work-site learning experience in which the student, program area teacher, Work-Based Learning coordinator and work-site supervisor/mentor develop and ensure the student is proficient in general and job specific competencies. This experience is designed to integrate the student's academic and technical skills into a work environment. 1-3 semester credit hours awarded for a 3-9 hours per week externship. Prerequisite: Concurrent enrollment in Career and Technical Education program area courses.

SECTION 10
**FACULTY & STAFF
DIRECTORY**

2018-2019

ACADEMIC CATALOG



Faculty & Staff Directory

ADAMS, Gloria; Medical Assisting Technology Program Coordinator/Instructor; CMA (AAMA), NCMA; A.A.S., Phillips Junior College.

ADAMS, Richard; Campus Police Officer.

ALLEN, Michael; Director of Housekeeping.

ALSOBROOKS, Wendie; Nurse Assistant Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi.

ANDERSON, Lynne; Biology Instructor; A.A., Meridian Community College; B.S., M.S., Mississippi State University.

ARINDER, George; Clinical Coordinator/Radiology Instructor; A.A.S., Meridian Community College; B.S.B.A., University of Southern Mississippi.

ARINDER, Steve; Respiratory Therapy Program Coordinator/Instructor; A.A., Hinds Community College; B.S., University of Mississippi; M.P.H., University of Southern Mississippi.

ATKINSON, Sander; Associate Dean for Student Services, Athletic Director; B.S., Eastern Kentucky University; M.S., East Tennessee State University.

BANE, Darren; Workforce Project Manager; B.B.A., Mississippi State University.

BARANELLO, Pamela; Veterans & Military Services Coordinator; A.A., Meridian Community College; B.B.A., Mississippi State University.

BARLOW, Richard; Industrial Maintenance Technician Instructor; A.A.S., Meridian Community College.

BARKSDALE, Cisley; Early Childhood Academy; A.A., Meridian Community College.

BASS, Inga; Webmaster/WEXR Operations Specialist; A.A., Meridian Community College; B.S., Mississippi State University.

BECKMAN, Curtis; Information Systems Technology Program Coordinator/Instructor; A.A.S., Meridian Community College.

BEDDINGFIELD, Sheryl; Associate Degree Nursing Instructor; B.S.N., M.S.N., University of Southern Mississippi; Certified Nurse Educator.

BEELAND, Carolyn; Administrative Assistant to the President.

BENEFIELD, Richard; General Maintenance Specialist.

BENNETT, Calvin; Director of Housing; Certificate, A.A., A.A.S., Meridian Community College.

BISHOP, Stanley; Industrial Maintenance Instructor; Certificate, Meridian Community College.

BISHOP, Valerie; Chair, Science, Fitness and Wellness Division/Biology Instructor; B.S., Georgetown College; M.S., University of Kentucky.

BLOUNT, Stephanie; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University.

BOLES, Daniel; Choral & Instrumental Specialist; A.A., Meridian Community College; B.A., Mississippi State University.

BOMAN, Joseph; Campus Police Officer.

BONNER, Marvin; Building Custodian.

BOOTHE, Morgan; English Instructor; B.A., Samford University; M.A.T., University of West Alabama.

BOUNDS, Kelli; Dental Assisting Program Coordinator/Instructor; C.D.A., Dental Assisting National Board, Inc.; A.A., Meridian Community College; B.S., The University of Mississippi Medical Center.

BOYKIN, Teresa; Associate Degree Nursing Instructor; A. A., Meridian Community College; B.S.N., University of Mississippi; M.S.N., University of Southern Mississippi.

BRADLEY, Constance; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; Ph.D., William Carey University.

BRADLEY, Nedra; Financial Aid Director; A.A., Meridian Community College; B.S., M.B.A., Mississippi State University.

BRAND, Amy; Vice President for Finance; B.S.B.A., M.B.A., Mississippi College.

BRAND, Samuel Todd; Chair, Communications and Fine Arts Division/ Speech Instructor; B.S., M.S., Mississippi College; Ph.D., Mississippi State University.

BRANTLEY, Mitch; Guitar Instructor/Show Choir Band Director; A.A., Hinds Community College; B.M.E., M.M., University of Southern Mississippi.

BRATU, Cyndy; Bookstore – Special Services; B.A., Mercyhurst University.

