

CAREER-TECHNICAL EDUCATION

Senatobia Campus

Technical programs offered on the Senatobia Campus are as follows: Agricultural Business and Management Technology/Animal Husbandry; Agricultural Technology/John Deere Tech; Automotive Technology; Early Childhood Education Technology; Civil Technology; Drafting and Design Technology; EMT-Paramedic; Graphic Design Technology; Heating, Air Conditioning and Refrigeration Technology; Industrial Electronics Technology; Information Systems Technology; Medical Office Technology; Microcomputer Technology; Office Systems Technology; Paralegal Technology; and Tool and Die Technology. Career programs offered on the Senatobia Campus are as follows: Collision Repair Technology; Cosmetology; Health Care Assistant; Practical Nursing; Welding and Cutting. Programs are located in the four buildings comprising the Thomas D. Coats Career-Technical Complex, in the A.P. Fatherree Agriculture Technology Building, and in the Agricultural Technology Building. Northwest will administer the MS-CPAS2 (Mississippi Career Planning Assessment System) prior to program completions in career-technical programs. All students completing a career-technical program must take the MS-CPAS2, unless a program of study requires a certification or licensure examination for professional practice.

Agricultural Business and Management Technology/Animal Husbandry

Adviser: Lee • Offered at Senatobia campus

The Animal Husbandry Concentration of Agricultural Business and Management Technology is designed to prepare the student for a career in the animal husbandry industry. Students will receive instruction in feeding, breeding, management, and health care of cattle and horses. In addition, the student will complete course work dealing with feedcrops, and soils. The Associate of Applied Science degree may be granted to students who complete a minimum of 64 semester credit hours of course work in the program.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGT 1111, Survey of Agricultural Technology	1	AGT 1513, Principles of Agricultural Marketing	3
AGR 1214, Animal Science	4	AGT 1613, Agricultural Records	3
AGR 1313, Plant Science	3	AGR 2314, Soils	4
AIT 1813, Equipment Servicing, Cutting and Welding.....	3	CPT 1323, Survey of Microcomputer Applications	3
AGT 1413, Principles of Agricultural Management	3	ENG 1113, Eng. Comp. I.....	3
BOT 1313, Applied Business Math	3		
or MAT 1113, College Algebra			
Total	17	Total	16

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
AGT 2713, Beef Production I.....	3	AGT 2723, Beef Production II.....	3
AGT 2663, Applied Animal Nutrition.....	3	AGT 1913, Animal Reproduction.....	3
AGT 2613, Forage and Pasture Crops.....	3	AGT 2863, Horse Production.....	3
Social/Behavioral Science Elective.....	3	AGT 2113, Supervised Ag. Exp.	3
Humanities/Fine Art Elective.....	3	AGT 1813, Fitting/Grooming/ Judging.....	3
Total	15	SPT 1113, Public Speaking I.....	3
		Total	18

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

Agricultural Technology/John Deere Tech

Advisers: Louwerens, Massey • Offered at Senatobia campus

Agricultural Technology is an instructional program that prepares individuals to select, operate, maintain, service, and use agricultural power units, machinery, and equipment. Included is instruction in engine design, use, maintenance, and repair techniques. The program covers internal combustion engines service and overhaul, electrical systems, hydraulic systems, power trains, air conditioning, grain harvesting equipment, spray equipment, row crop planting systems, cotton harvesting equipment, hay harvesting equipment compact engines equipment servicing, cutting and welding, and service repair center management and operations.

The Associate of Applied Science degree may be granted to students who complete the curriculum.

Admission Requirements: 1) Students who wish to enter the Agricultural Technology/John Deere Tech program must contact an adviser to make an appointment. 2) A student must have an ACT composite score of 15 or above. 3) The student must obtain and maintain a sponsorship with a qualified John Deere dealership. 4) Students are required to provide their own tools. Please see adviser to get a current tool list.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AMT 1123, Agricultural Mechanics Fundamentals.....	3	AMT 2813, Compact Engines and Equipment.....	3
AMT 1213, Basic Electrical/ Electronics Systems.....	3	AMT 1613, Basic Hydraulic Sys.....	3
AMT 1313, Basic Power Trains.....	3	AMT 292(1-6), Supervised Work Experience in Ag.....	6
AMT 1413, Basic Engines.....	3		
Humanities/Fine Arts Elective.....	3		
ENG 1113, Eng. Comp. I.....	3		
Total	18	Total	12

First Summer Semester

AMT 1223, Advanced Electrical/ Electronic Systems.....	3
AMT 1511, Principles of Air Conditioning.....	1
AMT 2113, Grain Harvesting Equip....	3
Math/Science Elective.....	3
Computer Elective.....	3
Total	13

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
AMT 1323, Advanced Power Trains...3		AMT 1423, Advanced Engines3	
AMT 2623, Advanced Hydraulics.....3		AMT 2133, Special Problems in Agriculture Technology.....3	
AMT 292(1-6), Supervised Work Experience in Ag6		AMT 2513, Spray Equipment.....3	
		AMT 2713, Row Crop Planting Sys....3	
		Social Science Elective3	
		SPT 1113, Public Speaking I3	
Total	12	Total	18

Students must pass all freshman-level coursework prior to entering sophomore-level courses.

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

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

Automotive Technology

Advisers: Parrott, Miller, Yount • Offered at Senatobia campus

The Automotive Technology program, fully accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE), provides state-of-the-art training for skilled, entry-level automobile service technicians. Upon graduation, a student will have the knowledge and skills necessary to isolate and correct specific automotive problems.

Graduates of the two-year program without the technical core courses are awarded a Certificate of Automotive Technology, and those who complete the two-year program with the technical core courses are awarded the Associate of Applied Science degree in Automotive Technology. Employment opportunities for graduates of the certificate program may exist as semi-skilled automotive technicians in the automotive industry. Graduates of the technical program may qualify as automotive electronics technicians or assistant diagnostic technicians in the automotive industry.

The Chrysler College Automotive Program (CAP), a two-year associate degree program is designed to teach late-model Chrysler, Dodge, and Jeep vehicle technology. CAP students will co-op with a Chrysler, Dodge, or Jeep dealership.

Students are required to provide their own tools. Please see adviser for tool list.

AUTOMOTIVE TECHNOLOGY

Adviser: Parrott

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*ATT 1213, Brakes3		*ATT 1424, Engine Performance I.....4	
*ATT 1314, Manual Drive Trains/ Transaxles4		*ATT 1134, Advanced Electrical/ Electronic Systems4	
*ATT 1124, Basic Electrical/ Electronic Systems4		*ATT 1715, Engine Repair5	
ENG 1113, English Comp. I3		Math/Natural Science Elective.....3	
*ATT 1811, Intro. to Safety & Emp.1		Basic Computer Skills Elective3	
Total	15	Total	19

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*ATT 2434, Engine Performance II	4	ATT 2444, Engine Performance III	4
ATT 2614, Heating and Air Conditioning	4	*ATT 2334, Steering and Suspension Systems	4
ATT 2325, Automatic Transmissions/Transaxles	5	ATT 2913, Special Problems	3
Humanities/Fine Arts Elective.....	3	SPT 1113, Public Speaking I	3
Total	<u>16</u>	Social/Behavioral Science Elective.....	3
		Total	<u>17</u>

* Courses required for certificate option.

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

AUTOMOTIVE TECHNOLOGY/CHRYSLER COLLEGE AUTOMOTIVE PARTNERSHIP

Adviser: Miller, Yount

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1124, Basic Electrical/Electronic Systems	4	ATT 1134, Advanced Electrical/Electronic Systems	4
ATT 1213, Brakes	3	ATT 1424, Engine Performance I.....	4
ATT 1314, Manual Drive Trains/Transaxles	4	ATT 1715, Engine Repair	5
ENG 1113, English Comp. I	3	SPT 1113, Public Speaking I	3
Math/Natural Science Elective.....	3	WBL, Chrysler Dealer Internship.....	3
ATT 1811, Intro. to Safety & Emp.	1		
Total	<u>18</u>	Total	<u>19</u>

SUMMER BREAK

Chrysler Dealer Internship

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
ATT 2434, Engine Performance II	4	ATT 2444, Engine Performance III	4
ATT 2614, Heating and Air Conditioning	4	ATT 2334, Steering and Suspension Systems	4
ATT 2325, Automatic Transmissions/Transaxles	5	Social/Behavioral Science Elective.....	3
Basic Computer Skills Elective	3	Humanities/Fine Arts Elective.....	3
WBL, Chrysler Dealer Internship.....	3		
Total	<u>19</u>	Total	<u>14</u>

Civil Technology

Adviser: Watson • Offered at Senatobia campus

This program prepares a person for entry-level positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices.

The graduate is prepared to work with the surveyor or the civil engineer in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor re-

quired to complete a project; and performing various tests required for construction. Up-to-date equipment usage is stressed, including the surveying computer and electronic distance measuring devices.

A minimum of 64 semester credit hours is required to receive an Associate of Applied Science in civil technology. Students who complete a minimum of 32 semester credit hours in the program may be eligible to receive a certificate in civil technology.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1114, Fund. of Drafting.....	4	CIT 1114, Route Surveying	4
DDT/CIT 1413, Elem. Surveying	3	CIT 1223, Road Construction Plans and Specifications.....	3
CIT 1213, Road Design and Const. Methods and Materials.....	3	MAT 1313, College Algebra.....	3
MAT 1233, Intermediate Algebra	3	ENG 1113, Eng. Comp. I.....	3
or Science Elective		Technical Elective	3
DDT 1313, Principles of CAD	3		
Total	<u>16</u>	Total	<u>16</u>

Certificate Program Exit Point

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
CIT 2434, Land Surveying Lab.....	4	CIT 2444, GPS/GIS Surveying.....	4
CIT 2113, Legal Principles of Surveying	3	DDT/CIT 2423, Mapping and Topo....	3
SPT 1113, Public Speaking I	3	Technical Electives.....	6
Technical Elective	3	Humanities/Fine Arts Elective.....	3
Social/Behavioral Science Elective.....	3		
Total	<u>16</u>	Total	<u>16</u>

Technical Electives:

CIT 2124, Advanced Surveying Practices	BOT 1213, Professional Development
CIT 2413, Concrete and Hot Mix Asphalt Testing	DDT 1313, Principles of CAD
CIT 292 (1-6), Work-Based Learning in Civil Technology	DDT 1323, Intermediate CAD
CIT 291 (1-3), Special Projects	DDT 1331, Intermediate CAD Lab
	DDT 2233, Structural Drafting
	DDT 2343, Advanced CAD
	GIT 2123, Fundamentals of GIS
	LET 2453, Real Property I

PRE-SURVEYING/GEOMATICS (MISSISSIPPI STATE UNIVERSITY 2+2 OPTION)

Adviser: Watson

This program is designed to transfer to Mississippi State University's Surveying Geomatics program where the student may receive a baccalaureate degree. An Associate of Applied Science degree is awarded upon completion.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 1213, General Chemistry I	3	CHE 1223, General Chemistry II	3
CHE 1211, Gen. Chemistry I Lab	1	CHE 1221, Gen. Chemistry II Lab	1
CIT 2434, Land Surveying Lab or CIT 2424, GIS/GPS Surveying	4	ENG 1123, English Comp. II	3
ENG 1113, English Comp. I	3	MAT 1323, Trigonometry	3
MAT 1313, College Algebra	3	CSC 1113, Computer Concepts	3
		SPT 1113, Public Speaking I	3
Total	14	Total	16

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II	3
BAD 2413, Legal Envir. of Bus.	3	ECO 2113, Prin. of Macroeconomics ..	3
BAD 2323, Business Statistics or MAT 2323, Statistics	3	Fine Arts Elective	3
PHY 2413, Gen. Physics I	3	PHI 2143, Ethics	3
PHY 2411, Physics Lab I	1	PHY 2423, Gen. Physics II	3
Social Science Elective	3	PHY 2421, Physics Lab II	1
Total	16	Total	16

Drafting and Design Technology

Advisers: Chavez, Tims • Offered at Senatobia campus

The purpose of the Drafting and Design Technology program at Northwest Mississippi Community College is to provide our students with a quality instructional program that enables them to meet the needs of today's "high-tech" industry. This is accomplished through a structured degree program and continuing education classes that use input from industry as a basis for course content.

