

NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE



2012-2013
BULLETIN

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

MAIN CAMPUS
Senatobia, Mississippi 38668

DESOTO CENTER
Southaven, Mississippi 38671
Olive Branch, Mississippi 38654

**LAFAYETTE-YALOBUSHA
TECHNICAL CENTER**
Oxford, Mississippi 38655

www.northwestms.edu

2012–2013 BULLETIN

Northwest Campuses

Senatobia Campus
4975 Highway 51 North
Senatobia, MS 38668
(662) 562-3200

DeSoto Center-Southaven
5197 W.E. Ross Parkway
Southaven, MS 38671
(662) 342-1570

Lafayette-Yalobusha
Technical Center
1310 Belk Drive
Oxford, MS 38655
(662) 236-2023

DeSoto Center-Olive Branch
8750 Deerfield Drive
Olive Branch, MS 38654
(662) 895-7600

Web address: www.northwestms.edu

Each student should become familiar with policies, regulations, and instructions as stated in this catalog. Counselors, advisers, and other personnel are willing to assist students in planning programs of study and to aid them in other phases of college life. **HOWEVER, THE FINAL RESPONSIBILITY FOR MEETING REQUIREMENTS FOR GRADUATION AND ADHERING TO OTHER ACADEMIC REGULATIONS RESTS WITH THE STUDENT.**

The BULLETIN presents information which at the time of preparation for printing most accurately describes the course offerings, policies, procedures, regulations, and requirements of the school. Northwest Mississippi Community College reserves the right to alter or change any statement contained herein without prior notice.

In compliance with Title IV, of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973; Northwest Mississippi Community College makes available its curricular and extracurricular programs and its facilities to every qualified person regardless of race, sex, color, creed, national origin, or disability. Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, color, national origin, race, religion, sex, disability, or status as a veteran or disabled veteran.

Safety Statement

The safety and security of students, faculty, and staff are very important to Northwest Mississippi Community College. A copy of "Preventing Campus Crime," published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the brochure, which contains the annual crime statistics report, is available upon request from the Campus Police Office (662-562-3314) in printed form and online at www.northwestms.edu. "Preventing Campus Crime" is published in compliance with all applicable federal laws regarding campus safety and security.

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FALL CALENDAR 2012

July 10-11, Tuesday-Wednesday	Registration/orientation for new students
July 17-18, Tuesday-Wednesday	Registration/orientation for new students
August 9-10, Thursday-Friday	New Faculty Orientation
August 13, Monday	Faculty Meeting
August 14, Tuesday	Eligible pre-registered students complete registration process online
August 15, Wednesday	Pre-registered students complete registration process on campus
August 16-17, Thursday-Friday	Eligible pre-registered students complete registration process online
August 20, Monday	Registration—Evening Classes
August 24, Friday	Last day for pre-registered students to complete registration process on campus
September 3, Monday	Residence halls open for registered students at 9 a.m.
October 8-9, Monday-Tuesday	Registration—Evening Classes
October 12, Friday	Registration/orientation for all new students
October 26, Friday	Open Registration as announced in Fall semester schedule
November 2, Friday	Classes begin
November 5-8, Monday-Thursday	Late registration begins
November 9, Friday	Last day to register
November 12-30	Last day to make schedule changes
November 20, Tuesday	Labor Day Holiday
November 21-24, Wednesday-Saturday	Fall Break
November 25, Sunday	Student Progress Reports due in Registrar's Office by 3:30 p.m.
November 26, Monday	Last day to withdraw from a course, if failing, and receive a "W" grade*
December 5-7, Wednesday-Friday	Last day to make application for Fall Graduation
December 7, Friday	Pre-registration for Spring 2013 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
December 11-17, Tuesday-Monday	Pre-registration for Spring 2013 semester—8:30 a.m.-3:30 p.m.
December 17, Monday	Pre-registration by appointment
December 18, Tuesday	Residence halls close for Thanksgiving Holidays at 3 p.m.
December 19, Wednesday	Thanksgiving Holidays
	Residence halls reopen at 2 p.m.
	Classes resume
	Clearance
	Last day to withdraw from a course passing and receive a "W" grade
	Final Examinations
	Residence halls close at 4 p.m.
	Semester grades due in Registrar's Office by 10 a.m.
	All offices close at 3:30 p.m.

*Does not apply to courses with "F" based on attendance policy.

SPRING CALENDAR 2013

January 8, Tuesday.....	All offices open Eligible pre-registered students complete registration process online
January 9, Wednesday	Faculty report at 8:30 a.m. Pre-registered students complete registration process on campus
January 10, Thursday.....	Eligible pre-registered students complete registration process online Registration—Evening Classes Last day for pre-registered students to complete registration process on campus
January 11, Friday	Registration—Evening Classes Residence halls open for registered students at 9 a.m. Open registration as announced in Spring semester schedule
January 12, Saturday.....	Saturday classes begin
January 14, Monday.....	Classes begin/Late registration begins
January 18, Friday	Last day to register/ Last day to make schedule changes
January 21, Monday.....	Martin Luther King Jr./Robert E. Lee Holiday
February 22, Friday.....	Last day to make application for Spring Graduation
March 8, Friday	Student Progress Reports due in Registrar's Office by 3:30 p.m.
March 8, Friday	Residence halls close for Spring Break at 3 p.m.
March 11-16, Monday-Saturday	Spring Break
March 17, Sunday.....	Residence halls reopen at 2 p.m.
March 18, Monday.....	Classes resume
March 22, Friday	Last day to withdraw from a course, if failing, and receive a "W" grade*
March 28-30, Thursday-Saturday	Easter Holiday
April 8-11, Monday-Thursday.....	Pre-registration for Summer 2013 and Fall 2013 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
April 12, Friday.....	Pre-registration for Summer 2013 and Fall 2013 semester—8:30 a.m.-3:30 p.m.
April 15-30	Pre-registration by appointment
April 26, Friday.....	Last day to withdraw from a course passing and receive a "W" grade
May 8-10, Wednesday-Friday.....	Clearance
May 11-16, Saturday-Thursday	Final Examinations
May 17, Friday	Semester grades due in Registrar's Office by 10 a.m. Graduation at 10 a.m. and 2 p.m. Residence halls close at 4 p.m.

*Does not apply to courses with "F" based on attendance policy.

SUMMER CALENDAR 2013

Day Classes, First Term

May 28, Tuesday.....	Pre-registered students complete registration process (8 a.m.-noon) Open Registration (1-4 p.m.)
May 29, Wednesday.....	Classes begin
May 30, Thursday.....	Last day to register or make schedule changes
June 14, Friday.....	Last day to withdraw from a course and receive a “W” grade
June 26, Wednesday.....	Final Examinations Semester grades due in Registrar’s Office by 3:30 p.m.

Day Classes, Second Term

June 28, Friday.....	Pre-registered students complete registration process (8 a.m.-noon) Open Registration (1-4 p.m.)
July 1, Monday.....	Classes begin
July 2, Tuesday.....	Last day to register or make schedule changes
July 4, Thursday.....	Independence Day holiday
July 19, Friday.....	Last day to withdraw from a course and receive a “W” grade
July 30, Tuesday.....	Final Examinations Semester grades due in Registrar’s Office by 3:30 p.m.

Evening School Classes

May 24, Friday.....	Eligible pre-registered students complete registration process online
May 28, Tuesday.....	Pre-registered students complete registration process on campus (8 a.m.-noon) Open Registration (4:30-7 p.m.)
May 29, Wednesday.....	Classes begin
May 30, Thursday.....	Last day to register or make schedule changes
June 21, Friday.....	Last day to withdraw from a course and receive a “W” grade
July 4, Thursday.....	Independence Day holiday
July 22, Monday.....	Final Examinations (MW Classes)
July 25, Thursday.....	Final Examinations (TTH Classes)
July 30, Tuesday.....	Semester grades due

ONLINE CALENDAR 2012-13

FALL 2012

<i>August 17, Friday</i>	All Registration ends
<i>August 20, Monday</i>	Classes begin (course sites open)
<i>August 20-21, Monday-Tuesday</i>	Drop/add period
<i>September 28, Friday</i>	Cut-off date
<i>November 2, Friday</i>	Last day to withdraw from MSVCC classes
<i>November 30, Friday</i>	Fall 2012 grades due

SPRING 2013

<i>January 11, Friday</i>	All Registration ends
<i>January 14, Monday</i>	Classes begin (course sites open)
<i>January 14-15, Monday-Tuesday</i>	Drop/add period
<i>February 22, Friday</i>	Cut-off date
<i>March 27, Wednesday</i>	Last day to withdraw from MSVCC classes
<i>April 29, Monday</i>	Spring 2013 grades due

SUMMER 2013

<i>May 31, Friday</i>	All Registration ends
<i>June 3, Monday</i>	Classes begin (course sites open)
<i>June 3-4, Monday-Tuesday</i>	Drop/add period
<i>July 12, Friday</i>	Last day to withdraw from MSVCC classes
<i>July 26, Friday</i>	Summer 2013 grades due

Chief Executives of Northwest Mississippi Community College 1927–present

Porter Walker Berry.....	1927-1935
S.R. Deen.....	1935-1936
Roscoe C. Pugh.....	1936-1953
Reese D. McLendon	1953-1974
Henry B. Koon.....	1974-1985
June Sneed Gardner	1985
David M. Haraway.....	1985-2005
Gary Lee Spears	2005-present

Northwest President

Dr. Gary Lee Spears

Dr. Gary Lee Spears is serving as the college's eighth president. Under his leadership, enrollment continues to remain at an all-time high, phase two of a major capital improvement plan is underway, and new programs of study and methods of teaching are being explored.



GENERAL INFORMATION



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

GENERAL INFORMATION

History

Northwest Mississippi Community College has its roots in the system of agricultural schools which were set up throughout this rural state in the early years of the 20th century. First organized as Tate County Agricultural High School in 1915, the school began to offer college level classes in the fall of 1926. With encouragement from the State Department of Education and leadership from Porter Walker Berry, who became the college's first president, this initial endeavor proved to be successful. Two years later Quitman County pledged its support for the expanded class offerings. Meanwhile the Mississippi Junior College Commission urged school officials to convert the established classes into a complete two-year program. As a result in the fall of 1928 a fully-sanctioned junior college, later named Northwest Mississippi Junior College and accredited by the Mississippi Junior College Accrediting Association, opened its doors to 59 students.

Like all public institutions Northwest has been influenced by the political and economic climate in the state. When the Great Depression struck Mississippi with particular virulence, students were allowed to pay for their board by donating garden and farm products to the dining hall, while the government's public works program provided funds to supplement the school's budget. During World War II an accelerated program was introduced to allow young men to complete their educations quickly so that they could join the war effort. As returning veterans enrolled in large numbers after the war, the curriculum was expanded to fit their needs, and new buildings were constructed from government surplus materials.

Throughout this time the course offerings, the physical facilities, and the extracurricular activities of the school were growing. By the end of its third decade of operation the curriculum had expanded from a basic program of liberal arts and agriculture to include science, art, and journalism in addition to a variety of vocational-technical courses. The original three buildings had been supplemented with a cafeteria, additional dormitory and classroom space, sports and recreational facilities, and acreage for a model farm. In 1953 the Southern Association of Colleges and Schools commended Northwest as a "bargain in educational facilities" and granted the college its coveted accreditation. During the next few years the college continued to prove that it deserved this honor by broadening its capacity to serve the needs of the 11-county district it had grown to encompass. A bus route began to provide free transportation for commuters, while night classes and off-campus courses offered extended educational services. Recent innovations include accelerated classes and non-traditional scheduling to accommodate adults, as well as short non-credit courses of interest to all ages. Northwest's first distance learning programs were offered on the Internet in the spring of 1999.

Today Northwest serves students at four campuses: the main campus in Senatobia, DeSoto Center at Southaven and Olive Branch, and Lafayette-Yalobusha Technical Center at Oxford. Yet after eight decades of growth and in the school's eighth administration, the mission of Northwest remains true to the vision of its founders. Northwest strives today, as it did in 1926, to bring higher education closer to the people as it serves the academic, employment, physical, cultural, and special needs of the citizens of northwest Mississippi.

—Lucie R. Bridgforth

Accreditation

Northwest Mississippi Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Northwest Mississippi Community College. The College was initially accredited by the Mississippi Junior College Accrediting Association in 1928 and by the Southern Association of Colleges and Schools in December 1953. The latest reaffirmation of the SACS accreditation was in 2007. The college is also a member of the American Association of Community and Junior Colleges.

The Associate Degree Nursing program was initially accredited by the National League for Nursing in 1978 and has maintained that accreditation. The program is currently accredited by the National League for Nursing Accreditation Commission (NLNAC) located at 3343 Peachtree Road NE Suite 850, Atlanta, Georgia 30326, and the Mississippi Board of Trustees of State Institutions of Higher Learning located at 3825 Ridgewood Road, Jackson, MS, 39211.

The Funeral Service Technology program 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: website www.abfse.org.

The Aviation Maintenance Technology program is accredited by the Federal Aviation Administration (FAA).

The Cosmetology program is accredited by the Cosmetology Board of the State of Mississippi.

The Practical Nursing program is accredited through the State Department of Education, Career-Technical Division, The National Association for Practical Nurse Education and Services, Inc. (NAPNES), National Federation for Licensing Practical Nursing Corp. (NFPNA), and the Mississippi Licensing for Practical Nursing Association (MLPNA).

The Respiratory Therapy program on the DeSoto Center campus in Southaven is accredited through the State Department of Education and holds national accreditation by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas, 76021-4244: Telephone number 817-283-2835.

The Emergency Medical Technology-Paramedic 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 Heating, Air Conditioning and Refrigeration Technology program has met the instruction, curriculum, student, faculty and facility standards set forth by the Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA). PAHRA's programmatic accreditation certifies that the following training areas have been evaluated: Residential Air Conditioning and Heating.

Except for the credits in some technical, career, and foundation courses, freshman and sophomore credits earned at Northwest Mississippi Community College may be transferred to any other college or university and applied toward an academic degree.

Mission of Northwest Mississippi Community College

The mission of Northwest Mississippi Community College is to provide the students of its eleven-county district and beyond with opportunities for obtaining affordable quality education to meet their diverse needs. The comprehensive community and technical college offers students educational experiences through traditional campus-based and distance learning opportunities. Northwest is committed to achieving the following goals: to promote excellence in educational programs; to maintain quality educational support services; to continue responsive administrative processes; to ensure efficient use of financial and physical resources; and to assure institutional effectiveness.

Northwest Mississippi Community College meets the educational, employment, career, cultural, and special needs of its students and the community through the offering of:

- Academic and career technical curricula leading to certificates, diplomas, and associate degrees;
- University-parallel courses and programs meeting requirements of the first two years of a baccalaureate degree;
- Workforce Development training designed to meet current and future workforce needs in business and industry;
- A comprehensive program of remedial and developmental education;
- Continuing education and service programs for the community;
- Student support through tutoring, guidance, counseling, career information and placement; and,
- Services including library services, cultural and enrichment opportunities, information technology services, and extracurricular activities for students and the community.

General Education Outcomes

The College has established outcomes to enhance the learning experiences beyond the major areas of study. The following are the College's general education outcomes:

Basic Computer Skills Goal: Students will demonstrate the ability to apply basic computer skills used in a technological world.

English Composition Goal: Students will demonstrate effective writing skills necessary for advancement in college, performance in the workplace, and proper function in society.

Humanities/Fine Arts Goal: Students should demonstrate knowledge of the influence of literature, humanities, and/or the arts on society. Students should understand and appropriately apply modes of expression—descriptive, expository, narrative, and self-expression—in written, visual, and oral communication, and respond critically to works in the Fine Arts and Humanities.

Mathematics Goal: Students' critical thinking skills will be developed through analyzing and solving problems.

Natural Sciences Goal: Students enrolled in select non-major introductory science courses will have a mastery of the fundamental concepts of science including, but not limited to, the scientific method.

Public Speaking Goal: Students will be able to research, organize, and present a speech in public.

Social/Behavioral Science Goal: Students will gain an awareness of the common human experience by acquiring a knowledge and understanding of that experience, both individually and collectively, in the context of time, space, and culture.

Northwest Campuses

DeSoto Center-Southaven

After receiving numerous requests from area citizens to do so, the governing authorities of Northwest Mississippi Community College, under the guidance of President Henry B. Koon, decided in 1974 to consider establishing an attendance center in DeSoto County. After much study, it was concluded that in this demographically dynamic area a facility such as DeSoto Center would enhance Northwest. DeSoto Center opened in 1975.

In 1990, by a directive from the Board of Trustees, DeSoto Center was dedicated to the late President Koon.

In August 1995, a new \$7.3 million facility was completed on Church Road, approximately four miles south of the former DeSoto Center campus. The 94,000-square-foot structure, financed through the efforts of the taxpayers of DeSoto County, is situated on a beautiful 48.5-acre site. This site, donated by the W.E. Ross family, offers the college opportunities to expand as DeSoto County continues to grow.

The architectural design of the two-and-one-half story facility is post-modern with early Wrightian influences. The focal point of the building is a glass and steel tower that forms the atrium and commons. A closed-circuit TV system provides security for the building and parking lots.

With the opening of a 47,000 square foot addition in 2005 and completion of the unfinished basement, the facility now totals 157,925 square feet.

DeSoto Center-Olive Branch

In an effort to meet the training needs of the citizens of DeSoto County and surrounding areas, a vocational-technical campus was established in the Olive Branch Metro Industrial Park. The campus officially opened in the fall of 1985.

DeSoto Center-Olive Branch offers an Aviation Maintenance Technology degree program and a Commercial Truck Driving course.

Lafayette-Yalobusha Technical Center

The Lafayette-Yalobusha Technical Center at Oxford opened in the fall of 1983. An additional 11 acres of land for expansion was purchased in 1999. A 31,000-square-foot expansion was opened in August 2002. A complete renovation of the original building was completed in 2005 and included an addition for Physical Plant operations and a truck dock.

The third addition to the complex, completed in 2009, adds 10,900 square feet. The focus of this project was relocation of the Cosmetology program, two additional classrooms and faculty offices.

The career and technical programs offered at this center are: Office Systems Technology, Health-care Data Technology, Office Assistant, Cosmetology, Health Care

Assistant, Practical Nursing, Microcomputer Technology, Paralegal Technology and Surgical Technology.

These programs are designed to train students for direct entry into the job market. Surgical Technology, Microcomputer Technology, Office Systems Technology, and Health-care Data Technology are two-year Associate Degree programs. Office Assistant is a two-semester program. Cosmetology, Health Care Assistant, and Practical Nursing are vocational certificate programs.

The Main Campus

Fifty-four buildings totaling 940,000 square feet are scattered over 189 acres. Facilities have expanded from three original buildings to a sprawling network of buildings in a pedestrian-friendly college campus environment.

Buildings and Grounds

The campus is accented with landscaped areas and flowering beds. A focal point at the Student Union is the pedestrian mall featuring brick benches, trees, and flower beds.

There are numerous athletic facilities for both intercollegiate competition and intramurals and recreation. Areas are provided for baseball, football, basketball, tennis, softball, sand volleyball and soccer.

The James P. McCormick Administration Building, one of the original buildings on the campus named for the former Dean of Students, is the familiar landmark of Northwest Mississippi Community College. In it are the offices of the president, other administrative officers, the business office, and computer center. Built in 1915, this facility once served as the primary classroom building for Tate County Agricultural High School. In 1993 the building was designated a Mississippi Landmark by the Permit Committee of the Board of Trustees of the Mississippi Department of Archives and History. In 2009 a preservation and renovation project of the entire building was completed and included a two-story addition with a public elevator and ADA-compliant restrooms.

McLendon Center, named for former President Reese D. McLendon (1953-1974), is home to the Student Union and Physical Education facilities. Built in 1969, the 86,500-square-foot facility is the hub of student and community activities. In it are conference and meeting rooms, a fitness center, gymnasium, pilates and multi-dance studios and student computer labs. Offices for Campus Police, Student Support Services, the Math Lab, Intramurals, Telecommunications & Network Support are located in the Union. The Commons, completed in 1988, houses the campus Post Office and Bookstore. McLendon Center has recently undergone an extensive renovation, including the addition of a second gymnasium and weightlifting facility.

The David M. Haraway Center opened in 2005 and is named in honor of Dr. David M. Haraway, the seventh President of Northwest. This 42,000-square-foot facility houses a student cafeteria with a food court that serves resident and commuter students and contains quiet dining areas. The Center also houses the Board of Trustees suite and meeting and banquet rooms available for college and community use.