BREWER, Justin; Assistant Baseball Coach; A.A., Meridian Community College; B.S., Mississippi State University.

BROOKS, Phillip; Director of Administrative Computing; B.S., Mississippi State University.

BROOKSHIRE, Kathy; Associate Vice President for Development; A.A., Meridian Community College; B.S., Mississippi State University.

BROWN, Stephanie; Biology Instructor; B.S., University of Southern Mississippi; M.S., Mississippi State University.

BROWN, Stuart; 3D CAD Engineering Coordinator/Instructor; A.A., Meridian Community College; B.S., Mississippi State University; M.Ed., University of West Alabama.

BRYAN, Jenny; Academic Coordinator of Clinical Education/Instructor, Physical Therapist Assistant Program; A.A., Meridian Community College; B.A., University of Mississippi.

BULLOCK, Ronald; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

BURAGE, Kelvin; Groundskeeper.

BURNSIDE, Barbara; Administrative Assistant to the Associate Vice President for Workforce Education; A.A., Meridian Community College.

CALDERON, Beth; Spanish Instructor; B.S. Mississippi State University; M.A.T.L., University of Southern Mississippi.

CAMPBELL, Brooke; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

CAREY, Lynne; Workforce Project Manager; A.A., Meridian Community College.

CARLISLE, Stacey; Program Coordinator/Instructor Systems Based Electronics Engineering; A.A.S., Meridian Community College.

CARPENTER, Cathy; Library Clerk.

CARRAWAY, Angela; Chemistry Instructor; B.S., M.S., Mississippi State University; Ph.D., University of Alabama.

CHANCE, Chandler; Biology Instructor; A.A., Jones County Junior College; B.S., M.A.T., Mississippi State University.

CHANDLER, Mark; Hotel and Restaurant Management Technology Program Coordinator/Instructor; Food and Beverage Merchandising Certificate; Food and Beverage Manager Program Degree; A.A., Meridian Community College; SERVSAFE certified, National Restaurant Association; BARCODE certified, National Restaurant Association.

CHANDLER, Melanie; Accounts Receivable Specialist; Certificate, Harry M. Ayers State Technical College.

CLARK, Sandy; Marketing Management Technology Program Coordinator/Instructor; B.S., Mississippi State University.

CLOPTON, Sherri; Mailroom Clerk; A.A., Meridian Community College; B.S., University of Southern Mississippi.

CLYMER, Michael; Math Instructor; B.S., M.A., Eastern Mennonite University.

COKER, Victor; Administrative Computing Programmer.

COLE, Margarette; Adult Education Smart Start Instructor; A.A., Meridian Community College; A.A., East Mississippi Community College; B.S., M.B.A., Franklin University.

COLE, Timothy; Eagles' Nest Bookstore Inventory Clerk; A.A., Meridian Community College; B.S., M.B.A., Franklin University.

COLEMAN, Jamila; Adult Education Instructor; B.A., University of Southern Mississippi.

COLEMAN, Shannon; WIOA Case Manager; A.A., Meridian Community College; B.S., Mississippi State University.

COLEMAN, Mae; Beep Staff; A.A.S., Meridian Community College; B.S., Jackson State University.

COLLUM, Gordon; Maintenance Specialist.

COLLUM, Lara; Program Coordinator, Practical Nursing; A.A., Meridian Community College; B.S.N., University Of Southern Mississippi; M.S.N., Alcorn State University; Ph.D., William Carey University.

CONNER, LaTonia; Admissions Specialist; A.A.S., Meridian Community College.

COOKSEY, Heather; Associate Degree Nursing Advisor; B.S., M.S., University of Southern Mississippi.

COOPER, Linda; Building Custodian.

COOPER, Evette; Building Custodian.

COUGHLIN, Richard; Business and Office Technology Instructor; B.S., M.S., Ph.D., Mississippi State University.

COWARD, Kim; Sociology Instructor; B.A., University of Mississippi; M.S., Mississippi State University.

COX, Krystal; Medical Laboratory Technology Education Coordinator/Instructor; A.A.S., Meridian Community College.

CRANE, Holly; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; Ph.D., William Carey University.

CRAWFORD, Ginger; Evening Coordinator; A.A., Meridian Community College; B.A., Mississippi State University; M.A.T., The University of West Alabama.

CRENSHAW, Tonya; Student Services Secretary; A.A., Meridian Community College.