The Drafting and Design Technology curriculum is designed to provide specialized occupational instruction in all phases of drafting technology. Classroom instruction and laboratory experience combine to provide the student with the hands-on skill needed to produce technical drawings for use in manufacturing and construction.

The student will be qualified for employment in such fields as general drafting/CAD operations, industrial facilities planning, machine design, building construction, architectural design, mapping and others. The student may choose the general drafting option or the architectural engineering technology concentration. Each option includes extensive training in the use of the computer-aided drafting (CAD) system.

Note: If a student is placed in two or more developmental classes, he can enroll only in DDT 1213, Construction Materials. A student must be enrolled in Intermediate Algebra or higher before taking any other DDT course. A minimum "C" average in all DDT courses is required to receive a degree in Drafting and Design. Upon satisfactory completion an Associate of Applied Science degree is awarded.

GENERAL DRAFTING

FRESHMAN YEAR

First Semester	Semester Hours
DDT 1114, Fundamentals of Drafting.....	4
DDT 1313, Principles of CAD	3
DDT 1213, Construction Materials.....	3
MAT 1313, College Algebra.....	3
ENG 1113, Eng. Comp. I.....	3
Total	16

Second Semester	Semester Hours
DDT 1133, Machine Drafting I.....	3
DDT 1323, Intermediate CAD.....	3
**DDT 2153, Civil Drafting.....	3
*Technical Elective	3
*Technical Elective	3
SPT 1113, Public Speaking I	3
Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours
DDT 1613, Architectural Design I.....	3
DDT 2343, Advanced CAD	3
TMA 1833, Technical Trigonometry...3	
*Technical Elective	3
*Technical Elective	3
Humanities/Fine Arts Elective.....	3
Total	18

Fourth Semester	Semester Hours
DDT 2233, Structural Drafting.....	3
*Restrictive Elective.....	3
*Technical Elective	3
*Technical Elective	3
Social/Behavioral Science Elective.....	3
Total	15

Electives:

DDT 2623, Architectural Design II
 DDT 1413, Elementary Surveying**
 DDT 2913, Special Projects
 DDT 292(1-6), Super. Work Exp. in Drafting & Design Tech. (6 hrs. max)

DDT 2163, Machine Drafting II
 DDT 2423, Mapping & Topography**
 DDT 1153, Descriptive Geometry
 BOT 1213, Professional Development

* Electives must be adviser approved.

** Civil Drafting (DDT 2153) can be substituted for DDT 1413 or DDT 2423.

ARCHITECTURAL ENGINEERING TECHNOLOGY

FRESHMAN YEAR

First Semester	Semester Hours
DDT 1114, Fundamentals of Drafting.....	4
DDT 1313, Principles of CAD	3
DDT 1213, Construction Materials.....	3
MAT 1313, College Algebra.....	3
ENG 1113, Eng. Comp. I.....	3
Total	16

Second Semester	Semester Hours
DDT 1133, Machine Drafting I.....	3
DDT 1323, Intermediate CAD.....	3
**DDT 2153, Civil Drafting.....	3
DDT 2243, Cost Estimating.....	3
*Technical Elective	3
SPT 1113, Public Speaking I	3
Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours
DDT 1613, Architectural Design I.....	3
DDT 2343, Advanced CAD	3
TMA 1833, Technical Trigonometry...3	
*Technical Elective	3
*Technical Elective	3
Humanities/Fine Arts Elective.....	3
Total	18

Fourth Semester	Semester Hours
DDT 2233, Structural Drafting.....	3
DDT 2623, Architectural Design II.....	3
*Technical Elective	3
*Technical Elective	3
Social/Behavioral Science Elective.....	3
Total	15

Electives:

DDT 2163, Machine Drafting II	DDT 2423, Mapping & Topography**
DDT 1413, Elementary Surveying**	DDT 1153, Descriptive Geometry
DDT 292(1-6), Super. Work Exp. in Drafting & Design Tech. (6 hrs. max)	BOT 1213, Professional Development

* Electives must be adviser approved.

** Civil Drafting (DDT 2153) can be substituted for DDT 1413 or DDT 2423.

Early Childhood Education Technology

Advisers: Barham, Camp • Offered at Senatobia campus

This program is designed to prepare personnel for employment in day care centers, schools, nursery schools, and federally funded programs for young children. Those persons who successfully complete the two year program will earn the Associate of Applied Science degree. Career opportunities include: child care services manager, preschool teacher, teacher assistant, child care giver, family day care provider, nanny professional, foster care parent, after school care giver.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 1113, Early Child. Profession	3	CDT 1224, Child Development II	4
CDT 1713, Lang. & Literacy Dev.....	3	CDT 1314, Creat. Arts for Yng. Ch.	4
CDT 1214, Child Development I.....	4	CDT 1513, Nutrition for Yng. Ch.....	3
CDT 1343, Child Health & Safety	3	CPT 1323, Survey of Micro. Apps.....	3
ENG 1113, English Comp. I	3	Fine Arts/Humanities Elective.....	3
Total	16	Total	17

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
CDT 2413, Atypical Child Dev.....	3	CDT 2233, Guid. Soc. & Em. Beh.....	3
CDT 2613, Methods/Materials	3	CDT 2714, SS/Math/Sci. for Y.C.	4
CDT 2915, Student Teaching I	5	CDT 2813, Admin. of Prog. for Y.C.	3
Math/Nat. Sci./Lab.....	3/4	CDT 2925, Student Teaching II.....	5
SPT 1113, Public Speaking I	3	Social/Beh. Science Elective.....	3
Total	17/18	Total	18

Emergency Medical Technology—Paramedic

Advisers: Briscoe, Hood • Offered at Senatobia campus

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Admission Requirements:

- Valid EMT-Basic state certification
- Grade point average of “C” or better in Anatomy and Physiology I with lab (BIO 2513 and BIO 2511)

- Must be 18 years of age or older with a high school diploma or GED
- ACT composite score of 18 or better or TABE score of 12 or better

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department that provides medical control to ALS providers in the field and, according to availability, CCU, ICU, labor and delivery suite, operating room, psychiatric ward, pediatric ward, and geriatric ward. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community. Students need to maintain a “C” average in all classes in order to continue the Paramedic program the following semester.

A student successfully completing the program will receive an associate degree from the college and be eligible to take National Registry’s Exam as an EMT-Paramedic. This training program is sanctioned by the Mississippi State Board of Health, Division of EMS, the State Department of Education, and the Committee on Accreditation of Educational Programs for the EMS Professions. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

The curriculum of the Paramedic Program is for four semesters in length and classes are admitted each fall and spring semester requiring a minimum of 1,500 hours of classroom instruction, clinical, and field internship.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMT 1122, Fund. Pre-Hosp. Care	2	EMT 1825, Pre-Hosp. Cardiology.....	5
EMT 1613, Pre-Hosp. Pharm.....	3	EMT 1315, Airway and Vent. Mgmt...5	
EMT 1415, Patient Assessment	5	EMT 2714, Pre-Hospital Trauma	4
EMT 1513, EMS Clinical Intern I.....	3	EMT 1523, EMS Clinical Intern II	3
BIO 2523, A&P II	3	ENG 1113, English Comp. I	3
BIO 2521, A&P II Lab.....	1		
Total	17	Total	20

SOPHOMORE YEAR

Third Semester	Sem. Hours	Fourth Semester	Semester Hours
EMT 2423, Pre-Hospital Pediatrics	3	EMT 2855, Pre-Hosp. Med. Care	5
EMT 2412, Pre-Hospital OB/GYN.....	2	EMT 2913, EMS Team Mgmt.....	3
EMT 1423, EMS Special Consid.	3	EMT 2564, EMS Field Internship II...4	
EMT 2552, EMS Field Internship I	2	PSY 1513, Gen. Psychology	3
SPT 1113, Public Speaking I	3	Fine Arts/Humanities Elective.....	3
CSC 1113, Computer Concepts	3		
Total	16	Total	18

Graphic Design Technology

Adviser: Rice • Offered at Senatobia campus

The Graphic Design Technology Department educates the student in the art of visual communication, emphasizing the professional practice of design. Students combine digital technology with aesthetics in the production of typography, signage, publications, identity systems, packaging, design, and other forms of communica-

tion. The Graphic Designer combines concepts and facts from the humanities, social sciences and technology while utilizing critical design methodologies in visual problem solving. Upon successful completion of this 64-hour program, an Associate of Applied Science degree is awarded. No major may advance to a higher course in his or her area of studio emphasis (Graphic Design) without earning a grade of “C” or higher in the lower division course. Periodic portfolio reviews determine placement. Entrance into the program is on a competitive basis. Prospective students need an ACT composite score of 16 or better or equivalent on the TABE for admittance into the program.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CAT 1143, Typography	3	JOU 2613, Fund. of Digital Photog.	3
CAT 1213, Fund. of Graphic Comp.	3	ART 1423, Design II	3
ART 1413, Design I	3	CAT 2933, Spec. Proj. II/Drawing II ...	3
CAT 2913, Spec. Proj. I/Drawing I	3	MAT 1313, College Algebra	3
ENG 1113, English Comp. I	3	**Elective	3
		**Approved Elective	3
Total	15	Total	18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Social/Beh. Science Elective	3	CAT 2323, Advanced Advertising Design/Photoshop	3
CAT 2313, Basic Advertising Design ...	3	CAT 2334, Prac. Adv. Techniques	4
**Elective	3	CAT 2133, Graphic Design Studio	3
CNT 1514, Internet/HTML Coding ...	3	Humanities/Fine Arts Elective	3
SPT 1113, Public Speaking I	3	**Elective	3
Total	15	Total	16

Students who lack entry-level skills in Math, English, Science, etc. will be provided related studies.