Multipurpose Livestock Facility, located on the Northwest Farm, was completed in the winter of 1999. The 43,000-square-foot building is used for college and community activities including livestock competitions, agriculture exhibitions, and

rodeo-type entertainment. The facility includes space for the Northwest Rodeo Team office, meeting room, and storage.

The Fine Arts Auditorium, originally built in 1957, underwent an extensive renovation in 2002-2003. While the exterior facade has been transformed to resemble Grecian architecture, interior improvements include the addition of a 103-seat balcony, new seating, lighting and sound enhancements, improvements to the stage and mechanical functions, and the addition of an atrium with balcony area for small performances in the lobby. Adjoining the Fine Arts Building, the 407-seat auditorium is used extensively for assemblies of various kinds and for dramatic and musical productions.

Howard Coliseum, completed in 1974, is named in honor of Mrs. Willie Abbay Howard, former member of the college Board of Trustees (1948-1977). This 3,200-seat multipurpose facility is the home of the Ranger and Lady Ranger basketball teams. The Coliseum also houses athletic department offices, Sports Hall of Fame room, dressing rooms, training room, and equipment room. In 2009 the arena was renovated for ADA compliance.

Recreational Outdoor Complex (the ROC), completed in 2011, includes eight tennis courts, four basketball courts, two volleyball courts and public restroom facilities. All sports areas are provided with exterior lighting for play after dark. Health, P.E., and recreation classes are held here.

Physical Plant Building, located in the northwest corner of the campus, was completed in the spring of 1976. The 28,000-square-foot facility houses offices, trade shops, and warehouses. A new warehouse building was added in 2010.

Tate Hall, is located at the east campus entrance. The original building was recently demolished and the site prepared for a new structure to house the Student Development Center, the offices of the Vice President for Student Affairs, Campus Life and Housing, and the Division of eLearning. Construction is scheduled to begin in 2012.

Taylor Fore Transportation Center, named for a former Northwest transportation employee, was completed in 1978. The 8,400-square-foot facility, located southwest of the Physical Plant Building, houses maintenance and repair areas for the college fleet.

The WIN Job Center is one of four full-time centers operated by the college. The two-story facility, completed in 2002, houses offices, conference rooms, and a resource center for the federal WIA program participants for job searching and resumes.

The Workforce Development and Community Services Building is located on the north side of the campus. The 5,000-square-foot facility houses the administrative offices of Workforce Development, Continuing Education, Adult Basic Education and the Tate County Literacy Council.

Yalobusha Hall, completed in the winter of 2000, sits on the site of the old Yalobusha dormitory. Architectural elements of the old building were borrowed into the design including window style and placement, roof style, and federal-style porches. A variety of student needs are accommodated here in the offices of Recruiting, Registrar's Office, Financial Aid, Associate Vice President for Educational Affairs, and Communications and Student Publications.

Housing Facilities

Benton Hall, completed in 1971 as a three building apartment complex, was converted in 1989 to a women's residence hall. The completely furnished facility houses 78 students. The student apartments have mini kitchens, living rooms, bedrooms and baths, cable TV, telephone, and Internet connections. Laundry facilities are located on site in a separate building.

Bobo Hall, built in 1965, is named for Estelle H. Bobo, who served the college in many capacities from 1937 to 1965, including as dean of Women and supervisor of Housekeeping. The two-story women's residence has a capacity for 59 students, featuring two-bedroom suites with spacious bathroom accommodations between. Each student has a study desk, built-in bed, and closet with drawers and storage space. Each room is equipped with cable TV, telephone, and Internet connections. A thorough renovation in 1996 included the addition of two stair towers, office, an accessible bedroom suite, and a central fire alarm system. Other safety and security features include controlled/monitored access and video surveillance. Laundry and snack vending areas are located on the first floor, and a lobby is on the second floor.

DeSoto Hall, built in 1968, was renovated in 1999 and converted from faculty housing to student residences, housing 59 students. The four building courtyard complex is comprised of two buildings housing male students, and two buildings housing female students in apartment-style accommodations. Standard apartments include a mini kitchen, living room, two bedrooms, one full bath, and are equipped with a washer/dryer and cable TV, telephone, and Internet connections. Deluxe apartments are similarly equipped with the addition of a study lounge and an additional half bath. The complex features an enclosed secured courtyard and is monitored by video surveillance and a fire alarm system.

Gainey Hall was built in 1966 and completely renovated in 1995. Named for Andrew G. Gainey, first president of Tate County Agricultural High School, the two-story residence is home for approximately 88 male students. The facility includes an office and one accessible bedroom suite, first-floor laundry and vending, and a lobby located on the second floor. The renovation included the addition of two stair towers. Student bedrooms are divided into two-bedroom suites with a common bathroom between. Rooms have cable TV, telephone, and Internet connections, built-in beds, study desks, and closets with drawers and storage space. Safety and security features include a controlled/monitored access system.

Marshall Hall, completed in fall 2003, houses 160 students. Four buildings house students in apartment-style accommodations equipped with a mini kitchen, living room, two bedrooms, one full bath, washer/dryer and cable TV, telephone, and Internet connections. This complex features a central office/lounge area, ample parking, and is monitored by video surveillance and a fire alarm system.

Panola Hall, completed in 1974 and completely renovated in 2004, houses approximately 84 female students. Suites have three bedrooms, a large bathroom, and a common hallway with outside access. Cable TV, telephone, and Internet connections are provided in each bedroom with a lounge, vending area, and laundry facility located on the first floor. Safety and security features include fire alarms, video surveillance, and a controlled/monitored access system into each suite.

Quitman Hall, a three-story residence hall housing 258 men, was built in 1968 and completely renovated in 1991. Bedrooms have built-in beds, chests, study desks, and cable TV, telephone, and Internet connections. Lounges for the students, a lobby, vending rooms, and laundry facilities are included in the building. Safety and secu-

riety features include a central fire alarm, video surveillance, and a controlled/monitored access system.

Tallahatchie Hall, completed in 1973, was renovated in 1990. Three buildings accommodate 96 male students. Each apartment has a mini kitchen, living room, two bedrooms and one full bath. Cable TV, telephone, and Internet connections are provided. Laundry facilities are located on site in a separate building.

Taylor Hall, named for former Board of Trustees member Mrs. W.S. Taylor, is a three-story residence hall for 172 women built in 1968 and completely renovated in 1994. Bedrooms have built-in beds, chests, and cable TV, telephone and Internet connections. Each student also has a closet, study desk, and book case. The building has a lounge on each floor and vending and laundry facilities. Safety and security features include central fire alarm, video surveillance, and controlled/monitored access systems.

Faculty Houses are dwellings for members of the faculty and staff.

The **President's Home** on the Senatobia campus, completed in 2010, is located on the north side of the main campus. This home will serve as the primary residence of the President and his family and will be open to the college for various functions throughout the year.

Educational Facilities

Agricultural Technology Building was completed in 2005. The 18,561 square-foot facility includes four classrooms, three tractor shops and faculty offices. The three climate-controlled labs are utilized to provide training for new technicians as well as certification and higher-level training to adults. Located in the southwest corner of the campus, this facility is designed to meet the needs of training on high-tech farming equipment.

A.P. Fatherree Building, named for the former Mississippi Department of Education State Supervisor of Agricultural Education and State Director of Vocational Technology Education, was completed in 1966 with major additions in 1970. The building currently houses agricultural technology classes, labs, and offices as well as intercollegiate baseball training spaces.

Art Building, opened for the 1968-1969 school year and renovated in 1996, provides quarters for instruction in drawing, painting, and other types of art. The focal point of the facility is the gallery for exhibitions of various types of art forms. Also in the building are faculty offices and studios for painting, pottery, and print making. There is also a computer lab featuring Macintosh computers, and two smart classrooms are available for art history and art appreciation classes.

Berry Building, named for Porter Walker Berry, first Northwest president, is the business-technical center built in 1966. The 34,000-square-foot split-level structure houses the office systems technology, computer technology, industrial electronics engineering technology, graphic design, and paralegal departments and workforce development labs. It contains 14 classrooms, 10 offices, and large lobby.

Calhoun Building, acquired by the college and opened in 1998, houses the Division of Education. The building, located on the north side of the campus includes classrooms, labs, faculty offices and a conference room. Each classroom and lab is equipped with networking, audio and video capabilities.

Division of Nursing Building, completed in 2010, was designed by faculty and staff

for the Associate Degree Nursing Program. The Craftsman-style structure has 33,347 square feet of finished area plus another 7,700 square feet of unfinished area on the lower ground level for future use. Included in the building are lecture rooms, computer labs, classrooms, student lounges, faculty offices, nursing skills labs and hospital simulation patient rooms.

The Marilyn R. Spears Building was completed in the spring of 2009 and is named in honor of retired Early Childhood Education Technology instructor Marilyn R. Spears. This facility houses the college's Early Childhood Education Technology program and the Child Enrichment Center, a state licensed day care with kitchen that provides laboratory instruction for students enrolled in Student Teaching and Nutrition class. Included in the building are faculty offices, classrooms, a computer lab, and public restrooms. A playground features modern play equipment on a specialized safety surface.

Fine Arts Building, built adjacent to the college auditorium in 1961 and renovated in 1995, has a recital hall, classrooms, a choral room, practice studios, electronic piano lab, band hall, and conference room. There are three smart classrooms, one for music appreciation and two for public speaking classes.

Lafayette Humanities Building is a three-story facility which houses the Languages and Communications Division. The building includes four computer labs and a number of multimedia classrooms used in composition, literature, foreign language and journalism classes. The first floor of the building was renovated in 2007.

McGhee Building, built in 1959, was named for Mrs. Lizzie McGhee. It was used as the cafeteria and field house until 1969 when the cafeteria was moved to the McLendon Center. The building had temporary uses prior to a complete renovation in 1990 to accommodate the Division of Social Science. The modernized facility includes classrooms, faculty offices, and a large conference room.

R.C. Pugh Library/Learning Resource Center, named for the late President (1936-1953) in recognition of his service to the college, is a completely Wi-Fi capable library. The structure includes reading and study areas that stock a growing collection of books, periodicals and other print materials to implement the programs of Northwest Mississippi Community College. The library has Internet-accessible computers designated for student research. A student computer lab is located in the back of the building that also contains listening and viewing areas for CDs and DVDs and a collection of media and equipment for instructors' use in the classroom. The library web page can be accessed through the Northwest home page at www.northwestms.edu. It contains library databases, the online catalog and contact information.

Thomas D. Coats Career-Technical Complex was named for the college's first Director of Vocational Technology Education. It consists of three buildings:

Technical Education Building No. One, built in 1962, houses drafting, civil technology, Career Center, Related Studies lab, Work-Based Learning, and the director's offices.

Technical Education Building No. Two, built in 1963, houses the departments of collision repair, cosmetology, and practical nursing.

Technical Education Building No. Three, built in 1966, and renovated in 1996, houses laboratories and classrooms of the departments of tool and die technol-

ogy, heating, air conditioning, and refrigeration technology, welding and cutting, automotive technology, and EMT paramedic.

Tunica Building, completed in 1975 and renovated in 1994, is a two-story building housing the Division of Business. This facility is also the temporary home of the Division of eLearning and the Student Development Center.

Physical Science Building is a two-story facility completed in 1984 to house classrooms and laboratories for chemistry, physics, mathematics, and computer science.

The Mathematics and Biological Science addition to the Physical Science Building is a three-story addition completed in the spring of 2009. The two buildings are connected through a common corridor and a 150-seat raised-floor lectorium. A detached greenhouse provides a location for a variety of local and exotic plants to be grown throughout the year. In addition to the lectorium, the structure includes six state-of-the-art biology laboratories, 10 multimedia-ready classrooms, and two computer labs. Eighteen single-occupant offices house the mathematics and biology faculty.

Division of Continuing Education

The Division of Continuing Education is the College's administrative unit responsible for providing learning opportunities that differ from the traditional model of semester-long course instruction.

The goals of the division are:

- To reduce barriers to lifelong learning opportunities.
- To expand learning opportunities that encourage attainment of knowledge for all ages.
- To improve the variety and delivery of educational opportunities that prepare participants to become productive contributors to self and others.

The division offers a wide range of courses which vary in length, duration, and in cost depending on the topic and level of instruction. Continuing Education also provides non-traditional credit courses to serve identified needs in the district that are not being met through traditionally scheduled classes.

Activities offered include: field trips, seminars, book reviews/discussions, Kids College summer camps, and various classes of interest. Please visit the Northwest website at www.northwestms.edu for a complete listing of programs.

College Summer School Program

The summer session consists of two terms of approximately five weeks each during which courses are offered in the academic and career-technical fields. Students may earn up to 14 semester hours of college credit during summer sessions, with no more than six virtual hours.

The summer session is planned for students who wish to accelerate their program of study, students who need to make up deficiencies, and freshmen who consider that the summer session is a good time to begin their college education.

Admission requirements, regulations, and academic standards for the summer sessions are the same as those of the regular term.

Online Learning

Northwest offers students the option of taking many college courses online. Online courses were developed to increase access to Northwest courses for adults and other students who cannot attend campus-based classes due to work, family responsibilities, or distance from campus. Students who are current or former Northwest students can enroll in online courses after consulting with their adviser. New students must first apply for admission to the college. Registration for online courses is conducted at the same time as for campus-based courses. Northwest is a part of the Mississippi Virtual Community College System, which gives students more online course options. A complete listing of online courses is available through the MSVCC website at <http://www.msvcc.org> or by going to <http://www.northwestms.edu> and clicking on the eLearning page.

Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, and Section 504, Rehabilitation Act of 1973, the Board of Trustees of Northwest Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, creed, national origin, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college. Northwest complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, color, national origin, race, religion, sex, disability, or status as a veteran or disabled veteran.

Institute Compliance Coordinator: Gary Mosley

Affirmative Action Officer: Gary Mosley

Section 504 Coordinator: Michael Dottorey

Drug Prevention Coordinator: Meg Ross

Senatobia, MS 38668

Phone (662) 562-3200

Complaint and Grievance Procedures

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, dormitory assignment, disciplinary actions or other campus matters may seek to resolve them in the following manner:

1. Address a written statement to the Vice President for Student Affairs setting forth the grievance and the remedy sought. Students (particularly those enrolled in eLearning or other distance learning programs) may submit the statement through electronic mail.

2. The Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.

A. If a complaint raises an academic question, it will be forwarded to the Dean of the appropriate academic division.

B. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.

3. Within five working days after receipt of the statement, the Dean or

Administrator shall make initial contact with the complainant. The Dean or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Dean or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Vice President for Student Affairs.

In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Division involved, and then to the President.

Members of the public wishing to file a complaint should do so with a member of the President's Cabinet, which is composed of the senior administrators of the College. A list of members may be obtained from the President's Office or from any Vice President.

Drug-Free School Policy in Compliance with the Drug-Free Schools and Communities Act of 1989

The college prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees in buildings, facilities, grounds, or property controlled by the college, or as part of college activities. Controlled substances include but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers, and inhalants.

The college is committed to a program to prevent the abuse of alcohol and the illegal use of controlled substances and/or alcohol by students and employees.

Any student or employee of the college found on college property or at college-sponsored events to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law shall be subject to disciplinary action in accordance with applicable policies of the state and the college. Such disciplinary action includes, but is not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate substance abuse assistance or rehabilitation program.

More complete information on applicable local, state, and federal laws will be maintained in several offices on the Senatobia campus: the Vice President for Student Affairs, the Counseling Center, and the Campus Police. The Deans of the DeSoto Center and the Lafayette-Yalobusha Technical Center will maintain the applicable information in their offices. Copies of the Drug-Free Workplace Certification Policy (for employees) and the Drug-Free School Policy (for students and employees) are available in the Policy Manual and/or the current college *Bulletin*.

STUDENT ACTIVITIES & SERVICES



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

STUDENT ACTIVITIES AND SERVICES

Student Government Association

An important objective of Northwest Mississippi Community College is the training of the students for citizenship in democracy. The college recognizes that effective citizenship training involves participation in government and the assumption of certain civil responsibilities. To help accomplish this training, student representatives are requested to serve on a variety of college ad-hoc and standing committees. By serving on committees, students not only receive excellent educational experiences, but also enjoy the opportunity to become a voice for the student body in the organization and operation of the college's educational programs. Student Government organizations are formed on each campus to facilitate student involvement in College decision making.

Clubs and Organizations

In an effort to promote a broad range of educational experiences, the college provides a variety of clubs and organizations for participation by both students and faculty. Many clubs and organizations recruit membership from students with interests in specific areas.

No student groups, clubs, or organizations may hold meetings on Northwest campuses without being recognized by the college. Each year their functioning is dependent on sponsorship and student interest. A list of student organizations and student organization regulations are available in the *Student Guide*.

Northwest is a state-supported institution and is therefore non-sectarian. Students are however encouraged to develop spiritually through religious opportunities provided both in the community and on campus. Students are invited to participate in the activities of a number of campus religious organizations. More information about these organizations can be found in the *Student Guide*.

Fine Arts Organizations

Northwest Concert Band

This group is composed of selected students who desire to play the best instrumental music and who desire to become more proficient in the use of instruments. It is a service organization for those who plan to major in instrumental music, and it provides an opportunity for students in other major fields to continue the enjoyment of instrumental playing. Participation is by audition and is open to full-time college students only.

Northwest Entertainers

The Northwest Entertainers is a select group of singers chosen from the Northwest Singers by highly competitive auditions. Participants wishing to receive scholarships must be full-time students and are expected to maintain an above average scholastic standing. All participants must be enrolled in both Northwest Singers and Entertainers for academic credit. It is not mandatory that the student be classified as full-time, except for those on scholarship.

Northwest Jazz Band

Open to Northwest students who wish to participate in a musical group emphasizing jazz and show tune styles of music, the Jazz Band performs at basketball games and at other college activities. Participation is by audition and is open to full-time college students only.

The Northwest Rangerettes

The precision drill and dance team accompanies the Ranger Band in performances at football games and in public appearances throughout the state. Membership is determined by tryouts held in the spring and summer. Participation is open to full-time college students only.

Northwest Singers

The Northwest Singers is an all-purpose choral ensemble which is open to anyone who wishes to broaden the scope of his musical horizons. All participants must be registered for academic credit, though it is not mandatory that the student be classified as full-time, except for those on scholarship. Membership is determined by audition and is entirely at the discretion of the director.

Ranger Band

The Northwest marching band is open to any full-time student by audition. Its purpose is to provide color and atmosphere for athletic and community events and to promote and enhance the dignity and reputation of the college. Scholarships are available to qualified students.

Speech and Theatre Productions

In keeping with our mission to generate interest in theatre at Northwest and in the community itself, the Speech and Theatre Department encourages participation from area residents as well as students, faculty, and staff.

In addition, the department strives to enrich creativity and skills of actors and technicians by including guest artists in some productions. Participation is by audition only.

Athletics

Intercollegiate

Northwest Mississippi Community College provides the opportunity to compete in various sports on the intercollegiate level. Varsity sports which are available for participation include: football, basketball (men's and women's), baseball, golf, rodeo (men's and women's), soccer (men's and women's) and women's softball. Northwest is a member of the Mississippi Community/Junior College Association and the National Junior College Athletic Association. Rodeo is a member of the National Intercollegiate Rodeo Association.

Intramurals

Intramural sports offers recreational and competitive sports activities on the Senatobia campus throughout the school year.

All students are invited and are encouraged to participate in these activities which include volleyball, basketball, softball, flag football, tennis, swimming, table tennis, billiards, water sports, and card games.

Regularly enrolled students are eligible to participate in intramural sports except those students who are members of related varsity teams.

Student Publications

The Ranger Rocket – The student newspaper is published monthly during regular academic sessions by students at the college under the direction of advisers. A student editor heads the publication, and staff membership is open to all students with special interests in writing, layout and design, advertising, photography, production, or management. The newspaper is available online at the college website.

Mississippi's first junior college newspaper, *The Ranger Rocket* has been successful in state competition, and students have won individual honors for their journalistic endeavors. The publication is a student member of the Mississippi Press Association.

Rocketeer – The *Rocketeer* is the yearbook published by students under the guidance of faculty advisers. The book gives a view of college life as it is enjoyed by the student body and Northwest personnel. A student editor, photographers, layout and design technicians and writers comprise the *Rocketeer* staff. The yearbook is available to full-time students 30 days after its delivery date, or as long as supplies last.

Library/Learning Resource Center

The Learning Resource Centers of Northwest provide services that enhance the learning experience of students, faculty and staff at campuses in Ashland, Oxford, Senatobia and Southaven. Students at Northwest may access information in a variety of formats on campus or online for both the academic and career-technical programs.