CRYER, Victoria; Switchboard Operator/Admissions Specialist; A.A., Meridian Community College.

CULLUM, Terry; Information Systems Technology Instructor; A.A.S., Meridian Community College; B.S., Mississippi University for Women.

DALE, JoAnn; MIBest Instructor; B.S., Mississippi State University.

DANIELS, Tonya; Duplication Technician; A.A.S., Meridian Community College.

DAUPHINE, James; Social Science Instructor; B.A., M.A., University of Southwestern Louisiana; Ph.D., University of Mississippi.

DAVIDSON, William; Mathematics Instructor; B.S., University of West Alabama; M.A.T. Mississippi State University.

DAVIS, Amelia; Assistant Bookstore Manager; B.S., University of West Alabama.

DAVIS, Betty; Dean, Nursing; A.A., Meridian Community College; B.S., M.S.N., Ph.D., University of Southern Mississippi; Certified Nurse Educator.

DAVIS, Brandon; Telecommunications Specialist; A.A.S., Meridian Community College.

DAVIS, Erin; Bookstore Service Clerk; A.A.S., Meridian Community College.

DEAN, Marjorie; Practical Nursing Instructor; A.A., Meridian Community College; B.S., University of Southern Mississippi.

DEAN, Suzanne; Adult Education Instructor; B.S., Mississippi State University.

DELK, Diane; Accountant; A.A., Jones County Junior College; B.S., Mississippi State University; C.P.A.

DENTON, Ray; Associate Dean of Learning Resources; A.A., Meridian Community College; B.S., University of Southern Mississippi; M.S., LaSalle University; M.S., Ph.D., Mississippi State University.

DeVANEY, Toni; Secretary of Academic Affairs; A.A.S., Meridian Community College.

DUKES, Troy; Campus Police Officer.

DUNN, Kamilah; Early Childhood Academy; A.A., Meridian Community College; B.A., M.A., Ashford University.

EASTMAN, Kimberly; Administrative Assistant to the Vice President of Workforce Education.

EDWARDS, Chris; Director of Telecommunications; B.A., University of Mississippi.

EDWARDS, Kathleen; Administrative Assistant for SACS Compliance; A.A.S., A.A., Meridian Community College.

ELLIOTT, Scott; President; B.S., University of Texas; M.S., East Texas State University; Ed.D., University of Florida.

ENGLIN, Keith; Groundskeeper.

ESPEY, Albert; Carpenter.

ETHRIDGE, Daniel; Graphic Design Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.F.A., American Intercontinental University.

ETHRIDGE, Kristy; Nurses Assistant Coordinator/Instructor; A.A., Meridian Community College.

EVANS, Terrance; Building Custodian / Night Supervisor.

EVERETT, Donna; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University.

FALCONER, Carol; Campus Police Clerk; A.A., Meridian Community College; B.A., Mississippi State University.

FARRAR, DeNay; MIBest Instructor; B.S., Mississippi State University.

FERGUSON, Lucy; Speech Instructor; B.A., M.S., University of Southern Mississippi.

FIKES, Gwendolyn; Residence Hall Supervisor.

FILES, Bethany; Practical Nursing Instructor; A.A., East Central Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University; Certified Nurse Educator.

FONTENOT, David; Eaglenet Administrator; A.A., Meridian Community College.

FOREMAN, Adam; Director of Physical Plant; A.A., East Central Community College.

FORTSON, Brenda; Career & Technical Support Services Coordinator; A.A., Meridian Community College; B.S., M.S., Ed.S., Mississippi State University.

FOSTER, Alton; Workforce Development Computer Instructor; A.A., Meridian Community College.

GARRETT, Katrina; WIOA Computer Instructor; B.S., Mississippi State University.

GAYDEN, Harry; Head Track and Field Coach; B.A., University Of Mississippi.

GENESE, Kailey; Business Office Assistant.

GENTRY, Amy; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

GIBSON, Nathan; Telecommunications Specialist; A.A.S., Meridian Community College.

GIBSON, Suzanne; Psychology Instructor; A.A., East Central Community College; B.S., M.Ed., Mississippi State University.

GILES, Sandra; Purchasing & Accounts Payable Specialist.

GOWDY, Otis; Commercial Truck Driving Program Coordinator/Instructor; B.S., Mississippi Valley State University; M.S., University of West Alabama.