** Electives:

- | | |
|--|---|
| ART 2713, Art History I | COM 2483, Introduction to Mass Communication |
| ART 2723, Art History II | ENG 2133, Creative Writing |
| BOT 2133, Desktop Publishing | ENG 2613, The Film as Literature |
| BOT 1013, Introduction to Keyboarding | JOU 1313, Principles of Journalism I |
| BOT 1123, Keyboard Skillbuilding | JOU 1323, Principles of Journalism II |
| BOT 1213, Professional Development | MMT 1113, Marketing I (offered at DeSoto Center) |
| CAT 1113, Graphic Design & Production I | WBL 191(1-3), WBL 192(1-3), WBL 193(1-3),
Work-Based Learning I, II, III |
| CAT 1123, Graphic Design & Production II | WBL 291(1-3), WBL 292(1-3), WBL 293(1-3),
Work-Based Learning IV, V, VI |
| CAT 1133, History of Graphic Design | |
| CAT 292(1-6), Supervised Work Experience in
Graphic Design Technology | |

Other approved related technical courses or academic courses.

NOTE: To determine specific course requirements, consult the catalog of the university or college to which you plan to transfer.

Heating, Air Conditioning and Refrigeration Technology

Advisers: Buchanan, Perry • Offered at Senatobia campus

Heating, Air Conditioning and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a com-

mercial or residential setting performing special tasks relating to designing ductwork, assembling, installing, servicing, operating and maintaining heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America, and AHRI (Air Conditioning, Heating, and Refrigeration Institute). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. An Associate of Applied Science degree is awarded upon completion of the program. A two-year Career Certificate Program, which requires 66 semester credit hours, is also available. All students acquiring a degree must obtain universal EPA certification prior to graduation. All students acquiring a certificate must obtain Type I and II EPA certification. Both programs are designed to produce an entry-level technician. Admission is on a competitive basis and students are only admitted in the fall semester.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 1125, Basic Compression Refrigeration*	5	ACT 1313, Refrigeration System Components*	3
ACT 1713, Electricity for Heating, Ventilation, Air Conditioning, & Refrigeration*	3	ACT 1813, Professional Service Procedures*	3
ACT 1133, Tools & Piping*	3	ACT 1213, Controls*	3
ENG 1113, Eng. Comp. I	3	Computer Elective*	3
Technical Elective*	3	Math/Natural Science Elective	3
Total	17	Total	15

Students must pass all first-semester coursework prior to entering second-semester courses.

CORE and Type I EPA certification must be passed before entering sophomore-level classes.

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 2414, Air Conditioning I*	4	ACT 2424, Air Conditioning II*	4
ACT 2513, Heating Systems*	3	ACT 2324, Commercial Refrig.*	4
ACT 2624, Heat Load & Air Prop.*...4	4	ACT 2433, Refrigerant, Retrofit, and Regulations*	3
SPT 1113, Public Speaking I	3	Social/Behavioral Science	3
Humanities/Fine Art Elective	3	Technical Elective*	3
Technical Elective (career certificate student only)*	(3)	Total	17
Total	17	Total	17

* Classes required for a Career Certificate

Technical Electives:

AIT 1813, Welding and Cutting
CPT 1323, Survey of Micro. Applications
ELT 1192, Fundamentals of Electricity
ELT 1191, Fundamentals of Electricity Lab
DDT 1114, Fundamentals of Drafting
ACT 291 (1-3), Special Project in Heating,
Air Conditioning & Ref. Technology
Additional courses approved by instructor

BOT 1433, Business Accounting
HPR 2213, First Aid
WBL 1913, Work-Based Learning
WBL 1933, Work-Based Learning
WBL 1923, Work-Based Learning
WBL 2913, Work-Based Learning

Industrial Electronics Technology

Advisers: Clark, Creecy • Offered at Senatobia campus

The Industrial Electronics program is designed to prepare graduates for a career in the installation, maintenance, testing, and repair of industrial electrical and electronic equipment and systems.

This program introduces the fundamentals of electricity, electronics, digital techniques, electrical power distribution, motor controls, fluid systems controls, programmable logic controllers, and instrumentation.

Graduates will possess the skills necessary to enter the workforce as technicians in the field of telephone service, industrial electronics and electrical servicing, PLC and process control, industrial automation, power distribution, and as general electronic technicians.

Upon satisfactory completion of this curriculum, an Associate of Applied Science degree is awarded. Students who complete a minimum of 36 semester hours in Industrial Electronics Technology courses may earn a Certificate in Industrial Electronics.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*/**EET 1114, DC Circuits	4	*EET 1334, Solid State Devices	4
*/**EET 1123, AC Circuits	3	*EET 1343, Motor Control Systems.....	3
*EET 1214, Digital Electronics.....	4	*EET 1133, Electrical Power.....	3
ENG 1113, Eng. Comp. I.....	3	CSC 1113, Computer Concepts	3
MAT 1313, College Algebra.....	3	Elective	3
Total	<u>17</u>	Total	<u>16</u>

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
*EET 1154, Equip. Maintenance	4	***ELT 1343, Fund. of Instr.....	3
*/**EET 1174, Fluid Power.....	4	ELT 2623, Adv. Prog. Logic Cont.....	3
*EET 2354, Solid State Motor Ctrl.....	4	Humanities/Fine Arts Elective.....	3
*EET 2363, Prog. Logic Controllers	3	Social/Behavioral Science Elective.....	3
SPT 1113, Public Speaking I	3	Technical Elective	3
Total	<u>18</u>	Total	<u>15</u>

* Courses required for career certification in industrial electronics.

** Students must receive a grade of "C" or higher before progressing to (EET 1334) Solid State Devices.

*** Or an adviser approved technical elective.

Information Systems Technology

Advisers: Allen, Givens • Offered at Senatobia campus

The Information Systems Technology program includes a basic core of courses designed to prepare the student for a variety of entry-level positions through selection of a concentration of courses in either Computer Networking or Computer Programming.

The curriculum is designed to give each student a broad overview of information systems, exposure to career options available within the field and a concentration of skills in a specific area.

Upon successful completion of the program, graduates earn the Associate of Applied Science degree.

The **Computer Networking Technology** option offers training in network technologies, administration, maintenance, operating systems, network planning, and

network implementation. Computer Networking graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

The **Computer Programming Technology** option offers training in the design of coding and testing of applications using a variety of programming languages, database manipulation, web design, and basic operating system functions. Opportunities for graduates with expertise in computer programming include employment in the fields of health care, manufacturing, and telecommunications.

COMPUTER NETWORKING TECHNOLOGY

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, English Comp. I	3	IST 1314, Visual BASIC Prog.	4
IST 1143, Security Prin./Policies	3	IST 1244, Network Admin. MS Win.	4
IST 1123, IT Foundations	3	IST 1223, Network Components	3
MAT 1313, College Algebra	3	IST 1163, Concepts of Database Des.	3
IST 1133, Fund. of Data Comm.	3	Social/Behavioral Science Elective	3
CPT 1143, Prog. Dev. Concepts	3		
Total	18	Total	17

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
IST 2254, Adv. Network Admin. Using MS Windows Server	4	SPT 1113, Public Speaking I	3
WDT 1124, Web Dev. Concepts	4	IST 2234, Network Implementation ...	4
IST 2374, "C" Programming	4	Technical Elective	3/4
IST 2224, Network Planning/Design ...	4	Humanities/Fine Arts Elective/ ENG 1123, English Comp. II	3
Technical Elelctive	3/4	Elective	3
Total	19-20	Total	16-17

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

Programming/Networking/Technical electives may be any CPT, CNT, WDT, IST class or any other class as approved by the adviser.

If a student is placed in two or more developmental classes then the student can enroll only in CPT 1323, CPT 1143 and IST 1133 and must make at least a "C" before proceeding to the next level of classes. Additionally, the student must be enrolled in a Math class each semester until College Algebra has been completed with at least a "C". A student must make at least a "C" in each of the major classes in order to proceed to the next level.

COMPUTER PROGRAMMING TECHNOLOGY

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CPT 1143, Prog. Dev. Concepts	3	IST 1314, Visual Basic Prog.	4
IST 1133, Fund. of Data Comm.	3	IST 1143, Security Prin./Policies	3
ENG 1113, English Comp. I	3	IST 1163, Con. of Database Design	3
IST 1123, IT Foundations	3	ACC 1213, Prin. of Accounting I	3
MAT 1313, College Algebra	3	Social/Behavioral Science Elective	3
CPT 1323, Survey of Micro. Apps.	3		
Total	18	Total	16

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
IST 2334, Advanced Visual Basic.....	4	SPT 1113, Public Speaking I.....	3
IST 2374, C Programming.....	4	IST 1714, Java Prog. Language.....	4
ACC 1223, Prin. of Accounting II.....	3	Humanities/Fine Arts Elective/ ENG 1123, English Comp. II.....	3
WDT 1124, Web Dev. Concepts.....	4	Elective.....	3
Programming Elective.....	4	IST 2313, Systems Analysis/Design.....	3
Total	19	Total	16

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

Programming/Networking/Technical electives may be any CPT, CNT, WDT, IST class or any other class as approved by the adviser.

If a student is placed in two or more developmental classes then the student can enroll only in CPT 1323, CPT 1143 and IST 1133 and must make at least a "C" before proceeding to the next level of classes. Additionally, the student must be enrolled in a Math class each semester until College Algebra has been completed with at least a "C". A student must make at least a "C" in each of the major classes in order to proceed to the next level.

Medical Office Technology

Advisers: Dandridge, Darnell, Meurrier, Williamson • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford)
The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession; such as, a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, a student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1313, Applied Business Math.....	3	BOT 1123, Keyboard Skillbuilding.....	3
BOT 1413, Records Management.....	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of Comm.....	3	BOT 1433, Business Acc.....	3
**BOT 1113, Docu. Format. & Prod.	3	BOT 1623, Medical Office Term. II.	3
BOT 1133, Microcomputer Applications.....	3	BOT 2813, Business Communication ...	3
*BOT 1613, Medical Office Term. I.....	3	BOT 2743, Medical Office Conc.....	3
Total	18	Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 1513, Machine Transcription.....	3	BOT 2523, Medical Machine Trans.	3
BOT 2413, Computerized Accounting..	3	BOT 2753, Medical Information Management.....	3
BOT 2823, Communication Tech.	3	ENG 1113, English Comp. I.....	3
BOT 2643, CPT Coding.....	3	Humanities/Fine Arts Elective.....	3
BOT 2653, ICD Coding.....	3	Social/Behavioral Science Elective.....	3
Math/Science Elective.....	3/4	SPT 1113, Public Speaking I.....	3
Total	18/19	Total	18

A student who has no typewriting experience must complete BOT 1013, Keyboarding, which does not count toward the total number of hours required to earn the associate degree.

* Students must receive a grade of "C" or higher before progressing to Medical Office Terminology II (BOT 1623).

** Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

Microcomputer Technology

Advisers: Dandridge, Darnell, Meurrier, Williamson • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford)

The Microcomputer Technology curriculum provides training in the management of microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133, Microcomputer Appl.	3	BOT 1143, Word Processing.....	3
*BOT 1113, Doc. Form. & Prod.	3	CPT 1214, Visual BASIC Programming	
BOT 1213, Professional Development...	3	Language.....	3/4
BOT 1313, Applied Business Math	3	BOT 1433, Business Accounting	3
BOT 1713, Mechanics of		BOT 2813, Business Comm.	3
Communications	3	BOT 1813, Electronic Spreadsheets	3
Social/Behavioral Science Elective.....	3	BOT 1123, Keyboard Skillbuilding.....	3
Total	18	Total	18/19

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2413, Computerized Accounting..	3	BOT 2833, Integrated Computer	
BOT 2823, Communication Tech.	3	Applications	3
BOT 2323, Database Management.....	3	Math/Natural Science Elective.....	3/4
BOT 2133, Desktop Publishing	3	SPT 1113, Public Speaking I	3
ENG 1113, English Comp. I	3	Network Management Elective	3
Computer Related Elective	3	Humanities/Fine Arts Elective.....	3
Total	18	Total	15/16

Computer Related Elective (CSC/CNT/CPT/NST)

Network Management Elective (CSC/CNT/CPT)

A student who has no typewriting experience must complete BOT 1013 Keyboarding which does not count toward the total number of hours required to earn the associate degree.

* Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

Office Systems Technology

Advisers: Dandridge, Darnell, Meurrier, Williamson • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford)

The Office Systems Technology curriculum provides computer skills and other training necessary to prepare a student for a career as an administrative assistant. Upon successful completion of the required two-year curriculum, a student will receive an Associate of Applied Science degree.

The program has a one-year certificate exit point for those who wish to update their skills to re-enter the job market, to acquire new skills to meet demands of a current job, or to earn a promotion. Students must complete 36 semester hours of required courses to receive this certificate.

FRESHMAN YEAR

First Semester	Semester Hours
*BOT 1113, Doc. Format & Prod.3	
BOT 1133, Microcomputer Appl.3	
BOT 1413, Records Management.....3	
BOT 1213, Professional Development...3	
BOT 1313, Applied Business Math3	
BOT 1713, Mechanics of Communication.....3	
Total	18

Second Semester	Semester Hours
*BOT 1123, Keyboard Skillbuilding....3	
BOT 2813, Business Communication.....3	
BOT 1143, Word Processing.....3	
BOT 1433, Business Accounting.....3	
ENG 1113, Eng. Comp. I.....3	
BOT 1813, Electronic Spreadsheets3	
Total	18

Certificate Program Exit Point

SOPHOMORE YEAR

Third Semester	Semester Hours
Math/Natural Science Elective.....3/4	
BOT 2413, Computerized Accounting..3	
SPT 1113, Public Speaking I3	
BOT 2323, Database Management.....3	
BOT 2133, Desktop Publishing3	
BOT 2823, Communication Technology3	
Total	18/19

Fourth Semester	Semester Hours
BOT 2833, Integrated Computer Applications3	
BOT 2723, Administrative Office Procedures.....3	
Social/Behavioral Science Elective.....3	
Humanities/Fine Arts Elective.....3	
BOT 1513, Machine Transcription.....3	
Total	15

A student who has no typewriting experience must complete BOT 1013 Keyboarding which does not count toward the total number of hours required to earn the certificate or associate degree.

* Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

Paralegal Technology

Adviser: McDavid • Offered at Senatobia campus, Lafayette-Yalobusha Technical Center (Oxford)

The student enrolled in this curriculum will be offered the opportunity to become a qualified legal assistant employed in law-related occupations. This includes public and private law practice; state, local and federal employment; insurance; real estate and corporate positions. An Associate of Applied Science degree is awarded upon successful completion.

FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, English Composition I.....3	
BOT 1133, Microcomputer Appl.3	
*BOT 1113, Document Formatting and Production3	
LET 1113, Introduction to Law3	
BOT 1713, Mechanics of Comm.....3	
BAD 2413, Legal Environ. of Bus.....3	
Total	18

Second Semester	Semester Hours
LET 1513, Family Law3	
LET 1213, Legal Research.....3	
BOT 2813, Business Communication..3	
LET 1523, Wills & Estates.....3	
Humanities/Fine Arts Elective.....3	
***Elective3	
Total	18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
LET 2453, Real Property	3	SPT 1113, Public Speaking I	3
LET 2313, Civil Litigation.....	3	LET 2323, Torts.....	3
LET 1713, Legal Writing	3	Criminal Justice Elective.....	3
Math/Science Elective	3	Social/Behavioral Science Elective.....	3
***Elective	3	***Elective	3
***Elective	3	***Elective	3
Total	<u>18</u>	Total	<u>18</u>

Approved Electives

BOT 1313, Applied Business Math	BOT 1123, Keyboard Skillbuilding
BOT 1143, Word Processing	ENG 1123, English Composition II
BOT 1213, Professional Development	BOT 1613, Medical Terminology I
BOT 2723, Administrative Office Procedures	LET 2633, Law Office Management

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

PRE-PARALEGAL STUDIES (UNIVERSITY OF MISSISSIPPI 2+2 OPTION)

Adviser: McDavid

This program is designed to transfer to The University of Mississippi's paralegal program where the student may receive a baccalaureate degree. An Associate of Applied Science degree is awarded upon completion.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
BIO 1113, Prin. of Biology I*	3	BIO 1123, Prin. of Biology II**	3
BIO 1111, Prin. of Biology I Lab*	1	BIO 1121, Prin. of Bio. II Lab**	1
MFL 1213, Spanish I.....	3	MFL 1223, Spanish II.....	3
HIS 2213, American History I.....	3	LET 1213, Legal Research.....	3
CSC 1113, Computer Concepts	3	HIS 2223, American History II	3
LET 1113, Introduction to Law	3	MAT 1313, College Algebra.....	3
Total	<u>19</u>	Total	<u>19</u>

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
LET 1713, Legal Writing	3	SPT 1113, Public Speaking I	3
MFL 2213, Spanish III	3	ENG 2233, Amer. Literature II.....	3
MUS 1113, Music Appreciation.....	3	MAT 2323, Statistics.....	3
ENG 2223, Amer. Lit. I***	3	MFL 2223, Spanish IV	3
PSY 1513, Gen. Psychology****	3		
PSC 1113, Amer. Nat. Govt.....	3		
Total	<u>18</u>	Total	<u>12</u>

* The student may choose either Physical Science I, Chemistry I, or Anatomy & Physiology I.

** The student may choose Physical Science II, Chemistry II, or Anatomy & Physiology II.

*** The student may choose either British Literature or American Literature.

**** The student may choose from General Psychology (PSY 1513), Principles of Macroeconomics (ECO 2113), Principles of Microeconomics (ECO 2123) or Introduction to Sociology (SOC 2113).

Tool and Die Technology

Adviser: Gilliam • Offered at Senatobia campus

This is an instructional program that prepares individuals to analyze specifications and lay out metal stock and to set up and operate machine tools to fit and assemble parts for the manufacture and repair of metalworking dies, cutting tools, fixtures, gauges, and machinist's hand tools. Included is instruction in metal properties and in the applications and construction of tool and die designs.

Postsecondary Tool and Die Making Technology is an articulated program designed to provide advanced and technical skills to its students. Entry into the postsecondary program is based upon mastery of Baseline Competencies which are taught in the secondary programs. Students who do not possess such skills must complete additional coursework in order to graduate from the program. A student successfully completing the technical program will receive an Associate of Applied Science degree. Entrance into the program is competitive and students are required to provide their own tools. Please see adviser for current tool list.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
TDT 1113, Fundamentals of Die Fabrication.....	3	TDT 1133, Die Design I	3
DDT 1114, Fundamentals of Drafting.....	4	TDT 1144, Die Fabrication I.....	4
MST 1115, Power Machinery I.....	5	MST 2714, Computer Numerical Control Operations I.....	4
Math/Science Elective	3	MST 1125, Power Machinery II	5
Total	15	ENG 1113, Eng. Comp. I.....	3
		Total	19

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
TDT 2153, Die Design II	3	TDT 2174, Die Fabrication III	4
TDT 2164, Die Fabrication II.....	4	TDT 2233, Computer Numerical Control Operations III	3
MST 2725, Computer Numerical Control Operations II.....	5	Technical Elective	3
SPT 1113, Public Speaking I	3	Social/Behavioral Science Elective.....	3
Total	15	Humanities/Fine Art Elective	3
		Total	16

Electives:

MST 2812, Metallurgy	2	TDT 291 (1-3), Special Problems in Tool & Die Technology	3
TDT 2183, Jigs, Fixtures and Tools.....	3	TDT 1123, Die Repair.....	3
MST 1413, Blueprint Reading.....	3	TDT 292 (1-6), Supervised Work Experience in Tool & Die Technology.....	1-6
DDT 1313, Principles of CAD	3	WBL 1913, 1923, 1933, 2913, Work-Based Learning	3

CAREER EDUCATION

The curricula in this section are based on clock hours rather than semester hours. Admission to these programs may vary from regular academic or technical admission. Refer to the section on **Admissions** for detailed information. Certificates are awarded to graduates of these programs. All Career students with deficiencies are required to attend reading, language and mathematics resource laboratory until deficiencies in these areas are corrected. All career programs have limited availability and competitive admissions depending on student interest.

Collision Repair Technology

Adviser: Brown • Offered at Senatobia campus

Collision Repair Technology is an instructional program designed to prepare students for entry level into the collision repair and refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs. Tools are required for admittance into the program. Tool list may be obtained from the adviser.

A One-Year Certificate of Collision Repair may be awarded to a student who successfully completes the first year or 25 semester credit hours of required courses. The required courses for the certificate course include:

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ABT 1143, Structural Analysis and Damage Repair I.....	3	ABT 1153, Structural Analysis and Damage Repair II.....	3
ABT 1223, Non-Structural Analysis and Damage Repair I.....	3	ABT 1233, Non-Structural Analysis and Damage Repair II.....	3
ABT 1443, Mechanical and Electrical Components.....	3	ABT 1453, Mechanical and Electrical Components II.....	3
ABT 1314, Refinishing I.....	4	ABT 1323, Refinishing II.....	3
Total	13	Total	12

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

Cosmetology

Advisers: Luellen, Honeycutt • Offered at Senatobia campus, Benton County/NWCC Vo-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

The instructional program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination. Admission to the program is on a competitive basis. This program requires a minimum of 850 hours. Students are only accepted during the fall semester and may complete a personal interview with the adviser. Applicants must be 18 years of age or older and have a high school diploma or GED certificate.

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

Summer Semester	Semester 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
Total	12

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

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

NAIL TECHNICIAN OPTION*

This instructional program prepares individuals to care for nails with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology, Manicure/Nail Technician certification examination.

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 I	2
	13

*This curriculum is offered only at the Senatobia campus.

NOTE: The ratio of lab hours to lecture hours for the Nail Technician Option is 3 to 1.