All libraries are wireless and encourage laptop use. They also offer computer labs and areas for studying, reading, viewing, and/or listening to audio-visual materials. Professional librarians provide orientation to all English Composition I classes, but class-specific orientations are also available for nursing, psychology, history, speech, etc.

All students (including online) may access the library webpage for books, e-books and databases that contain articles either in magazine, journal or e-book format. Students may contact a librarian by phone, text or chat-line. During closed hours a librarian is available via the Ask-A-Librarian service.

R.C. Pugh Library is the headquarters library located in Senatobia. Lafayette-Yalobusha Technical Center library is located in Oxford with helpful librarians who guide students through the registration and clearance process. DeSoto Center library occupies more than 6,000 square feet on the first floor of the DeSoto Center.

Benton County/NWCC Vo-Tech Center located in Ashland does not have a physical library in the facility. The nursing program houses current books and journals on a shelf accessible to all students during their term in the program. Additional access is through the public library with a Cooperative Library Lending Agreement between Bond Memorial Library and Northwest allowing students, instructors and the community borrowing privileges.

Northwest Mississippi Community College Foundation

Incorporated in 1975, the Northwest Mississippi Community College Foundation operates exclusively for the benefit of Northwest and its students, alumni, faculty, and staff. The primary responsibilities of the Foundation are to foster community relations and to raise funds from private sources for the support of educational, scientific, literary, research, and service activities provided by Northwest. The Foundation is an independent, nonprofit, tax-exempt corporation founded for the purpose of soliciting, receiving, managing, and disbursing gifts and donations of every type for the use and benefit of the college. Contributions to the Foundation are tax deductible.

Alumni Association

The Northwest Mississippi Community College Alumni Association is dedicated to keeping in touch with alumni and friends and supporting Northwest. Graduates, other former students, former and present faculty, staff members, and friends are eligible for membership in the association. The annual dues are \$5 per person or \$8 per couple. Lifetime dues are \$30 per person or \$50 per couple. Dues may be mailed to the Alumni Affairs Office. Portions of the Alumni Association dues are used to fund The Alumni Association Endowed Scholarship.

The association serves as a union between the college and its alumni, faculty, and friends. The purpose of the association is to help make our college aware of the educational needs of the people within the community college area and to give support through scholarships, gifts, and otherwise advance the educational and scientific work of the college.

The Alumni Association Board is comprised of a president, vice president, secretary-treasurer, and 13 directors (one from each of the 11 counties supporting Northwest and two at-large). Regular meetings shall be held at least twice each year with the regular alumni business meeting and election of officers being held in conjunction with Homecoming Alumni Day.

Alumni Office, Events and Projects

The Alumni Affairs Office, located in the basement of the James P. McCormick Administration Building, is a joint operation of the college and the association. The Alumni Affairs Office maintains a computerized file of names and addresses of alumni and friends, arranges Homecoming activities, organizes reunions, coordinates meetings of alumni groups, publishes the *Northwest Now* magazine in conjunction with the Northwest Foundation and the Communications Department, honors 50-year alumni classes, and organizes one spring event.

Counseling, Testing and Career Planning Services

Through the Northwest Student Development Centers a variety of services are offered to students, prospective students, college personnel, and graduates. Professional counselors are available for academic and career-technical advising, personal counseling, testing, and career development. The Student Development Center on

the Senatobia campus is located upstairs in McLendon Center. The Beverly Brewer Stark Career Center is located in Room 15/17 in Technical Education Building One. Counseling services are also available at the Northwest campuses in Oxford, Ashland, and Southaven.

The goal of the Student Development Center is to help students benefit from the personal, social, vocational and educational opportunities available to them. These services include: career and academic counseling, individual and group counseling, crisis intervention, retention, testing and disability support services.

All information provided to the Student Development Center is confidential consistent with Center policies.

Disability Support Services

Disability Support Services are available to students with a documented disability. These services may include tutoring, large print or Braille tests and instructional materials, mobility assistance and other necessary materials or assistance. Requests for disability assistance should be made no later than six weeks prior to the start of a semester or summer session.

Beverly Brewer Stark Career Center

Located in the Tech I Building, Room 15/17, the Career Center provides information for the graduating student as well as the student without a career plan. The Center is staffed with two professional career counselors to work with students in groups and individually. The Center operates a comprehensive program which includes identifying career goals, developing or implementing career education plans, assessments, career exploration, college transfer information and workshops.

Student Support Services Program

The Student Support Services Program, located on the second floor of the Student Union, is federally funded by the U.S. Dept. of Education to provide free tutoring services in most subjects; advice and assistance in course selection; information on financial aid and assistance completing the FAFSA; education and/or counseling services on financial literacy and financial planning; assistance in applying for admission and financial aid to four-year universities; individual counseling for personal and academic matters; career information, activities and instruction on career options; exposure to cultural events; peer mentoring; and scholarships.

In order for a student to qualify for the Student Support Services Program, the student must have an academic need and be enrolled full time. Students must also meet one of three other qualifications: have a documented physical or learning disability, receive a Pell Grant or be a first generation college student.

Related Studies Laboratory

The Related Studies Lab, located in the Tech I Building, is a basic skills improvement facility for all career and technical students who score below the eleventh-grade level on the Test of Adult Basic Education (TABE) in the areas of reading, mathematics, and language, or who score 14 or below in the areas of reading and English and below 18 in math on the ACT.

All career students who fall below the eleventh-grade level are required to attend the Related Studies Lab, and technical students attend on a volunteer basis, unless otherwise required to attend by an instructor. All work is done on an individualized basis, with work prescribed in deficient areas by the Related Studies Lab director.

Career-Tech Education Support Services

CTE Support Services provides services on all Northwest campuses to the following groups of students: the economically and academically disadvantaged, limited English proficiency, non-traditional by gender, criminal offender, disability, single parent, and displaced homemaker. Services include instructional aids and devices, remediation, adaptive equipment, integration of academic and career education, career evaluation and assessment, career education activities, curriculum and classroom modifications, and assistance to overcome any other identified barriers to success.

Residence Halls

Residence halls are provided by Northwest Mississippi Community College for the convenience of students who cannot or do not wish to commute on a daily basis. Residence hall life often makes for a fuller and richer college experience for students. Our mission is to first serve the residents of our eleven-county district and then the other residents of the state of Mississippi. Northwest does not offer campus housing to out-of-state students due to demand from in-district and in-state students (exceptions are made for scholarship athletes and special programs).

Northwest operates nine residence halls housing approximately 1,063 students. Residence halls are available only to students who take a full academic, career, or technical courseload (excluding virtual classes) and who attend class regularly. Students must also meet the grade point requirement for residence students. Students are limited to six semesters (not including summer sessions) to reside in the residence halls. All residence hall policies are described in the *Student Guide*.

Students who wish to apply for housing should obtain a residence hall application from the Housing or Recruiting offices and return the application to the Housing Office with a deposit of \$100 for Benton, DeSoto, Marshall or Tallahatchie halls or \$50 for all other halls. The deposit is refundable under certain circumstances as described in the *Student Guide*, less a \$25 cancellation fee.

Health Services

Northwest Mississippi Community College does not have an established health center or a health nurse. Students who are sick or injured should contact Campus Police or the Director of Campus Life on the Senatobia campus or the center dean at the centers for assistance.

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

Food Service

Northwest offers its resident students and other students, faculty, staff, and visitors a full-service menu in the David M. Haraway Center on the Senatobia campus. The food service includes a food court that operates on a modified a la carte basis, as well as a catering service.

All housing or resident students are required to purchase a meal plan. Meal plans are also available for commuting students and faculty/staff. (See page 51 for more information.)

Food court hours are as follows: 7 a.m. to 6:30 p.m. Monday through Thursday, from 7 a.m. to 1 p.m. on Fridays, and for scheduled brunches and dinners on Friday evenings and weekends. Hours are subject to change with notice.

ADMISSIONS



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

ADMISSIONS

Requirements for Admission

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. Northwest Mississippi Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g., developmental courses, counseling, tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in selection of the most appropriate program options. There are no programs at Northwest designed for transfer to senior institutions that require a minimum ACT score for admission.

Admission Procedures

Admission forms may be secured from the Registrar’s Office on the main campus or from any of the Northwest Center locations. The following items must be on file in the Registrar’s Office on the main campus before registration.

1. A completed application for admission.
2. An official copy of a transcript from an accredited high school that includes a graduation date and signature of school official.
3. An official copy of GED scores (if applicable).
4. An official copy of college or military transcript(s) from ALL colleges attended.
5. An official copy of ACT or SAT scores (ACT required for Mississippi residents).

When all required documents have been submitted, the student will be sent a Certificate of Admission.

NO TRANSCRIPTS CAN BE FORWARDED TO OTHER INSTITUTIONS UNTIL ALL NECESSARY ADMISSION INFORMATION IS RECORDED IN THE REGISTRAR’S OFFICE.

Dual Enrollment

High school students may attend Northwest simultaneously provided all of the following requirements are met:

1. Student must have achieved junior status (students below junior status but with a composite ACT of 30 or the equivalent SAT score are eligible for dual enrollment).
2. Must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript; a home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian’s written recommendation to meet the requirement of this paragraph.

4. For additional information regarding Dual Enrollment courses taught on high school campuses, please contact the Associate Vice President for Educational Affairs.

Early Admission

Students who withdraw from high school may attend Northwest under “early admission” if all of the following requirements are met:

1. Must have completed a minimum of fourteen (14) core high school units.
2. Must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript; a home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian’s written recommendation.
4. Must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.
5. The principal or guidance counselor of the student must recommend in writing that early admission is in the best educational interest of the student. The recommendation shall also state that the student’s age will not keep him from being a successful full-time college student.

Home-Schooled Students

Home-schooled graduates will be considered for admission if they have completed the required number of high school units to graduate in their state of residence at the time of graduation. If there are specific courses required for high school graduation, the student must have satisfactorily completed these courses, also. An official transcript is required from a recognized home school agency and signed by an official of that agency. An official transcript signed by a parent must show all courses completed, grades earned, and total number of units. In addition, parents must submit a notarized, sworn affidavit stating that the student’s record is accurate and complete. Home-schooled students must satisfy all other admission requirements pertaining to the different categories of admission.

Adult Students

A student 21 years of age or older at time of registration is not required to submit ACT or SAT scores unless that student’s major program requires a certain score on the ACT or SAT for admittance.

Foreign Students

Northwest Mississippi Community College is not authorized to complete the required I-20 Form of the Immigration and Naturalization Service for nonimmigrant students. Consequently, Northwest does not recruit or admit nonimmigrant students. Any student who is not a United States citizen must present proof that they are a permanent resident of the United States.

Disabled Students

Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of disability. No disabled person is, on the basis of the disability, excluded from participation in, or denied the benefits of, any program, employment, or activity at the college. Dis-

ability Support Services are available to students with a documented disability. These services may include tutoring, large print or Braille tests and instructional materials, mobility assistance and other necessary materials or assistance. Requests for disability assistance should be made no later than six weeks prior to the start of a semester or summer session. Assistance in completing the application process will be provided for disabled persons.

Transfer Students

A transfer student is defined as one who has hours attempted on his permanent record at another institution. Transfer students must have an official transcript sent from each post-secondary institution previously attended.

Failure to report all colleges previously attended may result in dismissal deemed by the Admissions Committee of Northwest Mississippi Community College.

Transfer students seeking admission to Northwest who are on “academic probation” from another college or university will be accepted on “academic probation” and will be governed by regulations applied to Northwest students on probation. Transfer students who are on disciplinary probation, suspension, dismissal, or expulsion from a prior institution must disclose this status to the Registrar. This status will be considered in the admissions process. Failure to disclose such status prior to admission may result in dismissal from Northwest.

Transfer Credit

Credit earned at other regionally accredited institutions may be considered for credit by Northwest Mississippi Community College according to the following policies:

- Official transcripts reflecting all completed coursework must be sent directly to the Registrar’s Office from the issuing institution.
- Transfer credit will be evaluated when a student declares the intent to seek an associate’s degree from Northwest. In this case, the faculty adviser, in consultation with the Registrar, assesses and recommends the courses which should apply toward degree requirements. Any courses accepted for transfer must have curriculum validity and be determined equal to those same courses at Northwest.
- Credit hours are adjusted to the Northwest semester hour scale for students who transfer from other accredited postsecondary institutions.
- If a student transfers from another institution and intends to graduate from Northwest with an associate’s degree, at least 27 hours must be completed at Northwest in the area of study.
- Courses will be transferred as credits only, and the transfer grades will not be used in calculating grade point averages.
- The Registrar has final authority regarding the acceptance of credit.

Credit by Examination

Northwest Mississippi Community College will allow students to earn credit by examination under one or more of the following programs up to a total of eighteen (18) semester hours.

College Level Examination Program (CLEP) Policy

Northwest awards academic credit through the College Level Examination Program (CLEP) only on Subject Examination. The following requirements govern awarding of this credit:

1. The student must be enrolled at Northwest and have completed fifteen (15) semester hours.
2. The student must have a scaled score of 50 or above.
3. The course must correspond to a course in the current college **Bulletin**.
4. The credit must be limited to a total of eighteen (18) semester hours and may not be counted toward the residency requirement for graduation.
5. To obtain credit in English Composition, the student must write an acceptable essay on a test administered and graded by the Department of English at Northwest.
6. Use of CLEP credit in a Northwest degree program is subject to the approval of the Vice President for Educational Affairs and appropriate Division Director.

The awarding of CLEP credit is administered by the Registrar. Accepted credits are recorded on the student's transcript and may apply toward the meeting of the requirements for graduation. No grades or quality points are given for CLEP credits. Therefore, such credits are not used in the computing of grade point averages.

Advanced Placement Program

Students enrolling at Northwest Mississippi Community College will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. A maximum of eighteen (18) semester hours with no more than six (6) in one subject area may be allowed. Credit will be awarded only for minimum scores of three (3) or more. For an Advanced Placement score of 5, a maximum of six (6) hours will be awarded. Credit will be awarded only for courses currently listed in the college **Bulletin**.

The awarding of credit is administered by the Registrar. Accepted Advanced Placement credits are recorded on the student's transcripts and may apply toward the meeting of the graduation requirements. No grades or quality points are given for Advanced Placement credits. Therefore, such credits are not used in the computing of grade point averages.

Acceptance of Military Credit

Credit may be granted to those applicants who enroll and upon submission of either D.D. form 295 or D.D. form 214 which indicates a period of continuous active duty for at least 90 days. Up to four semester hours of physical education credit may be granted for basic training, if physical education is required in the student's major program. Additional credit for training in formal service schools will be granted on the basis of recommendations published in *A Guide to the Evaluation of Educational Experiences in the Armed Services* in so far as the recommended credit can be evaluated as being equivalent to a specific course at Northwest Mississippi Community College. The maximum credit allowed from this source is twenty-four (24) semester hours. No quality points will be awarded nor will the credits be used in calculating the student's grade point average.

Students planning to transfer to another college should familiarize themselves with the admission policies of that institution.

Northwest reserves the right to cancel the admission or registration to the college (or to any specific program of the college) of any individual whose attendance at the college, in the opinion of the Admission Committee, would not be mutually beneficial to the student and to the college.

Credit for Work-Based Learning

Career and technical students may participate in Work-Based Learning which allows the student to receive up to six hours WBL credit. These credits may be applied as technical electives and counted toward the graduation requirements of the career-technical curriculum. In order to receive three semester hours, the student must work a total number of 270 hours throughout the semester. These hours are verified with the employer by the Northwest Work-Based Learning Coordinator.

An evaluation of a WBL student is conducted by the Work-Based Learning Coordinator either in person or by mail with the student's immediate supervisor. At this time, the supervisor completes an evaluation form that is designed to be specific to the student's program of study. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated, or resign without officially withdrawing from the program, a grade of "F" is granted. More detailed information may be obtained by contacting the Work-Based Learning Coordinator.

General Admission Requirements

A student entering Northwest Mississippi Community College for the first time may enter by one of the following methods:

1. High school graduate, (diploma)
2. Non-high school graduate with a total of 20 acceptable units earned in high school, three of which must be in English.
3. Successfully passing the General Education Development Test (GED) at the high school level.
4. Transfer from another college or university.
5. Students who have received a Certificate of Attendance from high school, or have a tenth grade equivalence (9 1/2 academic units) and are at least 18 years of age may enroll in two career programs—Collision Repair and Welding and Cutting—if they successfully complete the CPT/ACCU-PLACER test to show "ability to benefit."

Students who have received a High School Diploma or GED whether receiving any financial aid or not should follow regular admission policies.

No specific ACT score is required for admission unless the student's major program requires a certain score.

Admission to Particular Divisions of the College

In compliance with the amended Section 43-11-13, Mississippi Code of 1972, effective January 1, 2004, all students enrolled in allied health programs are subject to criminal background checks before being allowed to provide patient care. This includes, but is not limited to, students enrolled in associate degree nursing, practical nursing, respiratory therapy, cardiovascular technology, EMT, and paramedic programs.

(1) Admission to the ASSOCIATE DEGREE NURSING PROGRAM

Due to the purpose and objectives of the Associate Degree Nursing Program, the requirements for admission to the program differ from the general admission requirements. Meeting the minimum standards for admission to the college does not guarantee admission to the Nursing Program. The number of students admitted each semester is dependent upon educational resources available to the school. Two classes are admitted each year. The fall class is notified in March, and the spring class is notified in October

each year. Application forms for admission to the Associate Degree Nursing Program may be obtained from the Division of Nursing, P.O. Box 7009, Northwest Mississippi Community College, Senatobia, MS, 38668; by calling (662) 562-3283; or by accessing the nursing program page on the College's website at www.northwestms.edu.

Admission Requirements: College admission forms should be sent to the Registrar's Office, and the application to the nursing program should be sent to the Dean, Division of Nursing. ONLY Mississippi residents are admitted to the nursing program.

Students are admitted by meeting the following criteria: (1) an Enhanced ACT composite score of 19 or greater (students who hold a bachelor's degree are considered for admission with a composite ACT score of 18); (2) a score of 19 or above on the math component of the ACT or completion of College Algebra (MAT 1313) with a grade of "C" or better; (3) competitive scores on the Test of Essential Academic Skills (TEAS); (4) a GPA of 2.0 or greater on courses required in the nursing curriculum (the last 2 attempts on these courses will be utilized when figuring the GPA), and (5) completion of BIO 2513, BIO 2511, BIO 2523, and BIO 2521 with a grade of "C" or better within the last 7 years. Due to the early application deadline, students may be provisionally admitted to the nursing program, however Anatomy and Physiology I and II with labs must be completed with a grade of "C" or better prior to beginning the first nursing course.

Once a prospective student has an application to the nursing program on file and has a minimum ACT score of 19, an opportunity to take the TEAS test may be scheduled with the Division of Nursing. An ACT score of 19 or better **must** be on file before scheduling the TEAS test.

Each applicant must ensure that his or her file in the nursing office is complete by the March 1 deadline for fall applicants and the October 1 deadline for spring applicants. This includes but may not be limited to: application, high school transcripts, GED scores, ACT scores, all other college transcripts and TEAS scores. It is the student's responsibility to notify the secretary in the nursing office if any information changes.

Notification of acceptance must come from the Dean, Division of Nursing at which time the student must provide proof of Mississippi residence. Admission to the college does not guarantee admission to nursing. Applicants not chosen must notify the nursing division in writing if they wish to be reconsidered for admission the next semester. **There is no waiting list!**

Transfer Students: All students desiring to transfer from another nursing program must be approved by the Nursing Admission Committee. All transfer applicants must be in good standing and eligible for readmission to the previous college and nursing program attended. Additionally, the Anatomy and Physiology I and II and math requirements must be met prior to transfer into the program. Transcripts from the previous college must be submitted to the Dean of the Division of Nursing/Admission Committee for prior approval to be applied toward an Associate Degree in Nursing. The applicant will also be asked to submit proof of content for any courses considered for transfer. This may include but not be limited to: course outlines, course syllabi, reading lists, etc. All eligible transfer students are accepted on a space available basis.

Nursing students who fail one nursing course are readmitted according to space available if they so wish. Failure of two nursing courses is grounds for

dismissal from the program. Readmission is only granted by appeal to the Nursing Progression Committee. A student may only enroll in a nursing course twice before being referred to the Progression Committee, and a student may only be readmitted once by the Progression Committee.