GRAFTON, Suzanne; Technical Services Librarian; A.A., Hinds Community College; B.A., M.L.S., University of Southern Mississippi.

GRAHAM, Chadwick; Chair, Social Science Division/Psychology Instructor; B.S., William Carey College; M.Ed., Mississippi State University.

GREEN, James; Head Men's Basketball Coach; B.A.E., University of Mississippi.

GUNN, Lorrie; Practical Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

GUNN, Mark; History Instructor; A.A., East Central Community College; B.S., M.A., University of Southern Mississippi.

GUNN, Robin; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., Ph.D., William Carey College; Certified Nurse Educator.

GUTIERREZ, Vinicio; Director, Campus Landscape; B.S., National University of the Plains, Venezuela.

HAGWOOD, Jonathan; Campus Police Officer.

HALL, Anna; Financial Aid Specialist; A.A., Meridian Community College; B.B.A., Mississippi State University.

HAMPTON, Michelle; Beep Staff; A.A.S., Meridian Community College; B.S., Jackson State University.

HARRIS, Holley; eLearning Coordinator; B.A., M.A., Mississippi State University.

HARRISON, Pam; Assistant to the President for Finance; B.S., Mississippi University for Women; C.P.A.

HARVEY, Pat; Beep Staff; B.S., Jackson State University.

HARWELL, Delia; Dental Hygiene Instructor; A.A.S., Meridian Community College; B.S., University of Mississippi Medical Center.

HATTEN, Neil; Production Center Technician.

HATTEN, Webb; Production Center Technician/WEXR Chief Operator.

HEGGIE, Wade; Fitness Center Director/Wellness and Fitness Instructor; B.B.A., Mississippi State University; M.S., University of Southern Mississippi.

HEMPHILL, Jeff; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Chamberlain College of Nursing; M.S.N., William Carey University.

HENNINGTON, Betty; Associate Degree Nursing Instructor; A.A., Jones County Junior College; B.S.N., University of Mississippi; M.S.N., University of Florida.

HERRING, Debra; Radiology Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.S., M.A.T., Mississippi State University.

HESTER, Timothy; Campus Police Officer; B.A., Mississippi State University.

HIGGINBOTHAM, Rebecca; Health Information Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.S., University of Mississippi Medical Center; RHIA, CCS, CAHIMS.

HILL, Allyson; Telecommunications Technician Program Coordinator/Instructor; A.A., Meridian Community College.

HOGAN, Theresa; Administrative Assistant, Institutional Advancement.

HOLIFIELD, Stephanie; Accounting Manager; A.A., Meridian Community College, B.S., Mississippi State University.

HOLLADAY, Phyllis; Mathematics Instructor; A.A., Meridian Community College; B.S., M.S., Mississippi State University.

HOLLIDAY, Ida; Practical Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

HOLLINGSWORTH, Wade; Simulation Lab IT Coordinator & Health Occupations Applications Developer; A.A., East Central Community College.

HOLMES, Heather; Health Information Technology Instructor; A.A., Hinds Community College; RHIT.

HORNE, Suzy; Associate Degree Nursing Instructor; B.S.N., Mississippi University for Women; M.S.N., University of Southern Mississippi.

HOWSE, Durranda; Associate Degree Nursing Instructor; B.S.N., Delta State University; M.S., University of Southern Mississippi.

HOWSE, Tara; Career Center Secretary; A.A., East Central Community College; B.S., University of Southern Mississippi.

HUGGINS, Jawanda; Biology Instructor; B.S., University of Southern Mississippi; M.S., Mississippi College.

ISHIE, Shelly; Respiratory Care Director; A.S., Santa Fe College; B.S., Drexel University.

JAMES, Angela; Adult Basic Education Secretary; A.A.S., Meridian Community College.

JENKINS, Lisa; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S., M.S.N., University of Southern Mississippi; Certified Nurse Educator.

JENKINS, Wanda; Building Custodian.

JERNIGAN, Doug; Reference Librarian; B.A., Mississippi State University; B.S., Middle Tennessee State University; M.L.S., University of Southern Mississippi.

JOHNSON, Betty; Switchboard/Admissions Specialist; Certificate, Meridian Community College.

JOHNSON, Katie; Fitness Center Secretary; A.A.S., Meridian Community College.

JOHNSON, Lacy; Speech Instructor; B.A., Kansas State University; M.A., Auburn University.