INSTRUCTOR TRAINEE OPTION

This instructional program prepares individuals to teach Cosmetology. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology Instructor Examination.

Admission Requirements:

- Hold a current Mississippi license to practice in the field of cosmetology
- Be no less than 20 years of age
- Have a high school diploma or GED equivalent
- Be a graduate of a license cosmetology school in Mississippi or any other state
- Have proof of two years active practical experience as a licensed cosmetologist

Prior to application for examination, a student instructor is required to attend one Board "methods of teaching" seminar and have completed 12 semester hours in college courses approved by the Board.

1. At least one three-hour course must be acquired within a classroom setting
2. Three of the required 12 hours must be from a Board-approved subject.
3. The additional hours may be acquired in any combination of any other related courses, with Board approval.

Health Care Assistant

Adviser: Howe • Offered at Senatobia campus, Lafayette-Yalobusha Technical Center (Oxford)

The Health Care Assistant Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional.

Graduates of the one semester program will be awarded the Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, or Home Health Aides in the Mississippi health care industry. Admission to the program is on a competitive basis.

Admission Requirements:

- High school diploma or GED equivalency
- Must be at least 18 years of age
- Must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician
- Must complete the Health Care Assistant application at the location of interest (separate Northwest Application for Admission must be completed and returned to the Registrar's Office on the Senatobia campus)

One Semester	Semester Hours
HCA 1115, Basic Health Care Assisting.....	5
HCA 1125, Special Care Procedures	5
HCA 1214, Body Structure and Function	4
HCA 1312, Home Health Aide & Homemaker Serv. ...	2
Total	<u>16</u>

Practical Nursing

Advisers: Burcham, Davis, White • Offered at Senatobia campus, DeSoto Center-Southaven, Benton County/NWCC Vo-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Students who complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure. Admission to the Practical Nursing program is limited on each of the four campus sites. Candidates must complete a special application process and meet all admission requirements.

Admission Requirements:

- Complete an application to the Practical Nursing program at the location of interest (separate Northwest Application for Admission must be completed and returned to the Registrar's Office on the Senatobia campus)
- Must be at least 18 years of age
- Must be a high school graduate or have an official copy of GED scores
- Must have a minimum ACT composite score of 16

- Must make State Department of Education, Career-Technical Department's minimum score on one or more achievement tests designated by the college, and/or must have completed the suggested courses in the last five years with a "C" or better:
 EPY 2533, Human Growth and Development
 BIO 2513/2523, Anatomy and Physiology I and II (requires ACT of 18)
 FCS 1253, Nutrition in Healthcare

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PNV 1213, Body Struct. & Func.	3	PNV 1614, Med./Surg. Nursing	4
PNV 1426, Fund. of Nursing	6	PNV 1622, Med./Surg. Nursing	
PNV 1436, Fund. of Nursing Lab/ Clinical.....	6	Clinical.....	2
		PNV 1634, Alt. in Adult Health.....	4
		PNV 1642, Alt. in Adult Health	
		Clinical.....	2
		PNV 1524, IV Therapy Concepts.....	4
Total	<u>15</u>	Total	<u>16</u>

Third Semester	Semester Hours
PNV 1715, Maternal-Child Nursing ...	5
PNV 1813, Mental Health Concepts ..	3
PNV 1914, Nursing Transition	4
Total	<u>12</u>

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

Welding and Cutting

Adviser: Steele • Offered at Senatobia campus

The Welding and Cutting curriculum is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, Gas Metal Arc Aluminum Welding, and Gas Tungsten Arc Welding (GTAW).

National Standards Developed by American Welding Society (AWS)

The welding competencies required in this curriculum were developed to coincide with the *Guide for the Training and Qualification of Welding Personnel: Entry Level Welders* (AWS EG2.0-95) and *Specification for Qualification and Certification for Entry Level Welders* (AWS QC 10-95), developed by the American Welding Society and funded by the U.S. Department of Education under Grant V.244 B 3006. The contributions of this resource are hereby acknowledged. Safety practices and related information are taught as they apply to welding.

The American Welding Society provides a series of reference materials to support this curriculum. For additional information on AWS Educational membership contact: American Welding Society, AWS Education Department, 550 N.W. LeJeune Road, Miami, FL 33161. (800) 443-WELD. FAX: (305) 443-7559.

The Northwest Welding and Cutting program has a zero tolerance policy concerning illegal substance use/abuse and/or misuse of legal substances. All potential and current welding and cutting students must submit to substance testing in accordance with the substance testing policies and procedures.

First Semester	Semester Hours	Second Semester	Semester Hours
WLV 1116, Shielded Metal Arc Welding I.....	6	WLV 1136, Gas Tungsten Arc Welding.	6
WLV 1226, Shielded Metal Arc Welding II.....	6	WLV 1314, Cutting Processes.....	4
WLV 1143, Flux Cored Arc Welding..	3	WLV 1124, Gas Metal Arc Welding ...	4
WLV 1232, Drawing and Welding Symbol Interpretation	2	WLV 1155, Pipe Welding.....	5
WLV 1171, Welding Inspection and Testing Principles	1		
Total	18	Total	19

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

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

Tech Prep

Technical Preparation charts an educational path that leads to tomorrow. Tech Prep is not repackaged technical and career education; it is a coordinated approach to life-long learning and earning. It combines regular courses with high-tech education. A planned sequence of courses begins in junior high school and is articulated through Northwest Mississippi Community College. This may allow a student to take an advanced course in his/her major. Students may also be able to pursue a four-year baccalaureate degree.

Work-Based Learning Program

Career and technical students at Northwest Mississippi Community College may participate in Work-Based Learning. WBL is designed for students enrolled in a career or technical program and employed in a parallel workplace environment for a minimum of 15 hours per week.

Course content is based upon the career-technical course curriculum framework, specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Education/ Training Agreement. Grade is determined collaboratively by the worksite supervisor, major instructor, and the WBL coordinator. Semester hour credit is based on quantity of industry contact hours. Six hours of WBL credit may be applied as technical electives and counted toward the graduation requirements of the career-technical course.

Emergency Medical Technology–Basic

Emergency Medical Technology–Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes: airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric and infant patients; and special care of patients exposed to heat, cold, radiation or contagious disease.

To be admitted to the EMT-Basic program students must be 18 years of age, a high school graduate or GED graduate. Students must attain an 18 on the ACT or a 12 on the TABE.

EMT First Responder

The 40-hour program trains students to respond to emergencies prior to the arrival of more advanced trained personnel. This emergency program trains the student in all aspects of emergency care except for the transportation of the sick and injured.

Division of Economic & Community Development

Workforce Development Center

The Workforce Development Center at Northwest Mississippi Community College provides services to individuals and business/industry. Services available to individuals include recruiting, assessment, career counseling, job referrals, basic skills training, GED classes and GED testing, pre-employment training, referral to full-time Career and Technical programs, and short-term adult training. Services available to business and industry include job task analysis, training needs assessment, assistance with the development of long-range training plans, workplace basic skills, industry specific pre-employment training, customized skills training, advanced skills training, training manual and multimedia training aids, total quality management and leadership training.

The Workforce Development Center was planned and created in accordance with Mississippi's Workforce and Education Act of 1994 and is organized and supported through the State Board for Community and Junior Colleges and Northwest Mississippi Community College. The work of the Center is driven by a District Workforce Development Council whose members represent the 11-county service area of Northwest Mississippi Community College.

For information concerning the Workforce Development Center services, call (662) 562-3457, (662) 562-3233, or e-mail: workforce@northwestms.edu.

Adult Basic Education

Northwest Mississippi Community College offers a program of adult basic education to provide the opportunity for persons age 17 or over within the district to receive basic skills education through the high school level. All adults, regardless of age, are able to attend classes to acquire basic education skills or to work for a certificate of high school equivalence, the legal equivalent of a high school diploma. The certificate may be used for employment or further education.

The adult basic education program has been planned and developed in accordance with the State Plan for Adult Basic Education and is organized with the cooperation and support of superintendents of education and school principals in the district.

Adults who have no schooling or who left school in any grade from one through twelve and those in need of basic skills training may participate in the program. New students are enrolled continuously throughout the year. Placement tests are given to determine the level at which a student begins and to determine when the student is prepared to move to the next higher level of instruction or to take the General Education Development (GED) Test. The GED Test is administered by Northwest Mississippi Community College. Workforce Development Center may be contacted for additional information.

Adults enrolled in the basic education program are not charged tuition fees. Books, instructional materials, and supplies are provided at no cost. A fee is charged those who take the GED Test.

For information, e-mail: gpurdy@northwestms.edu or call (662) 562-3401.

Workforce Investment Act

The Workforce Investment Act of 1998 provides the framework for a new national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers.

The Workforce Investment Act replaces the Job Training Partnership Act (JTPA) and rewrites current federal laws governing programs of job training, adult education and literacy, vocational rehabilitation, and GED and youth, replacing them with streamlined and more flexible components of workforce development systems.

Northwest Mississippi Community College serves as the One-Stop Career Center and offers such services as assessment/skills needs, job search, labor market information, individual employment planning, counseling, occupational skills training, skill upgrading, job readiness, adult education, and literacy and GED programs for out-of-school youth free of charge.

QEP: Moving Mathematical Mountains

The Quality Enhancement Plan (QEP) is a five-year course of action for improvement that addresses a critical issue and is directly related to student learning. For its QEP, Northwest chose "Moving Mathematical Mountains," a campaign to improve math skills and lessen math anxiety. When the QEP is fully implemented, it is expected to have a positive impact on all the developmental mathematics students and many of the College Algebra students at Northwest, which includes more than 3,000 students per year and half of the College's enrollment.



DeSOTO CENTER - Southaven

College Parallel Programs

Students at DeSoto Center can take most courses in the following college parallel majors: Accountancy*, Business Administration*, Computer Information Systems, Business and Office Administration, Elementary Education*, Secondary Education, History, English, General College, Psychology, Sociology, and Science. These programs are designed to transfer to most colleges and universities in our area.

Two-Plus-Two Program

For students planning a two- or four-year degree, Northwest Mississippi Community College and The University of Mississippi act as educational partners with a two-plus-two program. Northwest offers the first two years of the college academic program, and UM provides the third and fourth years, along with graduate study. The Associate of Arts degree is awarded by Northwest, while the University grants baccalaureate degrees in Business Administration, Liberal Arts, Elementary Education, Secondary Education, Health Sciences, Accountancy, Paralegal and Criminal Justice and master's degrees in Elementary Education, Educational Leadership, Higher Education and Student Services, Accountancy, and Professional MBA. These institutions also offer the RN to BSN program through this educational partnership.

*These programs are part of the Two-Plus-Two Program. One semester of the Elementary Education curriculum must be taken at The University of Mississippi's Oxford campus.

Adult Structured Accelerated Program (ASAP)

ASAP is an accelerated associate degree program in Business Administration, Elementary Education, or General College at Northwest. Through the ASAP program, adult learners may complete their associate degree requirements in as little as two years by attending classes two nights a week on the Southaven campus. The curriculum and innovative format target the needs and learning styles of the adult student pursuing a full-time career.