Advanced Standing for Licensed Practical Nurses: LPNs have the opportunity to seek advanced standing in the Associate Degree Nursing Program by writing a challenge examination which allows entry at the second semester level. Interested persons having a score of 19 or greater on the Enhanced ACT, a math score and a reading score within five (5) points of the national average on the TEAS test, and a GPA of 2.0 or greater is eligible to take the LPN Challenge Exam. For further information the prospective student may call (662) 562-3283 and request a packet of information about the LPN Challenge Exam or access the nursing program page on the College's website at www.northwestms.edu. Prior to beginning any nursing course, the Anatomy and Physiology and math requirements must be met. Every nursing student is required to take at least twelve (12) hours each semester. All transcripts and documents submitted in support of an application become the property of Northwest Mississippi Community College and cannot be returned or forwarded to another individual or school.

All science courses must be taken within the past seven years upon entering the nursing program before these courses can count toward the Northwest Mississippi Community College Nursing Degree.

(2) Admission to **Technical Programs**

Admission standards for a full-time or part-time technical student are the same as regular admission requirements. Students must be a high school diploma graduate, present 19 acceptable units, or have satisfactory scores on the GED. ACT scores are also required.

AVIATION MAINTENANCE TECHNOLOGY – Admission forms for the Aviation Maintenance Technology Program may be obtained from Northwest/DeSoto Center, 5197 W.E. Ross Parkway, Southaven, MS, 38671. **Admission forms must be sent to both the Registrar's Office and to the Program Director, Aviation Maintenance Technology.**

Admission requirements include:

1. Completed NWCC application for admission.
2. Completed Aviation Maintenance Program application.
3. Minimum ACT composite of 15.
4. Official copy of GED, high school or college transcript.
5. Interview with Aviation Program lead instructor.

The Aviation Maintenance Program has a maximum enrollment of 20 students per class as designated by the FAA. Notification of acceptance to the program must be from the Aviation Maintenance Technology Program Director. Applications for admission must be received by July 1.

CARDIOVASCULAR TECHNOLOGY – Persons interested in enrolling in the Cardiovascular Technology Program must apply through the program director and will be notified by him regarding acceptance. **Applicants must submit the NWCC admissions application to the Registrar's Office and the program application to the program director. Admission to the college does not guarantee admission to the program.** Because of

limited enrollment, if the number of applicants exceeds the capacity, students will be selected on a competitive basis by an admissions committee.

Admission requirements include:

1. Complete prerequisite courses, BIO 2513 & 2511–Anatomy & Physiology I & Lab.
2. Completed NWCC application for admission.
3. Completed Cardiovascular Technology Program application.
4. Minimum ACT composite of 18.
5. Official copies of GED, high school, or college transcripts.

RESPIRATORY THERAPY PROGRAM – Admission to the program is on a competitive basis. **Meeting minimum admission requirements does not guarantee admission into the program.** It is suggested that the student speak with a Respiratory Therapy Program instructor for advising when registering for the prerequisite courses.

1. Complete the prerequisite courses, Anatomy and Physiology I and II, before entering the program. (These may be taken during the summer before the August entrance date. The student will, however, still need to apply before May 1.)
2. Observe a respiratory therapy department and the day-to-day activities of a therapist and complete the observation log.
3. Before May 1, send the following information to:
Northwest Mississippi Community College/DeSoto Center
Director, Respiratory Therapy Program
5197 W.E. Ross Parkway
Southaven, MS 38671
 - a) Respiratory Therapy Program Application
 - b) ACT composite score of 18*
 - c) High school transcript
 - d) College transcript(s) if applicable
 - e) Respiratory department observation log
4. **Send the following information to the Senatobia campus:**
Northwest Mississippi Community College
Registrar's Office
4975 Highway 51 North
Senatobia, MS 38668
 - a) Northwest Mississippi Community College Application
 - b) ACT score
 - c) High school transcript
 - d) College transcript(s) if applicable
5. Applicants with a bachelor's degree or greater may waive the ACT score if they have a GPA of 3.25 or better on the academic courses required in the curriculum and have taken their science courses within the last five years.

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Science courses older than five years will have to be repeated. Preference is given to Mississippi residents as well as those who have taken their prerequisites at Northwest Mississippi Community College.

* ACT scores: The ACT score is required for entry into the Respiratory Therapy program for students of every age and background regardless of previous college experience. (Please see #5 above for the only exception). Applicants who have never taken the ACT should contact the counseling office for an application. Those who have taken the exam and are not sure of their score should first contact their high school and ask if it is posted on their transcript. If it is not, the applicant can contact the ACT office to request a copy of scores at: ACT Records, P.O. Box 451, Iowa City, IA, 52243; Telephone: (319) 337-1313.

If the class is not full, remaining positions will be filled by selecting applicants who may not meet ALL of the minimum requirements but do present documentation of achievement specified below under “alternate qualifications.”

ALTERNATE qualifications include, but are not limited to:

- a. courses and grades earned in traditional colleges and universities;
- b. courses and grades earned in post-secondary vocational or professional training programs (especially health related);
- c. documented work experience in a health-care facility in direct patient care.

Admission forms for Respiratory Therapy Program may be obtained by writing to the following address:

Director, Respiratory Therapy Program
Northwest Mississippi Community College/DeSoto Center
5197 W. E. Ross Parkway
Southaven, MS 38671

FUNERAL SERVICE TECHNOLOGY – As applications and supporting documents are submitted, an applicant review will be conducted by an admissions committee. Applicants meeting all of the minimum requirements may be selected into the new class. Each class has a limited enrollment, and selection is made on a competitive basis. **Admission to the college does not guarantee admission into the Funeral Service Technology program.**

Specific minimum admission requirements include:

1. Two applications:
 - A. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores (to be sent to the Senatobia campus).**
 - B. Application to the Funeral Service Technology program, ACT scores, and college transcripts (to be sent to Larry Anderson, program director, Funeral Service Technology Department, Northwest Mississippi Community College/DeSoto Center, 5197 W.E. Ross Parkway, Southaven, MS, 38671).
2. The American College Test (ACT) is required for admittance:
 - A. Composite score of 18.
 - B. Applicants with less than a composite score of 18 should retake the ACT. (Contact the College for exam dates.)
 - C. ACT requirements are waived for applicants who hold a bachelor’s degree or higher. (ACT scores are still required.)
3. To transfer from another Funeral Service Technology program, applicants must meet the specific admission requirements as well as:
 - A. Be in good standing and be eligible to return to their previous school.
 - B. Provide a statement explaining reasons for transferring to Northwest Mississippi Community College.
 - C. A grade of “C” or better is required for transfer subjects and must be comparable to those offered at NWCC. (Catalog descriptions are required on transfer subjects.)
 - D. All courses included in the Comprehensive Review Course or the Conference of Funeral Service Examining Board (NBE) will not be excepted if they have not been taken within the past two years. (FST, Accounting, and Chemistry)

- E. See Transfer Credit requirements on page 34 of this *Bulletin* for graduation requirements.
4. Deadline:
- A. Applications and supporting documents for the Fall Semester (August) must be received by July 1 and for the Spring Semester (January) must be received by December 1.
- B. **Applicants will be accepted and notified when all of the minimum requirements have been met and approved.**

Readmission requirements:

1. All students applying for readmission will be reviewed by a Funeral Service admissions committee.
2. Students that are enrolled in the Funeral Service Technology program, but miss one full semester(s) must reapply for admission.
3. Students who have been out of the Funeral Service Technology program for a period of two (2) years or more must repeat all FST courses along with accounting and chemistry.

EMT-PARAMEDIC – Special admission requirements include limited enrollment, specific program application, and other stipulations. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.** Any interested person should contact: Brenda Hood, Program Director, at (662) 562-3986 or Delores Jennings, Career-Technical Office, at (662) 562-3361.

- (3) **Career Programs** with admission requirements that vary from the normal procedure are as follows:

COSMETOLOGY –

1. Applicant must be at least 18 years of age.
2. Admission to the college does not guarantee admission into the Cosmetology program.
3. Application for Cosmetology Program.
4. Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be on file.
5. Must be a high school graduate (diploma) or have passed the GED.
6. Applicants must complete the Test of Adult Basic Education (TABE)
7. Personal interview with adviser at campus.

Admission to the college does not guarantee admission into the Cosmetology program. Any interested person should contact the Cosmetology department at the campus of choice.

Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.

PRACTICAL NURSING (PN) – Students desiring to enter the PN program will be selected based on the following criteria:

1. Applicants must be at least 18 years of age.
2. Applicants must have a high school diploma or GED equivalency.
3. Applicants must have an enhanced ACT composite score of 16 or greater.

4. Applicants must have a Northwest application on file with the Registrar's Office.
5. Once a prospective student has a PN application on file with the PN Program, an opportunity to sit for the Test of Essential Academic Skills (TEAS) can be scheduled by calling the Career-Technical Division for each respective campus.

*The PN Program accepts applications from mid-January through April 30 of each year. Testing begins each February.

Persons interested in applying for the Practical Nursing program at Lafayette-Yalobusha Technical Center should make application to this address:

Attn: PN Program
NWCC—Lafayette-Yalobusha Technical Center
1310 Belk Drive
Oxford, MS 38655

Persons interested in applying for the Practical Nursing program on the Senatobia campus should make application to the following address:

Pam White, PN Instructor
Northwest Mississippi Community College
P.O. Box 5435
4975 Highway 51 North
Senatobia, MS 38668

Persons interested in applying for the Practical Nursing program at DeSoto Center should make application to the following address:

Tamara Pittman, PN Instructor
NWCC—DeSoto Center
5197 W.E. Ross Parkway
Southaven, MS 38671

Persons interested in applying for the Practical Nursing program at Ashland should make application to the following address:

Sheila Burcham, PN Instructor
Benton County/NWCC Vo-Tech Center
25 Industrial Road
Ashland, MS 38603

HEALTH CARE ASSISTANT – Admission requirements for the Health Care Assistant Program are as follows:

1. Applicants must be at least 18 years of age.
2. Applicants must be a high school graduate or have an official copy of GED scores showing high school equivalency.
3. Applicants must pass the TABE test.
4. Applicants must have a Health Certificate signed by a doctor.
5. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.**

Persons interested in the Health Care Assistant program at Oxford should contact:

Cheryl Elkins, HCA Instructor
Northwest Mississippi Community College
Lafayette-Yalobusha Technical Center
1310 Belk Drive
Oxford, MS 38655

Persons interested in the Health Care Assistant program at Senatobia should contact:

Kimberly Phelps
Northwest Mississippi Community College
4975 Highway 51 North
Drawer 7030
Senatobia, MS 38668

SURGICAL TECHNOLOGY – is a two-year program offered at the Lafayette-Yalobusha Technical Center in Oxford; and the student will receive an Associate of Applied Science degree upon successful completion of the required curriculum.

ADMISSION REQUIREMENTS:

1. The applicant must be at least 18 years of age
2. The applicant must be a high school graduate (diploma) or have made equivalent scores on the GED test. A transcript of all previous schooling must be on file. ACT scores are required for applicants under 21 years of age.
3. The applicant shall make satisfactory scores on the Otis-Lennon and Adult Basic Education tests. These tests are given at Lafayette-Yalobusha Technical Center. Test dates will be mailed to each applicant.
4. After testing, the applicant shall appear before an Admissions Committee for review of qualifications.
5. If accepted into the Surgical Technology program, the applicant must have on file a health examination certificate; a record of immunizations, and a Criminal History Background Affidavit.
6. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.**

COMMERCIAL TRUCK DRIVING – Entrance requirements are as follows:

1. Must have high school diploma or GED.
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 driving record. (MVR)
6. Must pass DOT physical, drug screen, and blood alcohol tests. Results must be submitted before enrollment.
7. Must have CDL learner's permit.
8. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.**

EMERGENCY MEDICAL TECHNOLOGY-BASIC – For information on requirements see page 161 of the college *Bulletin*. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the Senatobia campus.** Any interested person should contact: Brenda Hood, Program Director, at (662) 562-3986 or Delores Jennings, Career-Technical Office, at (662) 562-3361.

(4) Admission to **Evening School Program**

Admission to academic work offered in addition to the regular schedule of classes is the same as regular admission. High school graduation, 20 acceptable units, or satisfactory GED scores are necessary if students desire credit.

TRANSCRIPTS OF STUDENTS EARNING CREDITS CANNOT BE FORWARDED TO OTHER INSTITUTIONS UNTIL ALL NECESSARY ADMISSION INFORMATION IS RECORDED PROPERLY IN THE ADMISSIONS OFFICE.

(5) Admission to **Adult Structured Accelerated Program**

Because of the accelerated pace and unique nature of this program, admission is restricted to those students who are 21 years of age or older with a minimum of two years of full-time work experience.

In addition, students will be required to meet at least two of the following admission requirements.

1. ACT composite test score of at least 18.
2. GPA of at least 2.5 in previous college work (minimum of 12 semester hours).
3. Written recommendation from college instructor or employer based on maturity level and fitness for the accelerated format.

Student Records

POLICY REGARDING WHAT CONSTITUTES A STUDENT'S PERMANENT FILE

The Office of the Registrar keeps a record of academic achievement at the College, transfer transcripts, and test scores. After an application for admission and all necessary transcripts and test scores have been received, the Registrar's Office creates two files for the student: a computerized file and a permanent hard-copy file.

THE COMPUTERIZED FILE. The computerized record contains a current transcript of grades, enrollment status (full or provisional), and schedule changes (drop-add). Application materials (such as name, social security number, address, etc.) and ACT/SAT scores are entered into the computer.

THE PERMANENT FILE. The permanent file contains hard copies of such items as application materials and transcripts of grades. Items that must be kept in the permanent file include the original application for admission, high school transcript or GED certificate, and official ACT/SAT score report. Items that also may appear in the permanent file include correspondence from the student or from high school counselors or teachers, probation/dismissal letters, college transcripts or letters of good standing.

Hard copies of Drop-Add/Schedule Change forms and Withdrawal forms are not kept in the permanent file. They are kept in a separate file in the Registrar's Office.

POLICY REGARDING RETENTION AND DISPOSAL OF STUDENT RECORDS

This policy is published in the policies and procedures manual for the Registrar's Office. The procedures for retention and disposal of student records vary according to what records are being handled.

THE COMPUTERIZED FILE. Current computer records are kept on the main computer (a mid-range computer) in the Computer Center on the second floor of the James P. McCormick Administration Building. These records include those from the fall of 1983 to the present. Computer records from before the fall of 1983 are kept on compressed disks. No computer records are ever destroyed, erased, or purged.

THE PERMANENT FILE. Permanent files from 1990 to present are kept in filing cabinets in the Registrar's main office. Permanent files before 1990 are kept in the Registrar's Office's vault. Hard copies of Drop-Add/Schedule Change forms and Withdrawal forms are not kept in the permanent file. They are kept in a separate file in the Registrar's Office. No permanent files are destroyed or purged.

DROP-ADD AND WITHDRAWAL FORMS. Hard copies of Drop-Add/Schedule Change forms and Withdrawal forms are not kept in the permanent file. They are kept in a separate file in the Registrar's Office. Current forms are kept in the Registrar's Office. Forms older than five years are destroyed.

GRADES. Grades are entered into the computer system by the faculty. When grades are posted to the student's file, a backup is created in the computer system. The Office of the Registrar has access to grades through the College computer system.

Academic Restart

Academic Restart Policy: Upon proper request and subsequent approval, **all** of the student's previous grades (Academic, Career, and/or Technical) at Northwest Mississippi Community College will be removed from consideration in calculating their overall GPA and for graduation purposes. Conditions are as follows:

A. The student must complete a "Declaration of Academic Restart" request and submit the completed form to the Registrar at the Senatobia campus.

B. The former Northwest student must **not** have attended any post-secondary educational/career institution for at least 48 consecutive months prior to the "restart" of enrollment.

C. "Academic Restart" can be declared only **once** at Northwest Mississippi Community College.

D. Once "Restart" has been declared, discounted work will not be considered toward calculating GPA from that date forward. No work will be removed from student academic records; the following notation will be made at the point where the new work begins for graduation purposes and for purposes of calculating GPA: "Academic Restart" was declared for the _____ semester. Hours attempted prior to that semester are not a part of the overall GPA calculation."

E. Students will be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a declaration of "Academic Restart."

F. If "Academic Restart" is requested and conditions are met, the student will be al-

lowed to attend one semester of “provisional” status. Students in the academic restart program must maintain a grade point average (G.P.A.) of 2.50 or higher in order to continue enrollment. During that time of “provisional” status enrollment, the student must pay his/her tuition fees without any financial aid assistance. The student’s overall (past and current) academic performance will be used for determining Federal Financial Aid Assistance. Once a student’s overall academic average has met a 2.00 G.P.A., the student *could* regain financial aid assistance. The student must consult with the Financial Aid Director concerning his/her status.

G. “Academic Restart” may only be declared by those students who have previously been placed on “Academic Dismissal,” petitioned the Admissions Committee for re-admission, been reinstated, and failed to meet the conditional requirements set forth by the Admissions Committee for continued enrollment.

Veteran Student Affairs

Northwest Mississippi Community College has a full-time staff member to help assist all veterans and others who are eligible for Veterans Administration assistance. The VA counselor serves a vital purpose in contacting eligible persons and helping them make proper application. Also, regular communication between the veteran and this counselor is necessary while the veteran is enrolled in Northwest. Questions concerning VA benefits, programs, and regulations should be forwarded to this address:

Director of Financial Aid
Northwest Mississippi Community College
4975 Hwy. 51 North
P.O. Box 7019
Senatobia, MS 38668

Veterans’ Standards of Progress

I. EXAMINATION OF RECORDS

School records and accounts pertaining to veterans and other eligible persons enrolled in Northwest Mississippi Community College are readily identifiable and available for examination by authorized representatives of the State and Federal Government.¹ The academic record of veterans includes information relative to admission, grades, cumulative absences, transcripts, as applicable. These records are located in the Office of the Registrar. The Registrar is responsible for the maintenance of these records. Records pertaining to fiscal related matters such as accounts of veterans are located in the Business Office of Northwest Mississippi Community College. The Vice President for Fiscal Affairs is responsible for the maintenance of fiscal records.

All school records and accounts of veterans in attendance at Northwest are readily identifiable through the utilization of a current list of enrolled veterans which is supplied and revised by the Director of Financial Aid.

II. ENTRANCE REQUIREMENTS

To be accepted as a student at Northwest, the following items must be on file in the Office of the Registrar prior to registration:

1. A completed application for admission,
2. An official copy of ACT scores,²
3. A complete high school and/or college transcript or GED scores, when applicable.

The student will be notified as to admission status as necessary information is re-

ceived in the Office of Admissions and Records. When all required material is on file in the office, the applicant will be sent a Certificate of Admission which must be shown when the student begins registration.

It is the sole responsibility of the veteran to ensure expeditious completion of admission requirements. Failure to provide required admission material will necessarily cause a delay in the processing and securing of financial assistance afforded eligible veterans.

III. PREVIOUS EDUCATION AND TRAINING RECORDS

Transcripts of previous education and/or training must be on file in the Office of Admissions and Records prior to the completion of an Enrollment Certificate by the Director of Financial Aid. Evaluation of credit earned through previous education or training will be made by the Registrar. A copy of the evaluation will be forwarded to the Director of Financial Aid who will report the credit accepted in the veteran's proposed major field of study. Post secondary transcripts and/or training records are attached to the permanent record card as maintained in the Office of the Registrar.³

IV. PROGRESS RECORDS

A permanent record of grades earned, absences, grade point average, and courses taken is maintained in the Office of the Registrar. The unit of credit is the semester hour. A semester hour is an hour recitation in one subject once a week for 18 weeks. Most of the courses in the curriculum meet three hours per week and give three semester hours credit. The grading system at Northwest Mississippi Community College is as follows:

GRADE: A — B — C — D — F

QUALITY PTS. PER SEMESTER HOUR: 4 — 3 — 2 — 1 — 0

The permanent record at Northwest does include a final grade in each course attempted each semester of attendance. A "W" grade indicates withdrawal from a course or courses. The Registrar can verify dates of withdrawal in cases where it is not recorded on the permanent record. Northwest has a uniform course numbering system; therefore, re-enrollment in subjects from which withdrawal was made is evident on the record card. The number of absences in each course for each semester is recorded on the permanent record.

Veterans or eligible persons must meet the same standards of progress as outlined under Satisfactory Academic Progress Policy in this catalog. If these standards are not met during the probation period, the veteran or eligible person will not be eligible for further enrollment with VA benefits. No student will be considered to have made satisfactory progress when that student withdraws from all subjects undertaken when enrolled in two or more courses.

V. ATTENDANCE RECORDS

A grade book maintained by each instructor should be an accurate record of any days absent for any student. Proper administrative officials at Northwest will communicate to all faculty the necessity of maintaining accurate attendance data on veterans and other eligible persons. All students are subject to the same policy if administrative action is taken because of excessive absences.