JOHNSON, Matthew; Automotive Technology Instructor; A.A.S., East Mississippi Community College.

JOHNSON, Sheila; Program Coordinator/Medical Lab Technology Instructor; A.A., Jones County Junior College; B.S., University of Mississippi Medical Center; M.S., University of Southern Mississippi.

JONES, Barbara; Assistant to the Executive Director of the MCC Foundation/Co-Director of The Phil Hardin Foundation Honors College; A.A., Meridian Community College; B.S.E., M.E., Delta State University.

JONES, Christi; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., University Mississippi Medical Center; RNC-OB.

JONES, Eric; Welding & Cutting Technology Instructor; Certificate, East Central Community College.

JONES, Melanie; Associate Degree Nursing Instructor; A.A., Meridian Community College; A.A., East Central Community College; B.S.N., Mississippi University for Women; M.S.N. William Carey University.

JOWERS-SHELTON, Brittany Morgan; Navigator; B.A., University of West Alabama.

KENNEDY, Cynthia; Cosmetology Program Instructor; State Board Certified.

KEY, Ronnie; Golf Coach/Counselor; B.S., M.S., Mississippi State University.

KIRKLAND, Nicholas; Assistant Chief of Campus Police.

KIRKLAND, Willie Mae; Building Custodian.

KNIGHT, Joseph; Dean for Business and Community Development; B.B.A., M.S., Mississippi State University.

LADNER, London; Assistant Softball Coach; B.S., University of Mississippi.

LANG, Shannon; Associate Degree Nursing Lab Skills Coordinator; A.A., Meridian Community College; B.B.A., Delta State University.

LEWIS, Laura; Wellness and Fitness Instructor; A.A., Meridian Community College; B.S., Mississippi State University; M.A.T., University of West Alabama.

LIDDELL, Victoria; Workforce Navigator; A.A., Meridian Community College; B.S., M.B.A., Franklin University.

LONG, Beverly; Associate Degree Nursing Instructor; RN Diploma, Matty Hersee School of Nursing; B.S.N., M.S.N., University of Southern Mississippi.

LOVE, Kipp; Building Custodian.

LOVETTE, Patrick; Director of Recruiting and Campus Life; B.S., University of West Alabama; M.S., University of Southern Mississippi.

MAEDA, Joshua Masayuki; English and Philosophy Instructor; B.A., Belhaven University; M.A., University of Southern Mississippi; M.A., Mississippi State University.

MANGUM, Wendie; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

MARSHALL, John; Art Instructor; A.A., Motlow State Community College; B.F.A., Middle Tennessee State University; M.F.A., University of North Carolina at Greensboro.

MARTIN, Larry; Building Custodian.

MARTIN, Lowell; Student Success Center Manager/Study Skills Instructor; A.A., Meridian Community College; B.A., Millsaps College; M.A., California State University, Domingues Hills.

MARTIN, Michelle; Associate Degree Nursing Instructor; A.A., Meridian Community College; M.S.N., University of Southern Mississippi.

MAYATT, Darlene; Career Development Center Director; A.A., Meridian Community College.

MAYATT, Kristin; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

McALISTER, Richie; Associate Vice President for Workforce Education; B.S., M.S., Louisiana Tech University; Ph.D., University of Mississippi.

McBRIDE, Kalee; Culinary Arts Technology Coordinator/ Instructor; A.A., Jones County Junior College

McCLAIN, Lori; Academic Advisor; A.A., Meridian Community College; B.S., M.S., Mississippi State University.

McCLELLAND, Michael; Residence Hall Supervisor.

McCLURE, Rita; Director of Library Services; A.A., Meridian Community College; B.S., Mississippi State University.

McGILBERRY, Jocelyn; Women's Basketball Head Coach; B.S., Auburn University.

McKAY, Kathy; Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., Mississippi University for Women.

McKEE, Kelly; English and Reading Lab Coordinator/ English Instructor; B.A., University of West Alabama; M.A., Mississippi State University.

McKINION, Jill; Physical Plant Secretary; Certificate, Middle Georgia Technical College.

McLEOD, Brenda; Secretary, Nursing and Health Education Programs.

McNEEL, Kim; Career & Technical Support Services Coordinator; B.S., M.S., Mississippi State University.