With the academic year divided into five eight-week terms, students may enroll in two classes each term earning a possible 32 semester hours per academic year. Two thirds of the credit would be through classroom contact time, with the remaining third through a directed "companion study" component.

Technical Programs

DeSoto Center/Southaven offers the following technical programs: Accounting Technology; Cardiovascular Technology; Funeral Service Technology; Hotel and Restaurant Management Technology; Business and Marketing Management Technology; Medical Office Technology; Microcomputer Technology; Office Systems Technology; Respiratory Therapy; and one career program, Practical Nursing.

Business and Marketing Management Technology

Adviser: Gapen

Business and Marketing Management Technology is a two-year business program designed to prepare students for careers in dynamic marketing professions. Any business, firm, or organization that offers products and/or services can only be competitive if it markets its products/services successfully. Specialized occupational

training includes E-commerce marketing, international marketing, marketing entrepreneurship, management, advertising, salesmanship, and retail management.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	MMT 2423, Retail Management	3
MMT 1113, Marketing I.....	3	Social/Behavioral Science Elective.....	3
MMT 2513, Entrepreneurship	3	MMT 1123, Marketing II.....	3
MMT 1413, Merchandising Math.....	3	MMT 1323, Advertising	3
Computer Related Elective.....	3	Accounting Elective.....	3
SPT 1113, Public Speaking I	3	MMT 1711, Marketing Seminar.....	1
Total	<u>18</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 1313, Salesmanship	3	MMT 2233, Human Resource Mgt.....	3
MMT 2213, Management	3	MMT 2613, International Marketing..	3
MMT 2313, E-Commerce Marketing..	3	BAD 2413, Legal Envir. of Bus. I.....	3
Math/Natural Science Elective.....	3	Humanities Elective	3
Restricted Elective.....	3	Restricted Elective.....	3
MMT 1721, Marketing Seminar.....	1	MMT 1731, Marketing Seminar.....	1
Total	<u>16</u>	Total	<u>16</u>

Business and Office and Related Technology

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 67 to 70 semester credit hours in the following areas: Accounting Technology, Medical Office Technology, Microcomputer Technology, and Office Systems Technology.

Business and Office is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office curriculum. Successful completion of the first year of this program entitles a student to receive an Office Assistant certificate.

Accounting Technology

Adviser: D. Stevens

This curriculum is a two-year program designed to prepare individuals for employment opportunities in the accounting field. A student who has satisfactorily completed this program is eligible for the Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1433, Business Accounting.....	3	BOT 1443, Advanced Business	
BOT 1313, Applied Business Math	3	Accounting	3
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business Communication ...	3
BOT 1113, Doc. Format & Prod.	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of		Written Communications Elective	3
Communication.....	3	BOT 1813, Electronic Spreadsheet.....	3
BOT 1213, Professional Dev.	3	BOT 2413, Computerized Acct.	3
Total	<u>18</u>	Total	<u>18</u>

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2133, Desktop Publishing.....	3	*Accounting Elective.....	3
BOT 2323, Database Management.....	3	BOT 2833, Integrated Computer	
Math/Natural Science Elective.....	3	Applications	3
*Accounting Elective.....	3	Social/Behavioral Science	
*Accounting Elective.....	3	Elective**	3
		Humanities/Fine Arts Elective.....	3
		Oral Communications Elective.....	3
Total	15	Total	15

A student who has no keyboarding experience must complete BOT 1013 Keyboarding which does not count toward the total number of hours required to earn an Associate of Applied Science degree.

* The accounting electives will be chosen from Income Tax Accounting (BOT 2423), Payroll Accounting (BOT 2463), Supervised Work Experience (BOT 2913), or Cost Accounting (BOT 2473).

** Principles of Macroeconomics (ECO 2113) is strongly recommended for this elective.

*** Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

Medical Office Technology

Adviser: Brinkley, Rutledge

Suggested Course Sequence

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession; such as a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1613, Medical Office		*BOT 1623, Medical Office	
Terminology I	3	Terminology II	3
BOT 1143, Word Processing.....	3	BOT 1123, Keyboard Skillbuilding.....	3
*BOT 1113, Doc. Format. & Prod.	3	BOT 1433, Business Accounting	3
BOT 1313, Applied Business Math	3	BOT 1413, Records Management.....	3
BOT 1713, Mechanics of		BOT 2743, Medical Office Concepts ..	3
Communication.....	3	ENG 1113, Eng. Comp. I.....	3
BOT 1133, Microcomputer Appl.	3		
Total	18	Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
***Transcription Elective	3	***Transcription Elective	3
BOT 2413, Computerized Accounting..	3	BOT 2753, Medical Info. Mgt.	3
BOT 2823, Communication Tech.	3	SPT 1113, Public Speaking I	3
BOT 2783, ICD Coding.....	3	BOT 2813, Business Comm.....	3
Math/Natural Science Elective.....	3/4	Social/Behavioral Science Elective....	3
BOT 2773, CPT Coding	3	Humanities/Fine Arts Elective.....	3
Total	18/19	Total	18

A student who has no keyboarding experience must complete BOT 1013 Keyboarding which does not count toward the total number of hours required to earn an Associate of Applied Science degree.

- * Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).
- ** Students must receive a grade of "C" or higher before progressing to Medical Machine Transcription (BOT 2523).
- ***Students may substitute an approved elective if Medical Office Terminology is not offered.
- ****The transcription elective will be chosen from Machine Transcription (BOT 1513), Medical Machine Transcription I (BOT 2523), and Medical Machine Transcription II (BOT 2533).

Microcomputer Technology

Adviser: Rutledge, O'Brien

Suggested Course Sequence

The Microcomputer Technology curriculum provides training in the management of microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*BOT 1113, Doc. Format. & Prod	3	BOT 1143, Word Processing.....	3
BOT 1213, Professional Development...	3	CPT 1214, Visual BASIC Programming	
BOT 1313, Applied Business Math	3	Language or CSC 1213	4/3
BOT 1713, Mechanics of		BOT 1433, Business Accounting or	
Communication.....	3	ACC 1213, Prin. of Accounting I ...	3
Social/Behavioral Science Elective.....	3	BOT 2813, Business Comm.	3
BOT 1133, Microcomputer Appl.	3	BOT 1813, Electronic Spreadsheets	3
		BOT 1123, Keyboard Skillbuilding.....	3
Total	18	Total	18/19

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2823, Communication Tech.	3	BOT 2833, Integrated Computer	
BOT 2413, Computerized Accounting..	3	Applications	3
BOT 2133, Desktop Publishing	3	Network Mgt. Elective	3
BOT 2323, Database Management	3	(CSC/CNT/CPT)	
ENG 1113, English Comp. I	3	Math/Natural Science Elective.....	3/4
Computer Related Elective	3	SPT 1113, Public Speaking I	3
(CSC/CNT/CPT/NST)		Humanities/Fine Arts Elective.....	3
Total	18	Total	15/16

A student who has no keyboarding experience must complete BOT 1013 Keyboarding, which does not count toward the total number of hours required to earn an Associate of Applied Science degree.

- * Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

Office Systems Technology

Advisers: Rutledge, Brinkley, O'Brien

Suggested Course Sequence

The Office Systems Technology curriculum provides computer skills and other training necessary to prepare a student for a career as an administrative assistant. Upon successful completion of the required two-year curriculum, the student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*BOT 1113, Doc. Format. & Prod.	3	BOT 1123, Keyboard Skillbuilding**..	3
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business Communication..	3
BOT 1413, Records Management.....	3	BOT 1143, Word Processing.....	3
BOT 1213, Professional Development**	3	BOT 1433, Business Accounting or	
BOT 1313, Applied Business Math	3	ACC 1213, Prin. of Accounting I ...	3
BOT 1713, Mechanics of		ENG 1113, Eng. Comp. I.....	3
Communication.....	3	BOT 1813, Electronic Spreadsheets ..	3
Total	18	Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2413, Computerized Accounting..	3	BOT 2833, Integrated Computer	
BOT 2323, Database Management.....	3	Applications	3
BOT 2133, Desktop Publishing	3	BOT 2723, Administrative Office Proc.	3
Math/Natural Science Elective.....	3/4	Social/Behavioral Science Elective.....	3
SPT 1113, Public Speaking I	3	Humanities/Fine Arts Elective.....	3
BOT 2823, Communication Tech.	3	BOT 1513, Machine Transcription.....	3
Total	18/19	Total	15

A student who has no keyboarding experience must complete BOT 1013 Keyboarding which does not count toward the total number of hours required to earn an Associate of Applied Science degree.

* Students must receive a grade of "C" or higher before progressing to Word Processing (BOT 1143).

** Or Business elective with adviser's approval.

Cardiovascular Technology

Adviser: Stanford-Means, R. Stevens

The Cardiovascular Technology program is designed to train students through didactic, laboratory, and clinical experiences for a career in invasive and non-invasive cardiology. After completion of the program, an invasive cardiovascular technologist (CVT) can work in a number of different areas in a hospital or physician's office. Students will be trained to work in cardiac catheterization laboratories utilizing x-ray and monitoring equipment to perform sophisticated tests to determine the condition of a patient's coronary arteries and heart. They will also be trained to work in a cardiology laboratory where electrodes, microphones, and ultrasound equipment are used to determine the condition of a patient's heart without invasive procedures.

Admission to the Cardiovascular Technology Program is very competitive. If a student is removed or has voluntarily withdrawn from the CVT program for any reason, the student will be allowed once, and once only, to reapply to the program within a two-year period beginning from the date of having been removed or voluntary withdrawal from the CVT program. Re-application does not in any way imply readmission. See special admissions policies for the application process.

Prerequisites

BIO 2513, Anatomy & Physiology I

BIO 2511, Anatomy & Physiology I Lab

FRESHMAN YEAR

First Semester	Semester Hours
PSY 1513, General Psychology.....	3
BIO 2523, A & P II.....	3
BIO 2521, A & P II Lab.....	1
CVT 1113, Foundations of Cardiovascular Technology.....	3
MAT 1313, College Algebra.....	3
Humanities/Fine Arts Elective.....	3
Total	<u>16</u>

Second Semester	Semester Hours
CHE 1313, Prin. of Chemistry.....	3
CHE 1311, Prin. of Chem. Lab.....	1
PHY 1213, Survey of Physics I.....	3
CVT 1214, Cardiovascular Anatomy and Physiology.....	4
ENG 1113, Eng. Comp. I.....	3
SPT 1113, Public Speaking I.....	3
Total	<u>17</u>

SUMMER TERM

	Semester Hours
BIO 2924, Microbiology.....	4
BIO 2920, Microbiology Lab.....	0
CVT 1312, Cardiovascular Pharmacology.....	2
CSC 1113, Computer Concepts.....	3
Total	<u>9</u>

SOPHOMORE YEAR

Third Semester	Semester Hours
CVT 2413, Invasive Cardiology I.....	3
CVT 2613, Non-Invasive Cardiology I..	3
CVT 2718, Cardiovascular Clinical I....	8
Total	<u>14</u>

Fourth Semester	Semester Hours
CVT 2423, Invasive Cardiology II.....	3
CVT 2623, Non-Invasive Cardiology II..	3
CVT 2512, Critical Care Applications..	2
CVT 2727, Cardio. Clinical II.....	7
Total	<u>15</u>

SUMMER TERM

	Semester Hours
CVT 2812, Cardiovascular Technology as a Profession.....	2
CVT 2736, Cardiovascular Clinical III..	6
Total	<u>8</u>

Total Semester Hours: 79

Funeral Service Technology

Program Director: Anderson

The Funeral Service Technology program offers a curriculum leading to an Associate of Applied Science degree. The Funeral Service Technology program at Northwest Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Mo. 64506.: Telephone number (816) 233-3747: Web site www.abfse.org.