Note: Northwest does not offer a student "leave of absence policy." If it should become necessary for a student to withdraw from his course of study during a semester, then the student must begin that semester's course of study over.

VI. CLASS ATTENDANCE POLICY

Regular class attendance is a requisite for a student's success in class and in future careers. When a student registers, that student accepts the responsibility of attending all

classes and completing all class work assigned by the instructor. Beginning with the first class period, instructors will record absences at each class meeting and this information is entered in the student's permanent record. The college reserves the right to sever its relationship with any student who incurs excessive absences. A student who misses an announced test or examination shall receive a "0" on the test or examination unless the instructor deems the absence to be of a justifiable nature.

VII. TARDIES

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

VIII. REPORTS TO THE DEPARTMENT OF VETERANS AFFAIRS

The Director of Financial Aid is the Northwest official responsible for notifying the Department of Veterans Affairs concerning drops and withdrawals of eligible veterans. Information concerning drops and withdrawals will be reported as soon as the Director of Financial Aid is informed. The Registrar's Office will assist the Director of Financial Aid in connection with drops and withdrawals.

When a veteran or eligible person has completed a probation period and not earned the proper grade average, this person will be notified by Northwest Mississippi Community College.

School Officials Responsible for Veterans' Records

RECORDS	PERSON	TITLE
VA Related Records	Terry Bland	Director of Financial Aid
Admission and Grades	Larry Simpson	Dean of Enrollment Management/ Registrar
Fiscal Related	Gary Mosley	Vice President for Fiscal Affairs
Disciplinary Records	Dan Smith	Vice President for Student Affairs

¹ Northwest, in compliance with Privacy Rights of Parents and Students (45CFR Part 99) has developed a policy concerning the privacy of student records. A copy of the policy is available in the Registrar's Office.

² In cases of unusual circumstances, a student may be permitted to enroll at Northwest before taking the ACT. The student is required however, to sit for the ACT test during the first term of enrollment.

³ Determination of post secondary transcripts which are to be attached to the permanent record card shall be based on information provided on the Application for Admission.

FINANCIAL INFORMATION



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

FINANCIAL INFORMATION

The tuition and fees listed below are those known as of the printing of the *Bulletin*. Though the College strives to keep the necessary expenses of attendance to a minimum, it must maintain the right, upon approval of the Board of Trustees, to make necessary changes without reprinting this publication. All tuition and fees, not covered by completed Financial Aid, are due in full at the time of registration. Full-time, in-state students may take advantage of the College's Deferred Payment Plan which carries a nonrefundable \$25 service fee. To utilize this plan, students must provide the College with three checks at the time of registration. One of the checks, dated as of the date of registration, will be for one-half of the semester's registration fees plus any unpaid prior balance. The remaining checks, dated the 15th of the following two months, will be for equal installments of the remaining balance. All three checks must be provided at the time of registration.

GENERAL FEES

General Fees/Tuition (Full-Time per semester)	1,125.00
Out-of-State Fee (Full-Time per semester)	1,100.00
Part-Time	
In-State - per semester hour	95.00
Out-of-State - per semester hour	190.00

SPECIAL FEES

Deferred Payment Fee	25.00
Nursing Entrance Test (TEAS)	50.00
Nursing Testing Fee (per semester)	150.00
Automobile Registration Fee - first vehicle registered	no charge
Automobile Registration Fee - per additional decal	5.00
Replacement of ID Card	10.00
Room Deposit: Bobo, Gainey, Panola, Quitman, & Taylor Halls	50.00
Room Deposit: Benton, DeSoto, Marshall & Tallahatchie Halls	100.00
Books - estimated per semester*	600.00 to 800.00
Residual ACT	40.00
Returned Check Fee	25.00

*Books and supplies for some programs may exceed this estimate.

PLEASE NOTE: All school fees must be paid before a transcript will be issued. Any balance from prior semesters must be paid by cash, money order, or certified check. Personal checks will not be accepted.

ROOM RENT IN RESIDENCE HALLS - PER SEMESTER

Benton Hall (Women)	700.00
Bobo Hall (Women)	575.00
DeSoto Hall (Men or Women) Standard	750.00
Deluxe	825.00
Gainey Hall (Men)	575.00
Marshall Hall (Men or Women)	775.00
Panola Hall (Women)	600.00
Quitman Hall (Men)	525.00
Tallahatchie Hall (Men)	700.00
Taylor Hall (Women)	525.00
 Gainey Hall or Bobo Hall—Summer Term Per Session	 150.00

LUNCH AND BOARD

The food court operates on a meal credit system. Students have an account accessed by their ID card. Each account has meal credits based on the meal plan purchased. Students with a 15-meal plan receive a standard meal three times a day—breakfast, lunch and dinner. Students with a 19-meal plan receive meals on the weekends. Students on the commuter plans receive either five lunches per week or three lunches per week based upon the plan purchased. There are no roll over credits.

PLAN A	1,000.00
PLAN B (required of all resident students)	875.00
PLAN C	350.00
PLAN D	250.00
PLAN E (Summer Term—Per Session)	275.00

TOTAL CHARGES COMBINED

	Commuting Students In-State	Commuting Students Out-of-State	Resident Students In-State	Resident Students Out-of-State
FEES				
General	1,125.00	1,125.00	1,125.00	1,125.00
Out-of-State		1,100.00		1,100.00
Base Room Rent*			525.00	525.00
Board			875.00	1,000.00
Semester Total	\$1,125.00	\$2,225.00	\$2,525.00	\$3,750.00

*See rates at top of page.

General Information

A. Residency Requirements – The college applies the following definitions as required by state law in the classification of students as residents or non-residents for the assessment of fees:

1. **LEGAL RESIDENCE OF A MINOR.** The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal guardian, duly appointed by a proper court of Mississippi in which case the residence becomes that of the guardian.
2. **LEGAL RESIDENCE OF AN ADULT.** The residence of an adult is that place where he or she is domiciled, that is, the place where he actually physically resides with the intention of remaining indefinitely or of returning there permanently when temporarily absent.
3. **EFFECT OF REMOVAL OF PARENTS FROM MISSISSIPPI.** If the parents of a minor who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the minor is immediately classified as a nonresident student.
4. **ADMISSION OF MISSISSIPPI RESIDENT.** No student may be admitted to any institution of higher learning as a resident of Mississippi unless his residence, as defined hereinabove, has been in the State of Mississippi preceding his admission.
5. **RESIDENCE STATUS OF A MARRIED PERSON.** A married person may claim the residence status of spouse or may claim independent residence status under the same regulations, set forth above, as an adult.
6. **CHILDREN OF PARENTS WHO ARE EMPLOYED BY INSTITUTIONS OF HIGHER LEARNING.** Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college or the board of trustees of state institutions of higher learning may be classified as residents without regard to the residence requirement of twelve (12) months, for the purpose of attendance at the institution where their parents are faculty or staff members.
7. **MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI.** Members of the Armed Forces on extended active duty and stationed within the State of Mississippi may be classified as residents for the purpose of attendance of state-supported institutions of higher learning and junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "Legal residence of an adult," subsection 2, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.
8. **CHILDREN OF MILITARY PERSONNEL.** Resident status of children of members of the Armed Forces on extended active duty shall be that of the military parent for the purpose of attending state-supported institutions of higher learning and junior colleges of the State of Mississippi during the time that their military parents are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments enroute from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in

the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi.

9. **CERTIFICATION OF RESIDENCY OF MILITARY PERSONNEL.** A military person on active duty stationed in Mississippi who wishes to avail himself or his dependents of the provisions of subsection 7, must submit a certificate from his military organization showing the name of the military member; the name of the dependent, if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in Mississippi on the date of registration at the state-supported institution of higher learning or junior college of the State of Mississippi, that the military member is not on transfer orders; the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the registrar of the state supported institution of higher learning or junior college of the State of Mississippi each semester or tri-semester at (or within 10 days prior to) registration each semester for the provisions of subsection 7 of this act to be effective.
 10. **STUDENT MUST REGISTER UNDER PROPER RESIDENCE STATUS; PENALTY.** The responsibility for registering under his proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed \$100.
- B. Out-of-state Students** — Students who are admitted to Northwest Mississippi Community College on the basis of an out-of-state high school or college transcript may be required to submit a residency survey form and provide documentation of legal residency. In addition, the student will be required to sign a legal resident affidavit. Students whose legal residence is in question will be classified as out-of-state and assessed out-of-state fees at the time of registration. The deadline for receipt of all documents will be seven (7) days after the last day of late registration. Please refer to the catalog or class schedule for this date. No adjustments to fees will be made after this deadline.
- C. Part-time Students** – A student who enrolls for 12 hours during a regular semester is considered a full-time student. Anyone who enrolls for fewer hours is classified as a part-time student. The General Registration Fee for part-time students and for those who audit courses is \$85 per semester hour in-state and \$165 per semester hour out-of-state. **THIS FEE IS PAYABLE AT REGISTRATION.**
- D. Automobile Registration Fee** – Students may register one vehicle at no charge. A fee of \$5 will be charged for each additional vehicle.
- E. Replacement of ID Card** – The cost of the original ID Card is included in the General Fee. The cost of replacement for a lost ID Card or a card mutilated beyond recognition is \$10. The ID Card is used for admission to college-sponsored events. The ID Card is to be forfeited before withdrawal from school is complete.
- F. Room Deposit** – A deposit of \$100 for Benton, Tallahatchie, DeSoto and Marshall Halls and \$50 for all other halls will be required to establish a reservation. Should an applicant decide not to attend Northwest, a student may cancel the application in writing. If cancellation occurs prior to the first day of classes, a \$25 cancellation fee is deducted from the deposit. If cancellation occurs after the first day of classes, the student forfeits the entire deposit.

- G. **Books** – Books are sold by the College Bookstore. The cost of books for a semester is estimated to range from \$600 to \$800. Books and supplies for some programs may exceed this estimate.
- H. **Board – ALL RESIDENT STUDENTS ARE REQUIRED TO PURCHASE MEAL PLAN B (\$875).** Those students residing on campus on weekends may purchase Meal Plan A (\$1,000) which provides for 19 meals, three per day on Monday through Friday and two per day on Saturday and Sunday. All board fees are due at the time of registration. Meal plans are also available for commuter students.
- I. **Room Rent** – Room Rent is payable at Registration – if a student moves from a low-rent residence hall to a higher-rent residence hall at any time during a semester, the increase in rent is payable in the Business Office before the move is officially completed.

Business Regulations

Refund Policy

1. Fall/Spring (Day or Night) – General Fees, Tuition, and Room
The refund policy on these items is as follows:
 - a. 100% refund if official withdrawal is made during the week of regular registration.
 - b. 75% refund if official withdrawal is made during the first week after regular registration.
 - c. 50% refund if official withdrawal is made during the second week after regular registration.
 - d. 25% refund if official withdrawal is made during the third week after regular registration.

NO REFUND WILL BE MADE AFTER THE END OF THE THIRD WEEK AFTER REGULAR REGISTRATION.

Note: Students attending Northwest Mississippi Community College on an institutional scholarship (Band, Basketball, Football, Leadership, etc.) must be enrolled at least six weeks before entitlement of institutional funds.
2. Summer School – General Fees – The refund policy on these items is as follows:
 - a. 100% refund if official withdrawal is made on the day of regular registration.
 - b. 75% refund if official withdrawal is made on the first day after regular registration.
 - c. 50% refund if official withdrawal is made on the second day after regular registration.
 - d. 25% refund if official withdrawal is made on the third day after regular registration.

NO REFUND WILL BE MADE AFTER THE END OF THE THIRD DAY AFTER REGULAR REGISTRATION.
3. Room Deposit – Seventy-five dollars of a \$100 deposit paid or \$25 of a \$50 deposit will be refunded if an applicant decides not to live in the residence hall. The entire room deposit will be refunded when the student obtains a residence hall check-out slip from the residence hall supervisor, provided the student is not charged with residence hall damage, which includes loss of key, defacing or destroying property, and does not owe other enrollment fees.
4. Institutional Scholarships will be awarded based on need after the student has attended Northwest for a minimum of six weeks in relation to each payment period. Need should be defined as a student's direct cost (room, board, general fees,

and tuition) to attend Northwest. Any student who officially or unofficially withdraws prior to the six week requirement shall not receive a scholarship. Each student shall also be required to maintain satisfactory academic progress toward a desired educational goal.

5. Special Expenses – Other than required deposits, these expenses are not refundable.
6. Official Withdrawal – To withdraw officially from the college, students are required to go by the following offices to have their withdrawal slips signed in the order listed below:
 1. Student Development Center
 2. Housing (Senatobia campus only)
 3. Financial Aid
 4. Librarian
 5. Faculty Adviser
 6. Registrar
 7. Business Office

At Centers students complete the withdrawal process at the Center Dean's office. Since charges are made for a full semester when a student registers, it is important that students clear with the Business Office when they make any changes which might affect their account. In some instances, students will be due a cash refund or credit to their account. Cash refunds are made to the source from which the money originally came.

7. Check Cashing – As a special accommodation to students, personal checks may be cashed in the college Business Office upon presentation of their Northwest ID. A student should have personal checks on his bank. Personnel in the Business Office will deny the privilege of cashing checks when the student has had a check returned. Personal checks are not cashed for students during the last two weeks of a semester. No two-party checks will be accepted.
8. Returned Checks – Any check returned to the College is due in full within seven days plus a \$25 service charge.

Financial Aid

Northwest Mississippi Community College provides a comprehensive student financial aid program of scholarships, loans, work-study, and grants to assist any person meeting requirements to pursue a college education.

Believing that everyone who wishes should have an opportunity to increase his knowledge and skill in order to enrich his own life and make his contribution to the society in which he lives, the college has made available the means of access to two years of education for those students having special abilities and skills and for those with financial need.

No prospective applicant for student aid will be awarded a loan, grant, scholarship or work-study assistance until he/she has been fully accepted for admission to Northwest. Each student desiring either federal, state, or institutional aid must first file the Free Application for Federal Student Aid. The free application filing process should be completed and submitted to the Federal Processor by April 15 of the school year that the applicant desires financial assistance to attend college. Instructions for completing the application filing process is provided at all Northwest campuses or under the Financial Aid section of the Northwest website at northwestms.edu.

All students receiving federal, state, or institutional financial assistance must be in good standing with the institution, and each student is expected to maintain satisfactory academic progress toward an educational goal. Students desiring any type of federal, state, or institutional financial assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, Federal Direct Loan, Federal Direct Parent Loan for Undergraduate Student, Mississippi Resident Tuition Assistance Grant (MTAG), Mississippi Eminent Scholars Grant (MESG), Higher Education Legislative Plan (HELP)) must file the Free Application for Federal Student Aid (FAFSA) each school year. Students interested in any of the financial aid programs listed above should contact their high school counselor or the Northwest Financial Aid Office for further information.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving any form of Federal Financial Aid from Northwest Mississippi Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve satisfactory academic progress will result in the termination of your Federal Financial Aid.

Federal Financial Aid consists of:

- Pell Grant
- Work-Study
- SEOG
- Student Loans
- PLUS Loans

Standards are applied uniformly to all students receiving Federal Financial Aid regardless of enrollment status or program of study—e.g., less than half time (1-5 hours), half-time (6-8 hours), three-fourth-time (9-11 hours), full-time (12 hours or more), Academic or Career-Technical. The Northwest Mississippi Community College philosophy views satisfactory progress as indicative of a student’s efforts to achieve an educational goal within a given period of time, reflecting qualitative (measuring quality) as well as quantitative (measuring quantity) criteria.

Students must pass a minimum percentage of all courses attempted and must maintain a minimum cumulative GPA (grade point average) as calculated by the Registrar’s Office as shown below:

Credit Hours Attempted	Percentage of Hours Attempted (includes classes dropped) That You Must Pass	Minimum Cumulative GPA You Must Maintain
1-6	50%	1.25
7-12	50%	1.35
13-20	50%	1.55
21-96	67%	2.00
97 and up	generally not eligible for financial aid	generally not eligible for financial aid

TOTAL HOURS: All students must complete the educational program (major) within 150% of the published length (according to the Northwest *Bulletin*). For example, a major or program requiring 64 hours for a degree allows a maximum of 96 attempted hours (64 hours x 150% = 96). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.

Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and are no longer eligible for Federal Student Aid.

PACE: Pace of progression is referred to in the chart above as “percentage of hours attempted that you must pass.” Your pace will be determined by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. In order to avoid a SAP issue, your pace should be greater than or equal to 50% if you have attempted 1-20 hours. If you have attempted 21 hours and up, your pace should be greater than or equal to 67%.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours	Percentage of Hours Attempted That Must Be Passed	At Least This Many Hours Must Be Passed	Minimum GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.50
21	67%	14	2.00
48	67%	33	2.00
84	67%	57	2.00
96	67%	64	2.00
97 or more	generally not eligible	generally not eligible	generally not eligible

TRANSFER STUDENTS: All transfer students must have on file in the Registrar’s Office **ALL** required academic transcripts from each college he/she previously attended. Failure to have required academic transcripts on file will result in the student not being eligible to receive Federal Financial Aid funds. Please refer to the Admissions Transfer Policy stated on page 34 of this *Bulletin*.

PRIOR BACHELOR’S DEGREE: Students who have a prior bachelor’s degree and are planning to enroll in educational programs at Northwest to pursue a new degree are not eligible to receive a Federal Pell Grant. However, such a student is eligible to apply for Federal Educational Loans and College Work-Study Funds. Students must have on file in the Northwest Registrar’s Office all transcripts from previously attended colleges. No financial aid will be awarded if all transcripts are not on file. Each transfer student will have their Title IV financial aid records evaluated for eligibility through NSLDS (National Student Loan Data System).

WITHDRAWALS: Withdrawals (W grade) for classes attempted at Northwest will count as hours attempted.

REMEDIAL CLASSES: Developmental studies classes will be treated the same as regular classes.

INCOMPLETE COURSES: Grades of incomplete are counted as an F until the course is completed and the grade is recorded by the Registrar.

REPEAT COURSES: Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.

NOTE: If you have been academically dismissed or placed on academic suspension and wish to appeal that status, you should contact the Registrar's Office for instructions. Completing an appeal of Financial Aid Suspension will not correct your academic standing. Likewise, being readmitted through the Admissions Office will not automatically remedy your Financial Aid Suspension.

FREQUENCY OF SAP CALCULATION: Beginning with the Fall 2011 term, student SAP will be checked at the end of each term (fall, spring, summer 1, and summer 2).

NOTIFICATION OF INELIGIBILITY: Attempts to notify all students by mail to the address currently on file in the Registrar's Office will serve as official notification of Financial Aid Warning or Suspension.

FINANCIAL AID WARNING: Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on Financial Aid Warning for the next semester. Students on Financial Aid Warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester, the student will be placed on Financial Aid Suspension and is no longer eligible for Federal Student Aid.

FINANCIAL AID SUSPENSION: Students on Financial Aid Suspension are no longer eligible for Federal Student Aid which includes Pell Grant, Work-Study, SEOG, Student Loans, or PLUS Loans. The student may pay out-of-pocket and attempt to get back into compliance with the SAP requirement or the student may appeal the suspension if there were any extenuating circumstances that prevented him/her from meeting the SAP Requirements.

FINANCIAL AID PROBATION: Students on Financial Aid Suspension and who have an appeal approved will be placed on Financial Aid Probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements or successfully following an academic plan devised by the school. Students who fail to meet these conditions of their appeal will be placed on Financial Aid Suspension.

APPEAL PROCESS: Any student being denied Federal Student Aid due to not meeting SAP requirements (whether due to exceeding the total hours, percentage completion, or GPA) may appeal if some extenuating circumstance such as illness of student, severe injury of student, death of close relative of student or other undue hardship such as lack of transportation, incarceration of student, or other circumstance determined by the Financial Aid Director.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified by regular mail. Appeals will generally be reviewed within 45 days after they have been received. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. See the appeal form for the deadlines.

How to file an appeal:

Submit your appeal on the “Satisfactory Academic Progress Appeal” form which is available in the Northwest Financial Aid Office on each campus or at www.northwestms.edu under *Future Students*, *Financial Aid*, and *2012-2013 Forms*.

You must explain the reason why you failed to maintain SAP and explain what has changed in your situation that will allow you to demonstrate that you can make SAP at the end of the next term, if your appeal is approved. Attach any additional documentation such as accident reports, physician’s statements, third party affidavits, etc. you may have.

Appeals and other documentation may be delivered in person, by mail or by fax to the Northwest Financial Aid Office in Senatobia. Include your social security number and your complete name on your appeal. Mail or fax documents to:

Northwest Mississippi Community College

ATTN: Financial Aid Office

P.O. Box 7019

Senatobia, MS 38668

Fax Number: 662-562-3915

You will be notified in writing of the decision. This could take several days.