McPHAIL, Wanda; Tennis Coach, Wellness and Fitness Instructor; A.A., East Central Community College; B.S., Mississippi University for Women; M.Ed., Mississippi State University.

McPHERSON, Karen; Dental Hygiene Instructor; A.A., Meridian Community College; B.S., University of Mississippi Medical Center.

McRAE, Annah; Data Entry Specialist; A.A., Meridian Community College.

MILES, Jim; Electrical Technology Program Coordinator/Instructor; Certificate, Meridian Community College.

MILES, Tammy; Choral Director/Music Instructor; B.S., M.M.E., University of Southern Mississippi.

MILLER, Amelia; Graphics Artist; A.A., Meridian Community College.

MILLS, Gina; Support Services Coordinator; B.S., Mississippi State University.

MOFFITE, Jerome; Groundskeeper.

MOFFITE, Patricia; Building Custodian.

MOORE, Margie; MIBest Navigator; A.A., East Mississippi Community College; B.S., Mississippi State University.

MOORE, Rhonda; Associate Degree Nursing Instructor; A.A., University of West Alabama; B.S., M.S.N., University of Southern Mississippi.

MORGAN, Lucy; Workforce Project/Grant Manager; A.A., Meridian Community College; B.S.B.A., M.B.A., Mississippi State University.

MORRIS, Tonya; Biology Lab Assistant; B.S., Jackson State University.

MOSLEY, Derek; Social Science Instructor; A.A., Meridian Community College; B.S., Mississippi State University; J.D., University of Mississippi.

MOSLEY, Tamar; High School Equivalency (HSE) Test Coordinator; B.B.A., Mississippi State University; M.S., Ed.S., Nova Southeastern University.

MOSLEY, Tonja; Secretary, Cosmetology; A.A.S., Meridian Community College; B.B.A. Mississippi State University.

MYERS, Alison; Student Loan Assistant; B.S., M.A.T, University of West Alabama.

NAYLOR, Lorenzo; Custodian.

NETTLES, Deborah; Career & Retention Advisor; B.B.A., University of Southern Mississippi; M.B.A., Mississippi State University.

NORMAN, Vanessa; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; AGNP-BC, University of Mississippi Medical Center.

OCAMPO, Tanya; Medical Office Management Technology Instructor; A.A.S., Meridian Community College; R.H.I.T.; B.S., Mississippi State University.

OLDHAM, Deborah; Registrar/Technical Specialist; B.S., Southeastern Louisiana University; M.Ed., Sul Ross State University.

PACE, Grenetta; eLearning Lab Assistant and Proctor; A.A.S., Meridian Community College.

PARKER, Cathy; Director of Institutional Effectiveness & Accountability/Co-Director of The Phil Hardin Foundation Honors College; A.A., Meridian Community College; B.S., M.Ed., Mississippi State University.

PARKES, Jade; Chair, Language, Literature, and Success Division; A.A., East Central Community College; B.A., M.Ed., University of Mississippi.

PARKES, Stacy; QEP and Assessments Coordinator; A.A., East Central Community College; B.B.A., M.A.T., Mississippi State University.

PARNELL, Anita; Math Instructor; B.S., M.S., William Carey University.

PARRETT, Janet; Records Clerk; B.S., Mississippi State University.

PAYNE, Angela; Director of Admissions; B.S., Texas A&M, Commerce; M.B.A., University of Dallas; Ph.D., Jackson State University.

PAYNE, Jordan; Men's Basketball Assistant Coach; B.S., University of Louisiana at Monroe.

PENNINGTON, Paige; Dental Hygiene Coordinator; B.A., Converse College; D.M.D., University of Mississippi Medical Center.

PICKARD, Angela; Director of Human Resources; A.A., Meridian Community College; B.S., Mississippi State University.

PICKETT, Brandi; Wellness and Fitness Coordinator; A.A., Northeast Mississippi Community College; B.S., M.S., Mississippi State University.

PIERCE, Becky; Webb Center Secretary.

PIERCE, Bill; Telecommunications Specialist.

PITTS, Kandi; Records Clerk.

PORT, Leah; Admissions Technical Specialist.

PRATT, Lauren; Marketing Specialist; B.A., Mississippi State University.

PRICE Jr., Charlie; Building Custodian.

PRICE, James; Technician – A/C Refrigeration.

PRICE, Marsha; Building Custodian.