Upon completion of the program, the student is qualified to write the National Board Examination for license requirements.

After January 1, 2004, all Funeral Service Technology students must take the National Board Exam (NBE) as a requirement for graduation.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE ac-

credited funeral service education programs is posted on the ABFSE Web site (www.abfse.org).

Designed to prepare students for immediate employment as funeral directors and embalmers, the program offers funeral service education for this unique and highly personalized profession.

The aims and purposes of the Funeral Service Technology program are:

1. Provide students with a basic background and understanding of the funeral service profession as it relates to current and projected trends.
2. Educate students in all phases of funeral service so that they will be skilled in the maintenance of public health, safety, and welfare measures identified with the scientific preparation and care of dead human remains.
3. Provide students with skills needed to properly care for persons who are experiencing grief and bereavement.
4. Promote students' understanding of the high ethical standards of conduct required in all aspects of mortuary management, financial accounting, and business law, enabling them to make proper business decisions.
5. Keep students abreast of current issues and developments within the funeral service profession.
6. Promote and encourage students to go further than "classroom" education by developing an interest in research material in funeral service periodicals, additional texts, videos, and the Internet.

Recognizing the importance of the care of the bereaved, the department has designed a curriculum not only to educate the student in the care of the deceased, but also in the care of the living. To meet this need, classes are offered in funeral directing, funeral home management, sociology, grief, and death related psychology.

Grading System for Funeral Service Technology Only

94 to 100	= A
93 to 85	= B
84 to 75	= C
Below 75	= F

Note: Academic courses, such as accounting and chemistry, that will be tested by the Conference of Funeral Service Examining Boards must have a grade of "C" or better to be accepted.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	FST 1224, Embalming II.....	4
FST 1523, Restorative Art.....	3	FST 1123, Mortuary Anatomy II.....	3
FST 1113, Mortuary Anatomy.....	3	FST 2323, Funeral Merchandising.....	3
FST 1213, Intro. to Embalming.....	3	BOT 1313, Applied Business Math.....	3
FST 1313, Funeral Directing.....	3	FST 2633, Pathology.....	3
MMT 2513, Entrepreneurship.....	3	CSC 1113, Computer Concepts.....	3
Total	18	Total	19

SOPHOMORE YEAR

Third Sem. (Summer I) Sem. Hours

FST 1413, Funeral Service Ethics and Law	3
FST 2623, Microbiology.....	3
Total	6

(Summer II) Sem. Hours

BOT 1433, Bus. Accounting.....	3
FST 2713, Psychosocial Asp. of Grief .3	
Total	6

Fourth Sem. (Fall) Semester Hours

SPT 1113, Public Speaking I	3
BOA 2613, Bus. Communications.....	3
CHE 1313, Principles of Chem. I	3
CHE 1311, Principles of Chem. Lab ...	1
PSY 1513, Gen. Psychology	3
MUS 1113, Fine Art Elective (Music) or	
ART 1113, Fine Art Elective (Art)....	3
FST 2812, Comprehensive Review	2

Total	18
Total Required Semester Hours	67

Hotel and Restaurant Management Technology

Adviser: Mistilis

The curriculum of the Hotel and Restaurant Management program offers preparation for careers as managers in the hospitality industry. A combination of classwork and practical experience is stressed. Completion of the two-year program leads to an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester Semester Hours

HRT 1123, Hospitality & Tourism Industry	3
ENG 1113, Eng. Comp. I.....	3
HRT 1114, Culinary Principles I.....	4
HRT 1213, Sanitation & Safety	3
BOT 1313, Applied Business Math.....	3
Total	16

Second Semester Semester Hours

HRT 1413, Rooms Division Mgt.	3
HRT 1224, Rest. & Catering Op.....	4
HRT 1833, Travel & Tourism Geography.....	3
Social/Behavioral Science Elective.....	3
CSC 1113, Computer Concepts	3
Total	16

SOPHOMORE YEAR

Third Semester Semester Hours

Math/Science Elective	3
Humanities/Fine Arts Elective.....	3
HRT 2613, Hospitality Supervision.....	3
HRT 2713, Marketing Hosp. Serv.	3
HRT 2623, Hospitality Management ...	3
Total	15

Fourth Semester Semester Hours

HRT 2913, Supervised Work Exp. in Hotel & Rest. Mgt.	3
HRT 2423, Security Management	3
HRT 2233, Food & Beverage Control...3	
SPT 1113, Public Speaking I	3
HRT Elective*	3
HRT 1514, Hospitality Seminar	4
Total	19

*Electives:

Accounting Electives:
BAD 2413, Legal Environment of
Business
HEC 1253, Nutrition
HRT 2723, Hospitality Sales & Marketing

MMT 1323, Advertising
HRT 2513, Entrepreneurship
MMT 2233, Human Resource
Management

Practical Nursing

Advisers: Legge, Pittman

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

Students that complete the program requirements as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PNV 1213, Body Struct. & Func.	3	PNV 1614, Med./Surg. Nursing	4
PNV 1426, Fund. of Nursing	6	PNV 1622, Med./Surg. Nursing	
PNV 1436, Fund. of Nursing Lab/ Clinical	6	Clinical	2
		PNV 1634, Alt. in Adult Health	4
		PNV 1642, Alt. in Adult Health	
		Clinical	2
		PNV 1524, IV Therapy Concepts	4
Total	<u>15</u>	Total	<u>16</u>

Third Semester	Semester Hours
PNV 1715, Maternal-Child Nursing ...	5
PNV 1813, Mental Health Concepts ..	3
PNV 1914, Nursing Transition	4
Total	<u>12</u>

Respiratory Therapy (Advanced Practitioner/Registry Eligible Respiratory Therapist)

Advisers: Clark, Ware

Respiratory Therapy is the allied medical discipline that works under the direction of a physician to assist in the diagnosis, treatment and management of patients with cardiovascular and pulmonary disorders. Those patients range from premature infants to post-operative patients to the aged. During clinical practice the student will rotate through area hospitals where preceptors and clinical instructors will work closely with them allowing direct patient care.

The Respiratory Therapy program is fully accredited by the Committee on Accreditation for Respiratory Care. The Associate of Applied Science degree curriculum will prepare the graduate to assume the duties of an advanced level Respiratory Therapist. Upon successful completion of the program the graduate will be registry eligible, enabling him/her to take the national credentialing exams.

Admission to the program is on a competitive basis. See special admissions policies for the application process.

Prerequisites

- BIO 2513, Anatomy and Physiology I
- BIO 2511, Anatomy and Physiology I Lab
- BIO 2523, Anatomy and Physiology II
- BIO 2521, Anatomy and Physiology II Lab

FRESHMAN YEAR

First Semester	Semester Hours
MAT 1313, College Algebra.....	3
RCT 1313, Cardiopulmonary A&P.....	3
RCT 1213, Patient Assessment and Planning.....	3
RCT 1210, Patient Assessment Lab.....	0
RCT 1114, Respiratory Care Science..	4
RCT 1613, Respiratory Pharmacology...	3
Humanities/Fine Arts Elective.....	3
Total	<u>19</u>

Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
SPT 1113, Public Speaking I	3
RCT 1515, Clinical Practice I.....	5
RCT 1414, Respiratory Care Prac. I....	4
RCT 1410, Respiratory Care I Lab.....	0
Total	<u>15</u>

Summer Term	Semester Hours
RCT 1424, Respiratory Care Prac. II...	4
RCT 1322, Pulmonary Func. Testing.....	2
RCT 1523, Clinical Practice II.....	3
Total	<u>9</u>

SOPHOMORE YEAR

First Semester	Semester Hours
BIO 2924, Microbiology.....	4
BIO 2920, Microbiology Lab.....	0
RCT 2613, Neonatal/Pediatrics.....	3
RCT 2434, Resp. Care Prac. III.....	4
RCT 2430, Resp. Care Prac. III Lab....	0
RCT 2536, Clinical Practice III	6
Total	<u>17</u>

Second Semester	Semester Hours
CSC 1113, Computer Concepts.....	3
RCT 2712, Resp. Care Seminar.....	2
RCT 2710, Resp. Care Sem. Lab.....	0
RCT 2333, Cardiopulm. Pathology	3
RCT 2546, Clinical Practice IV	6
Behavioral/Social Science Elective.....	3
Total	<u>17</u>

DeSoto Center-Olive Branch

The Olive Branch Campus offers the following: Aviation Maintenance Technology and Commercial Truck Driving.

Aviation Maintenance Technology

Adviser: Cooper, McGehee

The Aviation Maintenance Technology program offers an FAA-certified curriculum designed to prepare students for a career as aircraft, airframe and powerplant mechanics. Upon completion of the program, students must complete the required FAA certification examinations to receive the Associate of Applied Science degree. See special admission requirements for this program on page 36 of this **Bulletin**.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
APT 1114, Aviation Applied Science.....	4	APT 1214, Reciprocating Engine Overhaul & Inspection	4
APT 1123, Aviation Electricity I.....	3	APT 1222, Turbine Engine Theory	2
APT 1134, Materials and Processes.....	4	APT 1234, Turbine Engine Overhaul Inspection.....	4
APT 1143, Aircraft Servicing and Weight and Balance	3	APT 1241, Powerplant Conformity Airworthiness Inspection	1
APT 1153, Maintenance Forms, Records and Regulations	3	APT 1255, Lubrication & Fuel Metering Systems	5
APT 1162, Reciprocating Engine Theory.....	2	APT 1263, Induction, Cooling & Exhaust Systems	3
Total	19	Total	19

Academic Core Requirements: To be taken in summer or evening school.

PSY 1513, Gen. Psychology	3
ENG 1113, Eng. Comp. I.....	3
CSC 1113, Computer Concepts	3
MAT 1313, College Algebra.....	3
SPT 1113, Public Speaking I	3
Humanities/Fine Arts.....	3
Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
APT 2115, Aviation Electricity II	5	APT 2212, Flight Control.....	2
APT 2123, Propellers & Powerplant Review	3	APT 2223, Aviation Electricity III.....	3
APT 2136, Structures I.....	6	APT 2232, Hydraulic & Pneumatic Power Systems	2
APT 2144, Structures II.....	4	APT 2243, Landing Gear & Protection Systems	3
Total	18	APT 2251, Environmental Control Systems	1
		APT 2264, Aircraft Instrumentation Systems	4
		APT 2271, Aircraft Fuel Systems	1
		APT 2282, Airframe Inspection & Review	2
		Total	18

Commercial Truck Driving

Adviser: Howell

The Commercial Truck Driving program prepares students for occupations in the trucking industry. It is an 8-week course which meets five days per week. In presenting the material, the instructor uses both the lecture and demonstration method of teaching with active participation and practice by the students.