Federal, State and Institutional Student Aid

Northwest Financial Aid Office requires that students use the Free Application for Federal Student Aid when applying for assistance from federal, state, or institutional financial aid programs. *The FAFSA must be used to apply for state and institutional aid.* The applicant for federal, state, and institutional aid should apply online at www.fafsa.gov. For further information contact: Terry Bland, Director of Financial Aid, Northwest Mississippi Community College, 4975 Highway 51 North, Senatobia, MS, 38668.

Refund Formula for Federal Financial Aid (Title IV) Funds

The Title IV Federal Financial Aid Refund Formula calculation will be implemented for those students attending Northwest and receiving Federal Financial Aid (Federal Grants and Federal Student Loans). This Title IV Federal Refund Formula will only allow a student to receive a percentage of the Federal Grant or Federal Student Loan funds awarded if the student totally withdraws from school before completing 60 percent of the payment period (semester). The proration of Grant/Loan funds awarded the student will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. The unearned Grant/Loan funds will be returned to the proper program by the student, the Institution, or both. In many cases, the Federal Grant or Loan recipients that drop out of school before completing 60 percent of the payment period (semester) not only must repay the Grant/Loan program but will also be responsible for paying the Institution money for fees not allowed from Federal Grant or Loan funds. After the 60 percent payment period, the student is eligible to receive 100 percent of the Federal Grant/Loan funds awarded.

Federal Grant/Federal Student Loan recipients withdrawing from the Institution have earned the percentage of total Grant/Loan funds awarded for the payment period indicated below (the formula in brief):

<u>Day of Withdrawal</u>	<u>Percentage Earned</u>
10 th Calendar Day of Semester	9%
20 th Calendar Day of Semester	17%
30 th Calendar Day of Semester	26%
40 th Calendar Day of Semester	35%
50 th Calendar Day of Semester	43%
60 th Calendar Day of Semester	52%
69 th Calendar Day of Semester	100%

Distribution Schedule of Unearned Funds that must be returned to Title IV Programs:

- | | |
|-------------------------------------|--------------------------|
| 1. Unsubsidized Federal Direct Loan | 4. Pell Grant |
| 2. Subsidized Federal Direct Loan | 5. SEOG Grant |
| 3. PLUS | 6. Other Federal Sources |

Grants

Federal Pell Grant

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” for financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants, in most cases, do not have to be paid back.

Pell Grants for the 2012-2013 award year (July 1, 2012 to June 30, 2013) may range from \$569 to \$5,550 depending on a student’s eligibility as determined by a standard formula.

A student is eligible for a Pell Grant if:

- (1) the student has met the general eligibility requirements, (which include having a high school diploma or GED);
- (2) the student is determined to have financial need based on the Pell Grant formula (This formula uses the information provided on the Financial Aid Application (FAFSA) to produce an expected family contribution number. This number is considered, along with the total cost of attending Northwest. Generally, the lower the EFC number the higher the grant award.); and
- (3) the student is an undergraduate student who has not previously received a baccalaureate degree and is enrolled in an eligible program, full or part-time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant provides funds to students of exceptional need, who without the grant would be unable to continue their education. FSEOG awards may range from \$100 to \$4,000 depending on funds available.

To be eligible for a FSEOG a student must:

- (1) have met the general eligibility requirements, (which include having a high school diploma or GED);
- (2) be enrolled at least half-time (6 hours) as an undergraduate student in an eligible program (an undergraduate student is defined as a student who has not previously been awarded a baccalaureate degree);
- (3) demonstrate exceptional financial need; and
- (4) show academic or creative promise and the capability of maintaining good standing in his or her course of study.

Federal Work-Study Program

College Work-Study Program

The College Work-Study Program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of the College Work-Study Program is to stimulate and promote part-time employment for students. The program is designed for those students who are in need of earnings to pursue their course of study at Northwest. Primary consideration for work-study is given to those students with the greatest financial need and who live in campus housing.

The number of hours a student will be eligible to work will depend on demonstrated need, class schedule, and academic progress and the amount of funds available in the work-study program.

To be eligible for work-study a student must be enrolled in an eligible program at least half-time (6 hours) at Northwest; however, work-study awards are usually limited to full-time (12 hours or more) students. Additionally, as with all student assistance, students receiving work-study jobs must show evidence of making academic progress.

To apply for federal college work-study, students must indicate interest for work-study when filing the Free Application for Federal Student Aid and also submit a work-study application, located on the Northwest website under the Financial Aid section. Students filing for any type of financial aid should be prepared to furnish the Financial Aid Office with a copy of the student's and parents' previous year's federal income tax return.

Work-study monies are paid to students every three to four weeks as they work. Students' earnings are applied to their expenses if the necessary credit arrangements have been made with the institution's Business Office.

The Institution has designated certain departments as Community Service work areas. Students are encouraged to contact the Financial Aid Office about possible employment in these departments. Also, the Financial Aid Office will place student workers in the America Read Challenge and Adult Reader programs as reading and math tutors.

Loan Programs

Federal Direct Student Loan Programs (Subsidized and Unsubsidized)

The Federal Direct Student Loan Program enables a student to meet his educational expenses by borrowing from the Department of Education at a low interest rate, if the student is enrolled at least half-time (6 hours) in an eligible program of study.

Freshmen students may borrow up to \$3,500, and sophomore students may borrow up to \$4,500 per year. Students must show eligibility by filing the Free Application for Federal Student Aid.

Before Federal Direct Loan applications can be completed by the institution, the results of the FAFSA must be in the Financial Aid Office. Therefore, it is always important to file for student aid early. Students interested in filing for a Federal Direct Student Loan should contact the Financial Aid Office for further information or visit the Financial Aid section of the Northwest website at northwestms.edu.

Students will need to provide a copy of their valid driver's license and Social Security card for the loan process. All loan recipients must complete entrance and exit interview counseling.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

The FDPLUS loan program is a non-need based source of loan funds for parents of dependent undergraduate students. The FDPLUS loan will have a variable interest rate. The variable interest rate will be determined by the Secretary of Education and will become effective on July 1 of each year. Loan limits are based on the cost of attendance minus any other aid awarded. Students must show eligibility by filing the Free Application for Federal Student Aid.

State Grants

Mississippi Resident Tuition Assistance Grant and Mississippi Eminent Scholars Grant (MTAG, MESHG)

General eligibility requirements are as follows:

1. Student must be a current legal resident of Mississippi as certified by the college's Registrar.
2. Student must be accepted for enrollment on a full-time basis at any two-year or four-year, public or nonprofit, regionally accredited, state approved, college or university in Mississippi.
3. Student must maintain continuous enrollment of not less than two semesters or three quarters in each successive academic year unless granted an exception for cause.
4. If a student drops below full-time status during a semester or quarter of the academic year, that student is ineligible to receive funds during the following semester or quarter of the regular academic year.
5. No student may receive an MTAG or MESHG for longer than the equivalent semesters or quarters required to complete one (1) undergraduate degree per institution [i.e., eight (8) semesters or equivalent quarters for a four (4) year degree; ten (10) semesters or equivalent quarters for a five (5) year degree; four (4) semesters for a two (2) year degree].
6. Awards are dependent on availability of funds and are subject to proration.
7. Student must not be currently in default on an educational loan.
8. Student must file the Free Application for Federal Student Aid (www.fafsa.gov) each year as well as complete an updated MTAG/MESHG online application at www.mississippi.edu.
9. Questions can be directed to IHL at 1-800-327-2980.

State Scholarships

Higher Education Legislative Plan for Needy Students (The HELP Scholarship)

General Eligibility Requirements

First-Time-In-College

- ~ A United States citizen registered with the Selective Service, if required
- ~ A current resident of Mississippi who has actually resided in Mississippi during the 24 months preceding enrollment, and/or has a custodial parent or guardian who is currently a resident and has resided here during the 24 months preceding student's enrollment
- ~ A student who has no criminal record, except for misdemeanor traffic violations
- ~ A full-time undergraduate student at an eligible institution or community/junior college pursuing a first baccalaureate or first associate degree
- ~ The student's family has one child under the age of 21, and a two-year average annual adjusted gross income of less than \$30,000; or the family has a two-year average annual gross income of less than \$30,000 plus \$5,000 for each additional child under age 21
- ~ A student who has filed the Free Application for Federal Student Aid (FAFSA)(www.fafsa.gov)
- ~ A student who is in compliance with the terms of federal and other state aid programs
- ~ A student who is not in receipt of a total award package that exceeds the institution's cost of attendance
- ~ A student who will not be receiving a full tuition waiver/award from another state financial aid source
- ~ A high school graduate, within two years preceding the application, with a cumulative grade point average of 2.5 on a 4.0 scale
- ~ A student who successfully completed 17 1/2 units of the core curriculum required for admission to a public institution or college
- ~ A student who has a composite score of at least 20 on the ACT

Current or Previously Enrolled in Post-Secondary Education

- ~ A student who has a cumulative grade point average of at least 2.5 calculated on a 4.0 scale on earned credit hours
- ~ A student who has a composite score of at least 20 on the ACT
- ~ A student who has no criminal record, except for misdemeanor traffic violations
- ~ The student's family has one child under the age of 21, and a two-year average annual adjusted gross income of less than \$30,000; or the family has a two-year average annual adjusted gross income of less than \$30,000 plus \$5,000 for each additional child under age 21
- ~ A student who has filed the Free Application for Federal Student Aid (FAFSA) by the deadline established each year (www.fafsa.gov)
- ~ A student who has established Mississippi residency for two years prior to receiving this award, and/or has a parent or guardian who is currently a res-

ident and has resided here during the 24 months prior to the student receiving this award for the first time

- ~ A student who is in compliance with the terms of federal and other state aid programs
- ~ A student who will not be receiving a full tuition waiver/award from another state financial aid source

The Higher Education Legislative Plan (HELP) Scholarship provides full tuition to all qualified, college-bound state residents who apply for the payment thereof and enroll full time at any eligible Mississippi public institution of higher learning or eligible Mississippi public community/junior college to pursue a first baccalaureate or first associate undergraduate degree.

The annual award amount for the HELP Scholarship varies, since it is the actual tuition charged by individual Mississippi public institutions or Mississippi public community/junior colleges. If all eligibility requirements are met, a student may receive this scholarship for 10 semesters or 15 trimesters.

There is no repayment of this scholarship if eligibility is lost.

The number of awards and recipients are dependent upon availability of funds, and awards will be made on a first-come, first-served basis. Applications for the HELP Scholarship received on or before the priority date of March 31 of the school year that the applicant desires aid will be given first consideration in the award process.

Mississippi Law Enforcement Officers and Firemen Scholarship Program

Eligibility Requirements:

- ~ Current legal Mississippi resident
- ~ Enrolled as a full-time student at a Mississippi state-supported college or university
- ~ Spouse or child of full-time Mississippi law enforcement officer or fireman/firefighter who was fatally injured or totally disabled from injuries which occurred while performing official duties

The Mississippi Law Enforcement Officers and Firemen Scholarship Program offers scholarships to the spouses and children (natural, adopted, or stepchildren) of full-time Mississippi law enforcement officers and the spouses and children of full-time Mississippi firemen/firefighters who were fatally injured or totally disabled from injuries which occurred while performing official duties.

Under the program, the amount of assistance available is tuition plus the average cost of a dormitory room plus required fees plus applicable course fees. The Scholarship does not include educational expenses such as books, food, school supplies and materials, school dues or fees for extracurricular activities. Recipients are entitled to eight semesters of scholarship assistance; however, children are only entitled to the Scholarship until the age of 23.

There are no service/repayment requirements for this Scholarship.

Northwest Work-Study Program (NWWS)

A limited number of jobs are available under the college's work-study program. Basically the Northwest program is designed to enhance services at the college while also providing work experience for students with moderate financial need.

Scholarships

All scholarship recipients must file the Free Application for Federal Student Aid (www.fafsa.gov). Academic Scholarship forms must be completed by April 1. A scholarship may be altered by the amount of federal financial aid awarded. Scholarship recipients must maintain full-time status for at least six weeks. Contact the Recruiting Office for all Academic Scholarship information.

Presidential Scholarships – These scholarships are awarded to students based on ACT. Recipients must be full-time fall entering freshmen and must maintain the required cumulative grade point average. These scholarships will be awarded in the amount of one fourth per semester. Awards will be made as long as funds are available.

June S. Gardner Scholarships – These scholarships are awarded to in-state high school valedictorians and salutatorians. Recipients must be full-time fall entering freshmen and must maintain the required cumulative grade point average. Awards will be made as long as funds are available.

Leadership Scholarships – These scholarships are limited in number and are awarded to in-state students who exhibit leadership abilities, have special skills or talents, a specific ACT score, and/or have strong academic qualities. Recipients must be full-time fall entering freshmen and must maintain the required cumulative grade point average.

Adult Student Scholarship – These scholarships are limited in number and awarded to Mississippi residents. Applicants must be 25 years of age and a full-time student. Scholarship applications are reviewed by a committee and awarded based on financial need, credit hours previously earned and academic achievement.

Howard Carpenter GED Scholarships – These scholarships are awarded to the residents of the Northwest district who have scored 500 or above on the GED test. Awards are for full-time entering freshmen. Recipients must maintain the required GPA during their enrollment. Application information must be completed prior to the start of a semester.

Cheerleader Scholarships – A limited number of cheerleader scholarships are available. For specific information, contact the Student Activities Manager.

Athletic Scholarships – Grant-in-aid scholarships in football, basketball, baseball, softball, soccer, and tennis are awarded in accordance with the rules and regulations of the Mississippi Community/Junior College Association. Scholarships are awarded by the respective coaches of each sport based on the talent of the athlete and the needs of the program. These scholarships may be used to defray the costs of tuition, room, and/or board only.

Band Scholarships – Scholarships for participation in the Northwest Ranger Band are available for the musically talented student. They are awarded after tryouts before the Band Director. Recipients must be full-time students and must maintain a 2.0 cumulative GPA.

Art Scholarship – This scholarship is available for a student majoring in art. It is awarded based on work judged best of all entries in a competition. Instructors in the Art Department serve as judges for the competition. The recipient must be a full-time entering freshman, must maintain the required cumulative grade point average, must maintain full-time enrollment status for six weeks before the scholarship will be in effect, and must file for financial aid.

Speech/Theatre Scholarship – This scholarship is available for a student majoring in Speech/Theatre. It is awarded based on an audition with the instructors in the Speech/Theatre Department. The recipient must be a full-time entering freshman, must maintain the required cumulative grade point average, must maintain full-

time enrollment status for six weeks before the scholarship will be in effect, and must file for financial aid.

Music Performance Scholarships – These scholarships are available for students talented in vocal or keyboard music. They are awarded based on auditions with the choral director. Recipients must be full-time students and must maintain a 2.0 cumulative GPA.

Student Publications Scholarships – These scholarships are available for the editor of the student newspaper and the editor of the yearbook. Recipients must be full-time students with abilities, interests, and/or experience in journalistic areas. Applications may be obtained in the Ann Y. Whitten Media Center on the Senatobia campus. Scholarship or part-time employment is based on the student's individual needs subject to budget approval.

Scholarships for Children of Employees – All children of full-time employees of Northwest Mississippi Community College are eligible to receive the cost of tuition scholarship while attending Northwest on a full-time basis. The basic guidelines are as follows:

1. The scholarship is for tuition per semester and is available to full-time students during the regular semesters.
2. A 2.0 cumulative grade point average must be maintained.
3. The scholarship is available only to the children of full-time staff, faculty and administrative personnel.

Henry Womble Memorial Scholarship – This scholarship is awarded to a deserving disabled student who is a Mississippi resident with need. The recipient must be a full-time fall entering freshman, have a medically-documented disability, provide two letters of recommendation from teachers or counselors, and maintain the required cumulative grade point average.

SCHOLARSHIPS FUNDED BY THE NORTHWEST MISSISSIPPI COMMUNITY COLLEGE FOUNDATION

Through the generosity of individuals, corporations, and civic organizations, scholarships are available through the Northwest Mississippi Community College Foundation. There are two types of Foundation scholarships: endowed and annual. In an endowed scholarship, the endowed principal is held in sacred trust in perpetuity (forever) with scholarships being awarded from the interest earned. In an annual scholarship, the funds are contributed to the Northwest Foundation, and those same funds are disbursed in the school year in which they are received.

Students must submit a Foundation Scholarship Application Form, available from the Foundation Office, the Recruiting Office or online at www.northwestms.edu. Each application must be accompanied by appropriate letters of recommendation as outlined on the application form. The application must be received by the Foundation Office no later than 5 p.m. on April 2. Unless otherwise noted, only Mississippi residents may receive Foundation scholarships.

The selection is made by the Northwest Foundation Scholarship Selection Committee, which includes members of the Northwest faculty and administration and at least one member of the Northwest Foundation Board of Directors. Scholarship recipients will receive notification by May 15. After notification, the scholarship recipient must meet with the Director of the Northwest Foundation prior to

registration to obtain complete necessary acceptance forms. For additional information, write the NWCC Foundation Office, P.O. Drawer 7015, 4975 Highway 51 North, Senatobia, MS, 38668 or call (662) 560-1103.

Foundation scholarships are awarded according to the criteria designated by those who contributed the funds to establish the scholarships. Additional criteria, in addition to the primary criteria, are listed in parentheses. Students must be full-time students (minimum of 12 hours) and maintain specified grade point averages, which range from 2.0 to 3.25, according to the criteria of the individual scholarships.