PRINGLE, Tiawana; Women's Basketball Assistant Coach; B.S., Louisiana Tech University; M.S., University of Southern Mississippi.

RAINER, Candace; Chair, Mathematics Division/ Mathematics Instructor; B.S., M.S., Mississippi State University.

RAINEY, David; Technical Director/Stage Manager.

RASCO, Charlotte; Lifetime Quest Coordinator; A.A., Meridian Community College; B.A., B.S., Mississippi State University.

REEVES, John; Sociology Instructor; B.A., University of Mississippi; M.A., University of Alabama; M.S., Mississippi State University.

REINSTATLER, Laura; Theatre Instructor; B.A., University of Washington; M.F.A., Central Washington University.

RIGBY, Annette; Associate Degree Nursing Instructor; B.S.N., Delta State University; M.S.N., University of Southern Mississippi.

RILEY, Hillary; Production Center Secretary; A.A., Meridian Community College; B.S., Mississippi State University.

RIGDON, Jimmy; Commercial Truck Driving Instructor; A.A., University of Phoenix.

RIGDON, Katherine; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

ROBERTS, Deanna; English Instructor; B.A., M.A., William Carey University.

ROBERTS, Jonathan; Building Custodian.

ROBERTS, Marie; Director of eLearning; A.A., Meridian Community College; B.A., M.Ed., University of Southern Mississippi.

ROBERTS, Melissa; Accounting Instructor; A.A., Meridian Community College; B.P.A., M.B.A., Mississippi State University, C.P.A.

ROBERTSON, Rachel; Health Education Advisor; B.B.A., M.B.A., Mississippi State University.

ROBINSON, Faith; Head Softball Coach; B.S., Mississippi State University.

ROGERS, Paul; Physics Instructor; B.S., Mississippi State University; M.A., University of Mississippi.

ROMERO, Jonathon; Director of the Bands/Music Instructor; B.M.Ed., University of Louisiana Lafayette; M.M., Middle Tennessee State University.

ROWE, LaDonna; FWS/Scholarship/State Grant Coordinator; Certificate, Meridian Community College; A.A.S., East Central Community College; B.S., Mississippi State University; M.S., University of West Alabama.

SAMPLE, Robert; Biology Instructor; A.S., Lincoln Land Community College; B.A., University of Illinois at Springfield; M.S., Southern Illinois University Edwardsville; Ph.D., The University of Mississippi Medical Center.

SATTERFIELD, Steve; Practical Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women.

SAVELL, Christy; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., Ph.D., University of Southern Mississippi.

SELF, Laura; Building Custodian.

SHUMATE, Winifred; Program Coordinator/Instructor, Early Childhood Education Technology; B.S., M.S., Virginia Tech.

SHIRLEY, Michael; Construction Trades Instructor.

SIMMONS, Shane; Welding and Cutting Instructor; A.A., Jones Junior College; B.S., Mississippi State University.

SIMPSON, Jessica; Associate Degree Nursing Instructor; A.D.N., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

SMITH, Cabrina; Bookstore Service Clerk, A.A., Meridian Community College.

SMITH, Deanna; Director of Advising & Retention; A.A., Meridian Community College; B.B.A., M.A.T., Mississippi State University.

SMITH, Elesha; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., University of Alabama at Birmingham.

SMITH, Joy; Administrative Assistant, Continuing Education.

SMITH, Keith; Director of Maintenance; A.A., Meridian Community College.

SMITH, Lori; College and Career Planning Coordinator; Work-based Learning Coordinator; B.B.A., M.B.A., Mississippi State University.

SMITH, Michael Jr.; Head Soccer Coach; Wellness/Fitness Instructor; B.A., Delta State University.

SMITH, Rhonda; Adult Education Recruiter/Transition Specialist; B.S., University of Southern Mississippi.

SMITH, Tiffany; E-Learning Assistant/Proctor; B.A., M.A., University of Mississippi.

SOULES, Mecklin; Surgical Technology Program Coordinator/Instructor; CST, East Central Community College.

SPARROW, Veda; Building Custodian.

STAMM, Colby; Maintenance/HVAC Serviceman; Certificate, Meridian Community College.

STERLING, Crystal; Mathematics Instructor; B.S., Mississippi Valley State University; M.S., Mississippi State University.