Upon successful completion of the 240 hours, the student is awarded a certificate and nine semester hours credit. Employment opportunities are excellent, and every effort will be made to help a graduate in locating a job.

Entrance requirements:

1. Must have high school diploma or GED equivalency.
2. Must be 21 years of age.
3. Must be able to produce a valid driver's license. (Commercial License not required for admission - should be capable of meeting requirements.)
4. Must be capable of driving a manual transmission.
5. Must present a copy of official driver's record.
6. Must complete D.O.T. physical and drug screen before acceptance.
7. Must have CDL learner's permit.

The Commercial Truck Driving curriculum consists of four general categories:

1. CLASSROOM - Department of Transportation regulations, demonstrations, freight handling, defensive driving, accidents, insurance, customer relations, maintenance of equipment, etc.
2. FIELD WORK - Basic driving skills, handling of equipment, yard tests, various transmission, etc.
3. ROAD DRIVING - Actual day and night highway driving.
4. CITY DRIVING - Actual driving in city traffic.

LAFAYETTE-YALOBUSHA TECHNICAL CENTER

Lafayette-Yalobusha Technical Center offers Office Systems Technology, Medical Office Technology, Microcomputer Technology, Cosmetology, Health Care Assistant, Office Assistant, Practical Nursing, Paralegal Technology and Surgical Technology.

Office Systems Technology

Advisers: Baird, Boatright, Littrell

The Office Systems Technology program is designed to offer a student the opportunity to become an administrative secretary or assistant. It is a two-year program, and the student will receive an Associate of Applied Science degree upon successful completion of the required curriculum.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business Communication..	3
*BOT 1113, Doc. Format & Prod	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of Comm.....	3	BOT 1433, Business Accounting.....	3
BOT 1313, Applied Business Math	3	BOT 1123, Keyboard Skillbuilding.....	3
BOT 1413, Records Management.....	3	BOT 1813, Electronic Spreadsheets	3
BOT 1213, Professional Development	3	ENG 1113, English Composition I.....	3
Total	18	Total	18

Certificate Program Exit Point

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 2413, Computerized Acc.	3	BOT 2833, Integrated Computer	
BOT 2323, Database Management.....	3	Applications	3
BOT 2133, Desktop Publishing	3	BOT 2723, Administrative Office	
BOT 2823, Communication Tech.....	3	Procedures.....	3
Math/Natural Science Elective.....	3/4	BOT 1513, Machine Transcription.....	3
SPT 1113, Public Speaking I	3	Social/Behavioral Science Elective.....	3
		Humanities/Fine Arts Elective.....	3
Total	18/19	Total	1

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

Office Assistant

Advisers: Baird, Boatright, Littrell

The Office Assistant program is a one-year exit point for those who wish to update their skills to reenter the job market, to acquire new skills to meet demands of a current job, or to earn a promotion. Students must complete 36 semester hours of required courses to receive this certificate.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business Comm.	3
*BOT 1113, Doc. Format. & Prod	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of Comm.	3	BOT 1433, Business Accounting.....	3
BOT 1313, Applied Business Math	3	BOT 1813, Electronic Spreadsheet.....	3
BOT 1413, Records Management.....	3	ENG 1113, English Comp. I.....	3
BOT 1213, Professional Dev.....	3	BOT 1123, Keyboard Skillbuilding.....	3
Total	18	Total	18

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

Medical Office Technology

Advisers: Baird, Boatright, Littrell

The Medical Office Technology Curriculum is designed for those students who wish to enter the job market as office and business-related employees in hospitals, doctor's offices, clinics, and other health-related institutions. They will have special training in medical terminology in order to prepare them for this work. The Medical Office Technology Curriculum is a two-year program of study. The student will receive an Associate of Applied Science degree upon successful completion of the curriculum.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business Comm.	3
*BOT 1113, Document Formatting and Production	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of Comm.	3	BOT 1433, Business Accounting.....	3
BOT 1313, Applied Business Math	3	BOT 1123, Keyboard Skillbuilding.....	3
BOT 1413, Records Management.....	3	BOT 1623, Medical Office Term. II	3
BOT 1613, Medical Office Terminology	3	ENG 1113, Eng. Comp. I.....	3
Total	18	Total	18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 2413, Computerized Accounting	3	SPT 1113, Public Speaking I	3
BOT 2743, Medical Office Concepts ..	3	BOT 2523, Med. Machine Transcription I.....	3
BOT 2823, Comm. Technology.....	3	BOT 2753, Med. Info. Management ...	3
BOT 1513, Machine Transcription.....	3	BOT 2783, ICD Coding.....	3
BOT 2773, CPT Coding.....	3	Humanities/Fine Arts Elective.....	3
Math/Natural Science Elective.....	3/4	Social/Behavioral Science Elective.....	3
Total	18/19	Total	18

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

Microcomputer Technology

Advisers: Baird, Boatright, Littrell

The Microcomputer Technology curriculum provides training in the management of microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**BOT 1113, Doc. Format & Prod.3		CPT 1214, Basic Programming	
BOT 1133, Microcomputer Appl.3		Language	4
BOT 1713, Mechanics of Communication.....3		BOT 1143, Word Processing.....3	
BOT 1313, Applied Business Math.....3		BOT 1433, Business Accounting.....3	
BOT 1213, Professional Development...3		BOT 1813, Electronic Spreadsheet.....3	
Social/Behavioral Science Elective.....3		ENG 1113, Eng. Comp. I.....3	
Total	18	BOT 1123, Keyboard Skillbuilding.....3	
		Total	19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 2413, Computerized Accounting..3		BOT 2833, Integrated Computer	
BOT 2323, Database Management.....3		Applications	3
Computer Related Elective	3	BOT 2153, Network Management	3
SPT 1113, Public Speaking I	3	BOT 2813, Business Communication ...3	
BOT 2823, Communication Tech.3		Math/Natural Science Elective.....3/4	
BOT 2133, Desktop Publishing	3	Humanities/Fine Arts Elective.....3	
Total	18		15/16

* Computer Related Elective (CSC/CNT/NST).

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

Paralegal Technology

Advisers: Baird, Boatright, Littrell

The student enrolled in this curriculum will be offered the opportunity to become a qualified legal assistant employed in law-related occupations. This includes public and private law practice; state, local and federal employment; insurance; real estate and corporate positions. An Associate of Applied Science degree is awarded upon successful completion.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, English Composition I.....3		LET 1513, Family Law	3
BOT 1133, Microcomputer Appl.3		LET 1213, Legal Research.....3	
*BOT 1113, Document Formatting and Production	3	BOT 2813, Business Communication..3	
LET 1113, Introduction to Law	3	LET 1523, Wills & Estates.....3	
BOT 1713, Mechanics of Comm.....3		Humanities/Fine Arts Elective.....3	
BAD 2413, Legal Environ. of Bus.....3		***Elective	3
Total	18	Total	18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
LET 2453, Real Property	3	SPT 1113, Public Speaking I	3
LET 2313, Civil Litigation.....	3	LET 2323, Torts.....	3
LET 1713, Legal Writing	3	Criminal Justice Elective.....	3
Math/Science Elective	3	Social/Behavioral Science Elective.....	3
***Elective	3	***Elective.....	3
***Elective	3	***Elective	3
Total	<u>18</u>	Total	<u>18</u>

Approved Electives

BOT 1313, Applied Business Math	BOT 1123, Keyboard Skillbuilding
BOT 1143, Word Processing	ENG 1123, English Composition II
BOT 1213, Professional Development	BOT 1613, Medical Terminology I
BOT 2723, Administrative Office Procedures	LET 2633, Law Office Management

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

Surgical Technology

Adviser: Wilburn

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant and circulator.

FIRST YEAR (CERTIFICATE)

First Semester	Semester Hours	Second Semester	Semester Hours
SUT 1113, Fundamentals of Surgical Technology	3	SUT 1518, Basic and Related Surgical Procedures.....	8
SUT 1216, Principles of Surgical Technique	6	SUT 1528, Specialized Surgical Procedures.....	8
SUT 1314, Surgical Anatomy.....	4		
SUT 1413, Surgical Microbiology	3		
ENG 1113, Eng. Comp. I.....	3		
Total	<u>19</u>	Total	<u>16</u>

SUMMER TERM (8 WEEKS)

SUT 1538, Advanced Surgical Procedures.....	8
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SOPHOMORE YEAR (TECHNICAL)

First Semester	Semester Hours	Second Semester	Semester Hours
SPT 1113, Public Speaking I.....	3	BIO 2924, Microbiology.....	4
MUS 1113, Music Appreciation	3	HIS 2213, American History.....	3
Approved Electives.....	3	Approved Electives.....	3
BIO 2514, A & P I.....	4	BIO 2524, A & P II.....	4
MAT 1313, College Algebra	3	CSC 1113, Computer Concepts.....	3
Total	<u>16</u>	Total	<u>17</u>

Approved Electives:

- BIO 1113, Principles of Biology I
- BIO 1123, Principles of Biology II
- EPY 2533, Human Growth and Development
- FCS 1253, Nutrition in Health Care
- HPR 1213, Health
- PSY 1513, General Psychology

Cosmetology

Adviser: Riley

This instructional program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination. Admission to the program is on a competitive basis. See special admissions policies for the application process.

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

Summer Semester	Semester 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
Total	12

Health Care Assistant

Adviser: Elkins

The Health Care Assistant Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional.

Graduates of the one semester program will be awarded the Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, or Home Health Aides in the Mississippi health care industry. Admission to the program is on a competitive basis. See special admissions policies for the application process.

One Semester	Semester Hours
HCA 1115, Basic Health Care Assisting	5
HCA 1125, Special Care Procedures	5
HCA 1214, Body Structure and Function	4
HCA 1312, Home Health Aide & Homemaker Serv.	2
Total	16

Practical Nursing

Advisers: Kitchens, River, L. Williams, P. Williams

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

Students that complete the program requirements as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PNV 1213, Body Struct. & Func.	3	PNV 1614, Med./Surg. Nursing	4
PNV 1426, Fund. of Nursing	6	PNV 1622, Med./Surg. Nursing	
PNV 1436, Fund. of Nursing Lab/		Clinical	2
Clinical	6	PNV 1634, Alt. in Adult Health	4
		PNV 1642, Alt. in Adult Health	
		Clinical	2
		PNV 1524, IV Therapy Concepts	4
Total	15	Total	16
Third Semester	Semester Hours		
PNV 1715, Maternal-Child Nursing ...	5		
PNV 1813, Mental Health Concepts ..	3		
PNV 1914, Nursing Transition	4		
Total	12		