CRITERIA BY SUBJECT AREA

Academic Business

The BancorpSouth Endowment
The John L. Basinger, Sr. Endowment
The Carl H. and Mattie Sue Johnson Blanchard Endowment
The Dr. Jack Butts Endowment
The Marie Stewart Gray Endowment
The Dent Jackson Memorial Endowment
The Sycamore Bank Endowment (Tate County)
The Kathleen (Kitty) Wait Endowment

Accountancy

The Louis Johnson and Martha Jones Blanchard Endowment (Tate and Quitman Counties)
The James P. and Nelda McCormick Endowment
The William H. Polk Endowment (North Delta Academy)
The Wesley and Alice Williams Family Endowment

Agriculture

The Wesley and Alice Williams Family Endowment

Agricultural Technology

The Greene Blythe Endowment
The Jack O. Blanchard Endowment
The John Deere Corp. Scholarship
The Raiford Lindsey Fancher Endowment
The Elizabeth Carter Fatherree Endowment
The Carl and Charlene Hyde Endowment
The Bill Lipscomb Endowment
The Panola-Tate Livestock Association Endowment (Panola and Tate Counties)
The Michael C. Perry John Deere Endowment
The J.E. Spurlock Endowment
The Tate County Cattlemen's Association Scholarship (Tate County)
The Steve Everette Watson Endowment (Ranger Rodeo Team participant)
The C. Chad Williams Endowment
The Ronald D. Williams Endowment

Automotive Technology

The Sam Meacham Endowment

Business Administration

The Wesley and Alice Williams Family Endowment

Career-Technical Majors

The N.C. and Charlotte Ferguson Endowment

The Jerry Nichols Endowment

The Norma Shuford Riser Endowment

Computer Information Systems

The Thomas W. Hogan Endowment (Tate, Panola or Quitman Counties)

The Khalid Khouri Endowment

Criminal Justice, EMT-Paramedic, EMT-Basic/First Responder, and Pre-Forensic Chemistry—must be a resident of DeSoto County

The DeSoto County Fallen Hero Endowment

The Larry Cox Fallen Hero Endowment

The Robert Dodson Fallen Hero Endowment

The William P. Harris Fallen Hero Endowment

The Rory Welch Key Fallen Hero Endowment

The James William (Billy) Lance, Jr. Fallen Hero Endowment

The Gregory Floyd Medlin Fallen Hero Endowment

The Larkin V. Pettit Fallen Hero Endowment

The Bobby L. Wells, Jr. Fallen Hero Endowment

Criminal Justice

The Eugenia Bishop Arnold Endowment

The Hugh M. (Monty) Monteith Endowment

The Chief William L. Moore Endowment

Drafting and Design Technology

The Dickson, Tyson and Associates Endowment

Early Childhood Education Technology

The Mary Elizabeth Walker Lewis Endowment

The Marilyn R. Spears Endowment

Education

The Mary Louise Wynne Broadway Endowment (Horn Lake High School)

The Robbie Harrison Butts Endowment (Elementary Education, Panola County)

The Shirley Clanton Endowment (Tate or DeSoto County)

The Pete and Pauline Harris Endowment (DeSoto County)

The Carl and Charlene Hyde Endowment

The Mariglyn Mayfield Meacham Endowment

The North Mississippi Education Consortium Endowment

The Mildred and Robert Redding Endowment (Lafayette, Marshall or Yalobusha Counties)

The B. Joan Robertson Endowment (DeSoto County)
The Raymond H. and Margaret N. Rogers Endowment (emphasis in History)
The Joan Teasler Rose Endowment
The Dr. Gary Lee Spears Endowment
The Charles D. Taylor Endowment (speciality in Mathematics)
The Edna Teasler Endowment (single-parent family)
The C.B. and Marjorie Norton Walker Endowment
The R.T. Ward Endowment
The Marjorie Sowell Williams Endowment (Elementary or Secondary Education)
The Mary Frances Jaudon Woolfolk Endowment (Senatobia High School or South Panola High School)

Electronics Technology

The Bill Beck Endowment

EMT-Paramedic

The Beverly Brewer Stark Endowment

Fine Arts

The Martha Key Fite Endowment (Art)
The Sherman Hardin Endowment (Choral Music participant)
The Thomas W. O'Briant Endowment
The David, Michael, and Lee Ross Endowment
The Clifton and Jessie Siple Endowment
The Lauren Elizabeth Tallo Endowment (band member, Senatobia High School)
The John Garrett (Spec) and Elise Cocke Veazey Endowment
The Thomas P. and Virginia Moore Wilson Endowment (Tate County)
The Ben and Alma Wynne Endowment (Tate County)

Forestry

The Ronnie Crouch Endowment

Funeral Service Technology

The Dr. Gordon S. Bigelow Endowment

Graphic Design Technology

The Taylor and Anita Fore Endowment

Health-care Data Technology

The Holly Koonce Endowment

Heating, Air Conditioning and Refrigeration Technology

The Entergy of Mississippi Scholarship

History

The Patrum and Ganel Veazey Endowment
The Ben and Alma Wynne Endowment (Tate County)

Hotel and Restaurant Management Technology

The Dot Mitchell Endowment

Journalism

The Scarlet Lawrence Akins Endowment
The Robert R. and Mildred S. Meacham Endowment
The Dr. Ann Yates Whitten Endowment

Languages and Communications

The W. Jean Moore Endowment

Library Science

The Jordan Antoine Jarjoura Endowment

Mathematics

The C. Chad Williams Endowment
The Khalid Khouri Endowment

Associate Degree Nursing

The Samuel M. and Ruth Ann Allison Endowment
The Estelle H. Bobo Endowment
The Lt. Col. John W. Caldwell III Endowment (Tate County)
The Carrie Jane Belyeu Davis Endowment
The Frances Marie Dean Endowment
The Rachel Ann and Landon Scott Etheridge Endowment
The First Tennessee Bank (formerly Peoples Bank) Endowment (non-traditional)
The Forty and Eight Endowment (veteran or active duty military personnel or the children or grandchildren of active or inactive military personnel)
The Deanna Patterson Grant Memorial Nursing Endowment
The Lucille Tidwell Hollister Endowment (non-traditional Licensed Practical Nurse)
The Pennie McKinney Endowment
The Sam Meacham Endowment
The Michael E. Shaheen, M.D. Memorial Nursing Endowment
The Smith and Nephew Scholarship

Paralegal Technology

The Raiford Lee Pittman Endowment

Physical Education

The John Sharp (Sonny) Orrell Memorial Endowment
The Coach Kenneth (Cat) Robbins Endowment

Practical Nursing

The Frances Marie Dean Endowment
The Pauline Marchbanks Endowment

Pre-Engineering

The Ed and Grace Dandridge Endowment
The Mildred and Robert Redding Endowment (Lafayette, Marshall, or Yalobusha Counties)
The Twin Creeks Scholarship

The Wesley and Alice Williams Family Endowment

Pre-Medical, Pre-Pharmacy, Associate Degree Nursing

The Maxine Dunn Nichols Endowment (Olive Branch)

The Dr. Ethelyn Smith Endowment

Pre-Veterinary Medicine

The Wesley and Alice Williams Family Endowment

Psychology

The Lafayette Radio Club Endowment (Senatobia and surrounding area)

Religious Studies

The William Lynn and Lula Brooks Wallace Endowment

Respiratory Therapy

The Caitlin Heath Bourne Endowment

The Rick Oswalt Endowment

The Samantha Hayward Ross Endowment

The Jerry Sparks Endowment

Science

The Marcus L. and Sue C. Burks Endowment

The Rita Carol Chance Endowment (Physical Science)

The Paul W. Lawrence, Jr. Endowment (Physics)

The Newly Weds (Flavorite Laboratories) Endowment (DeSoto and Tunica Counties)

The David, Michael and Lee Ross Endowment

The C. Chad Williams Endowment

CRITERIA BY RESIDENCY AND/OR GRADUATING HIGH SCHOOL

Ashland High School

The Keenon L. Terry Endowment

Baptist Children's Homes (Reedy Acres or Farrow Manor)

The Delta Rice Services Endowment

Benton County

The Judge Anthony T. Farese Endowment

The Ross Family Endowment

Calhoun County

The Judge Anthony T. Farese Endowment

The Bert Johnson Endowment (Bruce High School)

The Joan Reid Endowment

The Ross Family Endowment

The John Sidney Warner Endowment

Charleston High School

The Foman and Nita Musselwhite Endowment

Coffeerville School District

The Thomas C. and Shirley M. Dawkins Endowment (2.5 GPA in high school)

Delta Academy

The James P. Graeber Scholarship (must have 2.5 GPA in high school)

The Lewis A. Graeber Scholarship (must have 2.5 GPA in high school)

The Graeber Foundation Endowment

DeSoto County and/or DeSoto Center Campus

The William Hoytte Austin, Jr. Endowment

The BancorpSouth Share the Future Scholarship

The Joey Boldreghini Endowment

The A.W. and LaNell S. Bouchillon Endowment

The Albert Broadway 2+2 Endowment (graduates of a DeSoto County high school)

The Fay B. Brower Endowment (non-traditional student)

The Dr. Bonnie Buntin 2+2 Endowment

The William H. Burton Confederate Memorial Scholarship (requires essay)

The Frank and Marilyn Canada Endowment

The City of Hernando 2+2 Endowment (resident of Hernando)

The City of Olive Branch 2+2 Endowment (resident of Olive Branch)

The City of Southaven 2+2 Endowment (resident of Southaven)

The Bob and Ann Darnell Endowment

The DeSoto Civic Garden Club Scholarship

The DeSoto County Business Women Living Legacy Endowment
(non-traditional female student)

The DeSoto County Economic Development Council Endowment

The DeSoto County Foundation for Excellence in Education Scholarship (Education major)

The DeSoto County Shrine Club Endowment

The Keith S. Godbold / DeSoto Center Endowment

The Clay and Elinor Herrington 2+2 Endowment

The Dr. Gloria Dodwell Kellum 2+2 Endowment

The Kathryn Anne Kreunen 2+2 Endowment

The Richie E. Lawson Endowment

The Maddox Foundation 2+2 Scholarship Endowment

The Jeanette Martin Endowment

The Catherine Robertson Newman Endowment (non-traditional students)

The Linda Owen Endowment

The Stephen Purdy Endowment (Ranger Golf Team participant)

The Valeria B. Robertson Endowment (traditional and non-traditional students)

The Ross and Lucile Robison Endowment

The Al Simmons Adult Education Endowment

The Dr. Gary Lee Spears Endowment

The Two Plus Two Endowment

Hickory Flat Attendance Center

The Kole Briscoe Memorial Endowment (Agricultural Technology)

Horn Lake High School

The Chris Brannon Endowment

The Alan Beevers Endowment

Lafayette County

The R.L. Brown Endowment

The Judge Anthony T. Farese Endowment

The Mechanics Bank Endowment

The Oxford Rotary Club Endowment

Magnolia Heights School

The Jones-Pointer Endowment

The Nat Troutt Endowment

The Allen Thurman and Mildred Gabbert Veazey Endowment

The Youth Progress Association Endowment

Marshall County

The Judge Anthony T. Farese Endowment

Mississippi Youth Challenge Academy

The Chris Brannon / YMCA of the Mid-South Endowment

North Delta Academy

The Jones-Pointer Endowment

North Panola High School

The Freddie and Bertha Sanford Endowment

Olive Branch High School

The Alice Runge and Walter Carter Endowment

The Bela J. and Ruby Black Chain Endowment

The Maury and Jane Haraway Endowment

The Olive Branch Civitan Club Scholarship

The Olive Branch Lions Club Endowment (relatives of active Lions Club members)

The Olive Twigs Humanitarian Club Endowment

The Olive Twigs Philanthropic Group Endowment

The Kim Umberger Endowment

Oxford Center Campus

The Oxford Center Endowments (two separate endowments)

Panola County

The Sheriff David Bryan Endowment (children of law enforcement personnel)

The Frank and Marilyn Canada Endowment

The Deputy Sheriff Joe K. Cosby Endowment (Criminal Justice major)

The Price and Bobbie Darby Endowment

The Inez Carter Fancher Endowment

The First Security Bank / John Meacham, Jr. Endowment

The Robert A. and Cathryn M. Hyde Endowment

The Jones-Pointer Endowment
The Max Lee Family Endowment
The Leonard Morris Endowment
The W.P. (Bill) and Nannette Sissell Endowment
The Springs Industries Endowment
(children and/or grandchildren of Springs Industries employees)

Potts Camp High School

The Charles Allen Gurley and Paula Virginia Gurley Endowment

Quitman County

The First Security Bank / John Meacham, Jr. Endowment
The Quitman County Farm Bureau Endowment
The Ross Family Endowment

Senatobia and Surrounding Area

The Perrin and Eone Caldwell Endowment (single-parent or no-parent households)
The James Jackson Endowment
The Land Bank of North Mississippi Scholarship (Agriculture, Forestry, Business
and Business Administration majors)
The Kirk and Carole Moore Endowment
The Dennis and Janie Paulk Endowment
The Lucy B. Whitwell Endowment
The Sue Wilson Endowment (ABE Graduates)

Senatobia High School

The Jones-Pointer Endowment
The C.R. Rials Memorial Endowment
The Youth Progress Association Endowment

South Panola High School

The Kelly Wayne Hudson Endowment

Southaven High School

The Chris Brannon Endowment

Strayhorn Community

The Clyde Rhea Ashe Endowment

Strider Academy

The Foman and Nita Musselwhite Endowment

Tallahatchie County

The Parthenia Dunbar Blackmon Endowment
The Mary Elizabeth Houston Fedric Endowment
The William O. Hickey Endowment
The Sammy Higdon Endowment
The C.W. Parker Endowment
The Reverend Upton Reynolds Endowment
The Ross Family Endowment

Tate County

The Frank and Marilyn Canada Endowment
The Bob and Ann Darnell Endowment
The W. C. (Firpo) and Josephine Miller Endowment
The William T. (Jack) Norfleet Endowment
The Senatobia Optimist Club Endowment
The Senatobia Lions Club Endowment (children or grandchildren of Lions Club Members)
The Senatobia Rotary Club Endowment
The Dr. Gary Lee Spears Endowment
The Lt. Marlin Stanford Endowment (East Tate and Independence High Schools)

Thyatira Community

The Winfred and Virginia Oglesby Endowment
The Wesley and Alice Williams Family Endowment (limited to majors of
Accountancy, Agriculture, Business Administration, Pre-Engineering, or
Pre-Veterinary Science)

Tunica County

The Graydon and Mary Flowers Endowment
The Papasan Family Trust Endowment

Water Valley High School

The Brownie Crawford Endowment (high School GPA of 3.0)
The Melvin and Cecil Ford Endowment

Yalobusha County

The Parthenia Dunbar Blackmon Endowment
The Mary Elizabeth Houston Fedric Endowment
The Mechanics Bank Endowment
The C.W. Parker Endowment
The Reverend Upton Reynolds Endowment
The Ross Family Endowment

GENERAL CRITERIA**Academic Achievement**

The Michael E. Byrd Endowment (must have 3.5 GPA in high school)
The Sybil Reynolds Canon Endowment (single-parent or no-parent households)
The Wilson Edmondson Endowment
The Willie B. and Polly Perkins Endowment (Tate County)
The Thomas A. Poff, Jr. and Carolyn P. Poff Endowment
The Rangers Championship Endowment (Ranger football team participant)

Alumni of Northwest Mississippi Community College

The Northwest Mississippi Community College Alumni Association Endowment
(children of Northwest alumni)

DeSoto County Farm Bureau

The Milton Walker Jones, Jr. Endowment (children and grandchildren of members)

Financial Need

The AT&T of Mississippi Endowment
The Jim and Sarah Ainsworth Endowment
The Howard Carpenter Endowment
The Henry I. and Westelle M. Copeland Endowment
The Pamela Joyce Day Endowment
The Entergy of Mississippi Scholarship (must have 2.5 GPA in high school)
The Faust Farms Endowment
The First Financial Bank Scholarship
The Coach Bobby R. Franklin and Ranger Coaching Staff Endowment
The Gateway Tire Endowment
The Aaron German Endowment (interest in rodeo competition)
The Billie Bob Gray Endowment
The Matt Gregory Endowment
The Russell Hadskey Endowment
The W.C. Haley, Sr. and Lawson Wood Haley Endowment
The Judge Leon E. Hannaford Endowment
The David M. Haraway Endowment
The Ann Eliza Allison Harris Endowment
The Leslie, Paula, and Hal Herring Endowment
The Allen and Macelle Holliday Endowment
The Charlie and Viola Holliday Endowment
The Carson Holloman Endowment
The Robert L. King Endowment
The Henry B. Koon Endowment
The Reese D. and Corinne McLendon Endowment
The W.C. (Firpo) and Josephine Miller Endowment
The Jim and Angelé McClure Endowment
The Heinz H. Molsen, Jr. Endowment
The Kenneth M. Murphree Endowment
The Northwest District Workforce Development Council Endowment
The W.P. and Frances Perkins Endowment
The J.P. (Blue) and Virginia Varner Phillips Endowment
The Attorney Robert Thomas Riser Endowment
The Ross and Lucile Robison Endowment
The W.P. (Bill) and Nannette Sissell Endowment
The Trustmark National Bank Scholarship
The Roe Alma Weeks Endowment
The Garnett B. West, Sr. Endowment
The Lawrence “Bud” Young Endowment (Ranger rodeo team participant)

Members of Hinds Chapel or Horn Lake United Methodist Church

The Drew Young/Hinds Chapel & Horn Lake United Methodist Church Endowment

Family Members of Active-Duty Military Personnel or Veterans

The Audrey Daron Lunsford Endowment

The American Legion Post No. 19 Endowment (residents of Tate County)

The Veterans of Foreign Wars Post No. 7531 Endowment (residents of DeSoto County)

Northcentral Electric Power Association (must be family's electrical provider)

The Melvin E. (Dooney) Childress Endowment

The Wayne D. Hollowell Endowment

The Ray Magee Endowment

Ranger Baseball Team

The J.K. and Norma Mote Endowment

The Tony Roberson Endowment

Ranger Soccer Team

The Ranger Soccer Endowment

RR. Donnelley and Sons

The R.R. Donnelley and Sons Endowment (child or grandchild of employee)

Tallahatchie Valley Electric Power Association (must be family's electrical provider)

The Tallahatchie Valley EPA Endowment

ACADEMIC REGULATIONS



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

ACADEMIC REGULATIONS

Graduation

All students expecting to become candidates for degrees or certificates must file an application for graduation with the Registrar by the announced deadline date found in the school calendar.

Requirements for Degrees

Northwest Mississippi Community College grants two associate degrees — the Associate of Arts Degree and the Associate of Applied Science Degree.

Associate of Arts Degree

The Associate of Arts Degree is awarded for programs designed as the first two years of a four-year college or university program leading to a Baccalaureate degree.

To graduate from the college with the Associate of Arts Degree a student must:

1. Earn a minimum of sixty-four (64) semester hours to include the thirty-three (33) semester hours listed in the Academic Core Curriculum.
2. Earn a minimum grade point of 2.0 on the sixty-four (64) semester hours.
3. Complete a minimum of twenty-seven (27) semester hours at Northwest Mississippi Community College in the area of study.
4. Complete the remaining courses designated by the program of study outlined in the college *Bulletin*.
5. Earn not more than eighteen (18) semester hours through the College Level Examination Program (CLEP), Advanced Placement Examination, or correspondence course work. No more than twelve (12) of these eighteen (18) semester hours may be correspondence course work.
6. Be in attendance the last semester prior to graduation.

Associate of Applied Science Degree

The Associate of Applied Science Degree is awarded for programs designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring a four-year degree.

To graduate from the college with the Associate of Applied Science Degree a student must:

1. Earn a minimum of sixty-four (64) semester hours to include the eighteen (18) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on the sixty-four (64) semester hours.
4. Complete a minimum of twenty-seven (27) semester hours at Northwest Mississippi Community College in the area of study.
5. Earn not more than eighteen (18) semester hours through any combination of the following: College Level Placement Examination (CLEP), Advanced Placement Examination, or correspondence course work. No more than twelve (12) semester hours of these eighteen (18) semester hours may

- be correspondence course work.
6. Be in attendance the last semester prior to graduation.

Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the college **Bulletin**. Students completing a one-year vocational program will receive a Career Certificate, and those students completing a two-year technical program will receive a Technical Certificate.

To graduate from the college with a certificate in a particular program of study a student must:

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.
2. Be in attendance the last semester prior to graduation.

Academic Core Curriculum

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges or universities in Mississippi. This core curriculum contains the core curriculum required by all colleges and universities under the State Board of Trustees, Institutions of Higher Learning. This core curriculum is incorporated in all transfer programs as outlined in this **Bulletin**.

English Composition	6 semester hours
Public Speaking	3 semester hours
Humanities/Fine Arts	6 semester hours
Social/Behavioral Science	6 semester hours
Natural Sciences	6 semester hours
Mathematics.....	3 semester hours
Basic Computer Skills.....	3 semester hours
Total	33 semester hours

Approved courses for the Academic Core Curriculum are as follows:

English Composition	6 Semester Hours*
ENG 1113 and ENG 1123	
Oral Communication	3 Semester Hours
SPT 1113 Public Speaking I	
Humanities/Fine Arts	6 Semester Hours
(Approved Choices)	
<i>Fine Arts Electives</i>	
ART 1113 Art Appreciation	
MUS 1113 Music Appreciation	
SPT 2233 Theatre Appreciation	
<i>Humanities Electives</i>	
ENG 2133 Creative Writing I	
ENG 2323 British Literature I	
ENG 2333 British Literature II	
ENG 2223 American Literature I	
ENG 2233 American Literature II	
ENG 2513 Survey of African-American Literature	

ENG 2613 Film as Literature
 MFL 1113 French I
 MFL 1123 French II
 MFL 2113 French III
 MFL 2123 French IV
 MFL 1213 Spanish I
 MFL 1223 Spanish II
 MFL 2213 Spanish III
 MFL 2223 Spanish IV
 PHI 1113 Old Testament Survey
 PHI 1133 New Testament Survey
 PHI 2113 Introduction to Philosophy
 PHI 2143 Ethics
 PHI 2613 World Religions I
 PHI 2713 Logic

Social/Behavioral Science
(Approved Choices)

6 Semester Hours

GEO 1113 World Geography
 GEO 1123 Principles of Geography
 HIS 1113 Western Civilization I
 HIS 1123 Western Civilization II
 HIS 2213 American History I
 HIS 2223 American History II
 PSC 1113 American National Government
 SOC 2113 Introduction to Sociology I
 SOC 2123 Introduction to Sociology II
 SOC 2133 Social Problems
 SOC 2143 Marriage and Family
 ECO 2113 Principles of Macroeconomics
 ECO 2123 Principles of Microeconomics
 PSY 1513 General Psychology
 PSY 1523 General Psychology II

Natural Sciences

Laboratory

6 Semester Hours

(Approved Choices)
 BIO 1113 Principles of Biology I BIO 1111
 BIO 1123 Principles of Biology II BIO 1121
 BIO 1133 General Biology I BIO 1131
 BIO 1143 General Biology II BIO 1141
 BIO 1213 Environmental Science BIO 1211
 BIO 1313 General Botany I BIO 1311
 BIO 1323 General Botany II BIO 1321
 BIO 2513 Anatomy & Physiology I BIO 2511
 BIO 2523 Anatomy & Physiology II BIO 2521
 BIO 2414 General Zoology I BIO 2410
 BIO 2424 General Zoology II BIO 2420
 BIO 2924 Microbiology BIO 2920
 CHE 1213 General Chemistry I CHE 1211
 CHE 1223 General Chemistry II CHE 1221
 CHE 1313 Principles of Chemistry I CHE 1311
 CHE 1323 Principles of Chemistry II CHE 1321
 CHE 2424 Organic Chemistry I CHE 2420
 CHE 2434 Organic Chemistry II CHE 2430

PHY 2243 Physical Science I, Lecture	PHY 2241
PHY 2253 Physical Science II, Lecture	PHY 2251
PHY 2413 General Physics I	PHY 2411
PHY 2423 General Physics II	PHY 2421
PHY 2513 Engineering Physics I	PHY 2511
PHY 2523 Engineering Physics II	PHY 2521

Mathematics 3 Semester Hours

(Approved Choices)

MAT 1313 College Algebra
MAT 1323 Trigonometry
MAT 1513 Business Calculus I
MAT 1523 Business Calculus II
MAT 1613 Calculus I
MAT 1623 Calculus II
MAT 2613 Calculus III
MAT 2623 Calculus IV
MAT 2113 Introduction to Linear Algebra
MAT 2913 Differential Equations

Basic Computer Skills 3 Semester Hours

CSC 1113 or higher

ART 1513 Computer Art (for Art majors only)

*The Associate Degree Nursing Program requires only three hours of English Composition.