STEVENS, Whitney; Assistant Financial Aid Director; B.S.B.A., Alcorn State University; M.B.A., Mississippi College.

STOKLEY, Michelle; Computer Instructor; B.S., University of West Alabama; M.B.A., University of North Alabama.

SUDDUTH, Dillon; Head Baseball Coach; B.S., Southeastern Louisiana University.

SUMRALL, Flora; Business and Office Instructor; A.A.S., Meridian Community College; B.S., University of West Alabama.

SUTTON, Kimbly; College Crossing Apartments Supervisor.

SWINK, Susan; Accounts Receivable Specialist; A.A., Meridian Community College.

TAYLOR, Josh; Coordinator/Instructor, Media Production Technology/Chair, Business Division; Program Director, WEXR 106.9 FM; B.A., Mississippi State University; M.S., University of Southern Mississippi.

TAYLOR, Terrell; Art Instructor; B.S., M.A., M.A.E., University of Southern Mississippi; M.F.A., University of Alabama.

THIGPEN, Jerry; Building Custodian.

THOMAS, Kay; College Promotions Director; A.A., Meridian Community College; B.A., University of Mississippi.

THOMAS, Sandra; Practical Nursing Instructor; A.A., Meridian Junior College; B.S.N., University of Southern Mississippi; M.S.N., William Carey College.

THOMPSON, Amanda; English Instructor; B.S., M.A., Mississippi State University.

THOMPSON, Michael; Dean of Academic Affairs; B.S., M.C.S., Mississippi College.

THOMPSON, Pamela; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

THOMPSON, Rhonda; Secretary, Nursing/Health Education; A.A., Meridian Community College.

TOLBERT, Mary Lee; Secretary, Dental Programs and Health Education; A.A.S., Meridian Community College.

TURNER, Marlo; Payroll Specialist/Accountant; A.A., Jones County Junior College; B.S., Mississippi State University.

WALKER, Orion; Adult Education Instructor; A.A., Meridian Community College; B.S., Mississippi State University.

WALTERS, Tommie; Associate Degree Nursing Instructor; B.S.N., University of Southern Mississippi; M.S.N., William Carey University.

WARREN, Brian; Chair, Industrial Division/Precision Machining Engineering Technology Program Coordinator/Instructor; A.A.S., Meridian Community College.

WARREN, Cher; Bookstore Manager, MCC Eagles' Nest Bookstore; A.A., Meridian Community College.

WATSON, Celeste; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., B.S., M.S.N., FNP, University of Southern Mississippi; Certified Nurse Educator.

WATTS, Jacqueline; Building Custodian.

WEBB, Hope; Associate Degree Nursing Instructor; B.S.N., University of Alabama; M.S.N., University of Southern Mississippi.

WEBB, Zana; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S., M.S.N. University of Southern Mississippi.

WEBSTER, Crystal; AR Supervisor/Accountant; B.A., Mississippi State University.

WELDEN, Soraya; Dean of Student Services; A.A., Meridian Community College; B.S., M.B.A., Mississippi State University.

WHIGHAM, Annie; Learning Resources Secretary; A.A.S., Meridian Community College.

WHITE, Joseph; Campus Police Officer.

WHITLOCK, Jennifer; Adult Education Director; A.A., Meridian Community College; B.S., M.S., Ed.S., Mississippi State University.

WILKERSON, Clint; Computer Technician.

WILKINS, Angel; eLearning Technical Specialist and Proctor; A.A.S., Hinds Community College.

WILLIAMS, Christopher; Math Emporium Lab Coordinator; B.S., Wesley College; M.A., Indiana Western University.

WILLIAMS, Crystal; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University.

WILLIAMS, Shane; Chief of Campus Police; A.A.S., Hinds Community College; M.S.S., Mississippi College.

WILLIS, Pete; Energy Education Specialist/Property Control Specialist; B.S., North Carolina State University.

WRIGHT, Dawn; Psychology Instructor; B.S., M.Ed., University of West Alabama.

WINSTON, Tommy; Physical Therapy Assistant Program Coordinator/Instructor; B.S., University of Southern Mississippi; D.P.T., East Tennessee State University.

WRIGHT, Tanya; Cosmetology Program Coordinator/Instructor; State Board Certified; A.A., Meridian Community College.

MERIDIAN COMMUNITY COLLEGE

910 Hwy 19 North • Meridian, MS 39307
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