Technical Core Curriculum

The Technical Core Curriculum is designed for students who plan to complete the Associate of Applied Science Degree.* This Core Curriculum is incorporated in all programs of study leading to an Associate of Applied Science Degree as outlined in this **Bulletin**.

English Composition	3 semester hours
Public Speaking	3 semester hours
Humanities/Fine Arts	3 semester hours
Social/Behavioral Science	3 semester hours
Natural Science/Mathematics	3 semester hours
Basic Computer Skills.....	3 semester hours
Total	18 semester hours

* Developmental courses cannot be used as electives to meet graduation requirements.

Approved courses for the Technical Core Curriculum are as follows:

English Composition	3 Semester Hours
ENG 1113 or ENG 1123	
Oral Communication	3 Semester Hours
SPT 1113 Public Speaking I	
Humanities/Fine Arts	3 Semester Hours
(Approved Choices)	
<i>Fine Arts Electives</i>	
ART 1113 Art Appreciation	
MUS 1113 Music Appreciation	
SPT 2233 Theatre Appreciation	

Humanities Electives

- ENG 1123 English Composition II
- ENG 2133 Creative Writing I
- ENG 2323 British Literature I
- ENG 2333 British Literature II
- ENG 2223 American Literature I
- ENG 2233 American Literature II
- MFL 1113 French I
- MFL 1123 French II
- MFL 2113 French III
- MFL 2123 French IV
- MFL 1213 Spanish I
- MFL 1223 Spanish II
- MFL 2213 Spanish III
- MFL 2223 Spanish IV

Social/Behavioral Science

3 Semester Hours

(Approved Choices)

- GEO 1113 World Geography
- HIS 1113 Western Civilization I
- HIS 1123 Western Civilization II
- HIS 2213 American History I
- HIS 2223 American History II
- PSC 1113 American National Government
- SOC 2113 Introduction to Sociology I
- SOC 2123 Introduction to Sociology II
- SOC 2143 Marriage and Family
- ECO 2113 Principles of Macroeconomics
- ECO 2123 Principles of Microeconomics
- PSY 1513 General Psychology
- PSY 1523 General Psychology II

Natural Sciences/Mathematics

Laboratory

3 Semester Hours

(Approved Choices)

- | | |
|-------------------------------------|----------|
| AGR 1214 Animal Science | AGR 1210 |
| AGR 1313 Plant Science | AGR 1310 |
| AGR 2314 Soils | AGR 2310 |
| BIO 1113 Principles of Biology I | BIO 1111 |
| BIO 1123 Principles of Biology II | BIO 1121 |
| BIO 1133 General Biology I | BIO 1131 |
| BIO 1143 General Biology II | BIO 1141 |
| BIO 1213 Environmental Science | BIO 1211 |
| BIO 1313 General Botany I | BIO 1311 |
| BIO 1323 General Botany II | BIO 1321 |
| BIO 2513 Anatomy & Physiology I | BIO 2511 |
| BIO 2523 Anatomy & Physiology II | BIO 2521 |
| BIO 2414 General Zoology I | BIO 2410 |
| BIO 2424 General Zoology II | BIO 2420 |
| BIO 2924 Microbiology | BIO 2920 |
| CHE 1213 General Chemistry I | CHE 1211 |
| CHE 1223 General Chemistry II | CHE 1221 |
| CHE 1313 Principles of Chemistry I | CHE 1311 |
| CHE 1323 Principles of Chemistry II | CHE 1321 |
| CHE 2424 Organic Chemistry I | CHE 2420 |
| CHE 2434 Organic Chemistry II | CHE 2430 |

PHY 2243 Physical Science I, Lecture	PHY 2241
PHY 2253 Physical Science II, Lecture	PHY 2251
PHY 2413 General Physics I	PHY 2411
PHY 2423 General Physics II	PHY 2421
PHY 2513 Engineering Physics I	PHY 2511
PHY 2523 Engineering Physics II	PHY 2521
MAT 1313 College Algebra	
MAT 1323 Trigonometry	
MAT 1513 Business Calculus	
MAT 1523 Business Calculus II	
MAT 1613 Calculus I	
MAT 1623 Calculus II	
MAT 2613 Calculus III	
MAT 2623 Calculus IV	
MAT 2113 Introduction of Linear Algebra	
MAT 2913 Differential Equations	

Basic Computer Skills

3 Semester Hours

BOT 1133 Microcomputer Applications or higher (computer related)
 CAT 1213 Introduction to Graphic Interface Computers
 CAT 2313 Basic Advertising Design I
 CAT 2323 Basic Advertising Design II
 CPT 1323 Survey of Microcomputer Applications
 CSC 1113 Computer Concepts or higher
 DDT 1313 Principles of CAD
 DDT 2323 Advanced CAD
 GRA 1113 Engineering Graphics
 MST 2714 Computer Numerical Control Operations I
 MST 2725 Computer Numerical Control Operations II

Application for Graduation

Application for graduation in the spring should be filed with the Registrar by February 1. Application for graduation in the fall should be filed before mid-semester, and summer graduation before the end of the first summer term. Students graduating in the spring are expected to participate in the graduation exercises.

Credits and Grades

Course Placement

Northwest Mississippi Community College requires applicants for admission to the college to be tested prior to completion of the registration process. Northwest utilizes the ACT exam as well as department test results for placement in English, Math, and Reading classes. Students with an English sub-score of 16 or above are placed in ENG 1113 English Composition. Students with an English ACT sub-score of 15 or below are placed in ENG 0113 Beginning English. Students with no ACT score must take the NWCC English Writing Exam. Students with a Math ACT sub-score of 19 or above and completing two years of high school Algebra are placed in MAT 1313, College Algebra. Students with an ACT composite score of 16 or above are not required to take Reading. ACT scores of 13-15 are placed in REA 1213, Reading Enhancement I, and scores of 12 or below are placed in REA 0113, Beginning Reading.

The Semester Hour

The unit of credit is the semester hour. A semester hour, as defined by the Mississippi State Board for Community and Junior Colleges, is a minimum student-teacher contact of 750 minutes for lecture, and 1,500 minutes for laboratory credit. This does not include time spent in registration or final examinations.

Grading Symbols

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A – Excellent

B – Good

C – Satisfactory

D – Lowest Passing Grade

Grading With No Credit

F – Failure

I – Incomplete

W – Official Withdrawal

N – Audit Grade

Grades of "F" will not be counted against a student's grade point average provided the course has been repeated and a better grade earned. The student's grade point average on the student's academic record card will reflect the true average, although the student's grade report will not discount "F" grades that have been repeated.

When a student repeats a passed course ("D" or "C") for grade improvement the better grade becomes the official grade of record.

F Grade

A grade of "F" is recorded: (1) if the student has excessive absences; (2) if the student has failed on the combined evaluation through the semester and the final examination; (3) if the student fails to submit a paper for final examination or fails to attend the final examination and offers no acceptable reason for absence; (4) if the student officially withdraws from a course after the published date for course withdrawal and was failing the course at the time of withdrawal; and (5) if the student drops the course without completing official withdrawal procedures.

I Grade

An incomplete grade may be assigned if, upon completion of a grading period, unavoidable circumstances have kept the student from meeting some course requirements. An incomplete grade is not allowed on the basis of course deficiency not caused by an unavoidable circumstance. The "I" grade must be removed by the end of the semester that immediately follows the semester in which the "I" grade was given. If the incomplete is not removed in this period of time, it automatically becomes an "F" grade. The "I" grade is computed as an "F" grade until the course requirements are met to the instructor's satisfaction.

W Grade

The "W" grade is recorded if the student officially withdraws from a course before the last day specified in the College Calendar. However, the student must be passing the course to receive the "W" grade if the student officially withdraws after the specified date. The student may not receive the "W" grade in a course if the student

has already been given an “F” grade because of excessive absences. The “W” grade is not computed in determining the grade point average.

N Grade

The “N” is recorded for those students auditing a course, and this grade is not computed in determining a student’s grade point average.

Grade Reporting

Students may access their grades at the end of the first nine weeks of school and at the end of the semester by logging into their student account via the Northwest website. End of the semester grades will be mailed to the address given by the student.

Grade Change Policy

Students can petition for review of a grade within 30 calendar days after the first class day of the next semester by the following procedure:

1. Obtain a “Request for Grade Change” form from the Registrar.
2. Take the form to the instructor to be filled out.
3. Take the form to the division director for signature.
4. Take the form to the dean (academic or career-tech) or center dean for approval.
5. The respective dean or center dean will forward the request to the Registrar for action.

Student Grade Appeal Procedure

The grade appeal procedure is designed to provide a student with a procedure for appealing the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below, the disposition of the student’s complaint made in the last previous step shall be final. All correspondence and records will be retained in the campus dean’s office. The grade appeal procedure involves the following steps:

- (1) The student shall submit the complaint in writing to the Division Director or appropriate dean within 15 days from the date the grade was received.
- (2) The Division Director or appropriate dean will attempt to resolve the complaint in conference between the student and the instructor, to be held within 15 days from the date the complaint was received. If the Division Director was the instructor of the course involved in the complaint, the written complaint of the student shall be submitted to the appropriate dean.
- (3) If the complaint is not resolved in step 2, the student may submit the complaint to the appropriate dean’s office within 15 days from the date of the dissolution of step 2.
- (4) If the appropriate dean does not resolve the complaint the student may appeal in writing to the Vice President for Educational Affairs for a hearing within 15 days from the date of the dissolution of step 3. If the complaint is not resolved at this level, the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Educational Affairs within 15 days following the Vice President’s decision in the matter.

- (5) The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: a Chairperson designated by the President, three faculty members selected by the President, and three students who serve as officers of the Student Government Association. Alternate students may be chosen by the Vice President for Educational Affairs.

Auditing a Course

To audit a course means to enroll as a student in a course and attend in the usual manner, but without credit or grade. Declaration of intention to audit must be made at the time of registration. Regular fees are charged for auditing.

Declaration of Majors

Every student must indicate an intended major field of study during the registration process.

Change of College Major

Students who wish to change their major should go to the appropriate counseling center for advisee assignment. Students must recognize that changing their major could result in having completed courses that will not apply to their new major.

Students desiring veteran's benefits must also secure approval of the veteran's advisor. Failure to do so may result in loss of benefits.

Class Attendance Policy

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline.

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed.

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal.

For more information about the appeal process, contact the Center Dean or the Associate Vice President for Educational Affairs.

Official Absences

Official absences are absences caused by a student representing the College for an approved function. These absences shall not count toward the student's total absences.

Cheating/Plagiarism Appeal Procedure

Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Associate Vice President for Educational Affairs or the appropriate Dean in writing within one (1) week of the formal decision by their instructor. The Associate Vice President or appropriate Dean will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Associate Vice President or appropriate Dean and may consist of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.

Intellectual Property Rights Policy

All work products created or produced using the College's resources, facilities or time are considered to be property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed property of the individual. All revenue derived from College-owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually-owned work products is discretionary for the developer. This policy is applicable to all faculty, staff and students.

Standards of Academic Progress

A student, to move assuredly toward a degree should maintain the following grade point average:

Total Semester Hours	Cumulative Grade Point Average
1-6	1.25
7-12	1.35
13-20	1.55
21-35	2.00
36-49	2.00
50-64	2.00
For Graduation	2.00

If a student fails to maintain the minimum GPA on the scale (6 hours passed with a minimum semester GPA of 1.25), the student is placed on "Academic Probation" at the end of the semester. A student who is placed on Academic Probation is eligible for immediate readmission for the following semester. If the student fails to attain the prescribed GPA in the subsequent semester (12 hours passed with a minimum cumulative GPA of 1.35), the student is placed on "Final Probation" but is considered making progress toward a degree. The student who is on Final Probation is then given one more semester to attain a cumulative grade point average of 1.55 with 20 semester hours passed.

A student who does not achieve the designated cumulative GPA will be placed on "Academic Dismissal." This means that the student is dismissed from the college for failure to maintain standards of academic progress and may not enroll the subsequent semester.

A student who is academically dismissed may submit a written petition for consideration to be readmitted to the college. This petition should be sent to Larry Simpson, Chair, Admission Committee, NWCC, Senatobia, MS, 38668. The student will be notified in writing of the committee's decision regarding the petition.

Academic Probation

Standards of satisfactory academic progress for full-time and part-time students must be the same as those required to maintain financial aid eligibility. (See SATISFACTORY ACADEMIC PROGRESS POLICY on pages 56-59.)

Withdrawal from School

A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:

1. Students are to pick up the withdrawal form from the Student Development Center on the Senatobia campus or the Academic or Career-Technical counselor's office at the Centers, where the student will be instructed as to the proper withdrawal procedure.
2. After obtaining the required signatures, the student turns the withdrawal form in to the Center Dean or if withdrawing from the Senatobia campus, to the cashier's office in the Administration Building.
3. Refund of any payment due will be made at the Business Office.

A student who properly and officially withdraws will receive a grade of "W" (official withdrawal) in all classes. Withdrawal must be made prior to exam week. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures. This unofficial withdrawal will result in the student receiving "F" grades in all classes.

Change of Schedule

Students should set up their program of study and schedule with extreme care and exert every effort to keep that schedule. Regulations concerning a change of schedule are:

All schedule changes must be cleared through the Registrar's Office or Center Dean's Office and the student's faculty adviser.

Adding a Course

1. A new course cannot be added after the end of the second week following registration.

Dropping a Course

1. A new course cannot be dropped after the end of the second week following registration.

Withdrawing From a Class

A student may withdraw from a class passing or failing through the ninth week of school. This does not apply to courses with "F" based on attendance policy.

(For exact date, see college calendar. After the ninth week, the student must be passing the course to withdraw from that course. If the student carries out the entire class withdrawal procedure correctly, he/she will receive a grade of "W" for that course.)

Procedures for Adding a Course or Withdrawing from a Course

1. Pick up proper form in the Student Development Center in the McLendon Center Student Union and/or Center Dean's Office.
2. The student must obtain the signature of his/her instructor.
3. Submit completed form to Student Development Center or Center Dean's Office.

Course Load

The normal load of work is from 12 to 18 semester hours. No student may enroll for more than 19 hours in one semester without the approval of the adviser and the appropriate dean or the Associate Vice President for Educational Affairs.

Classification

Students are classified according to the following standards:

- Freshman - 0 to 23 semesters hours;
- Sophomore - 24 or more semester hours.

Academic Record-Transcript Release Policy

One of the major services of the Registrar's Office is to maintain accurate and permanent records of a student's academic work while the student is enrolled at Northwest. In accordance with the rules and regulations governing the release of these records, the Registrar's Office follows these policies:

1. Before a transcript can be released, all admission papers must be on file in the Registrar's Office – transcript(s), GED scores if applicable, and ACT scores or SAT.
2. No transcript can be released if the student has a "balance due" in the Business Office. The student's account must be paid in the Business Office by cash, money order, or bank check, and receipt taken to the Registrar before a transcript can be released.
3. Written authorization from the student must be submitted to the Registrar's Office. Currently enrolled students may go the Registrar's Office to complete a transcript request form.
4. Transcripts sent to other colleges, employers, or agencies will bear the official college seal and will be an **official transcript**. Transcripts sent directly to the student that makes the request will not bear the college seal and will be an **unofficial transcript**. Official Transcripts can only be sent directly to other colleges, employers, and agencies.
5. Employers or other agencies who request information about a Northwest student should get the signature of the person in question before sending a request. This signature serves as authorization for this office to release information.
6. In 1974 the Congress of the United States enacted the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This act related to the rights of access assures certain privacy of students' records. The Office of the Registrar has recommended and President Gary Lee Spears has approved the following policy in regard to this act.
This act provides students or parents of dependent students (children or wards claimed for income tax purposes) the right to review, inspect, and

challenge the accuracy of information kept in the “office of record” of the institution. They may do so by contacting in person the head of the divisions indicated at the location of the “office of record.”

A repository or “office of record,” for “personally identifiable” information relating to students is maintained, according to the designated data, at the locations listed below.

A. Records accessible to a student and his/her parents as indicated above.

1. Registrar's Office
 - a. Academic records
 - b. Permanent file of personal data for all students
 - c. Course enrollments
 - d. Official transcripts for all schools
 - e. Application for Admission files, including test scores
2. Athletic Department
 - a. Data on athletes' competitive abilities
3. Financial Aid
 - a. Application and certification
4. Student Affairs
 - a. Disciplinary records
5. Business Office
 - a. Fiscal records

Unofficial copies of records and official copies of records (certified with Northwest seal) may be obtained by contacting the Registrar's Office. These documents will be released upon written authorization. (Charges are subject to change.)

B. “Directory Information”

The following categories of information have been designated by Northwest as “Directory Information,” and as such may be used as a matter of public record. However, should a student desire that this information not be released, it will be withheld if notification is given in writing to the Registrar within three weeks after the first day of class registration.

1. The student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of member of athletic teams
8. Dates of attendance
9. Degrees, awards, and honors
10. The most recent previous educational agency or institution attended by the student
11. School or college year (freshman or sophomore)
12. Degree sought
13. Class schedule
14. E-mail address

C. Other items

1. Except as provided by the law, data released to outside sources will be in aggregate form and no “personally identifiable” records will be made available.

2. When grades are reported, copies will be mailed to the student at his/her home address.
3. Should you have questions or object to the policy stated above, you are encouraged to discuss your concern with the Registrar, who is located in Yalobusha Hall. Policy appeals may be made by written petition to Larry Simpson, Registrar, Northwest Mississippi Community College, Senatobia, MS, 38668. A hearing will be afforded the petitioner, if requested. Students will be informed, in writing, as to the disposition of the petition.
4. In the event any part of this policy is in conflict with state or federal law, statutory or judicial decisions will govern access to records.
5. All official non-credit records of the College are maintained in the Registrar's Office. Additionally, only the Registrar is authorized to issue official transcripts of non-credit work.

Honors

A student who has earned an average of 3.50 through 3.79 quality points per semester hour is entitled to be graduated with honors.

A student who has earned an average of 3.80 to 3.99 quality points per semester hour is entitled to be graduated with special honors.

A student who has earned an average of 4.00 quality points per semester hour is entitled to be graduated with highest honors.

An honor that may be conferred on a student is selection for the annual Hall of Fame by the administrative staff and faculty of the college. Students are selected annually by a majority vote of the faculty and staff for this honor. Qualifications for nominations for the Hall of Fame are based on high qualities of leadership, character, scholarship, and participation in college activities.

President's List, Dean's List & Career-Tech Honors List

The honors lists are announced at the end of each semester. To be eligible a student must be classified as a full-time student. Criteria are as follows:

1. President's List: 3.75 quality points to 4.0 quality points
2. Dean's List: 3.5 quality points to 3.74 quality points
3. Career-Tech Honors List: students must show outstanding progress in their chosen field of study

Honors Program

Northwest Mississippi Community College strives to meet the needs of the academically advanced student in a variety of ways. First, qualified students can request an Honors contract in any course in which they are enrolled. Teacher and student agree on accelerated or enhanced requirements to be completed by semester end. No penalty is levied for attempting an Honors contract and not completing it.

Second, the college promotes active Phi Theta Kappa chapters to meet both academic and social needs of our students. Among the benefits of membership are transfer scholarships to learning institutions in Mississippi and across the nation; the opportunity to meet and work with other members in our state; and a chance to compete for recognition on a national level in a variety of ways.

Northwest has a strong commitment to offering several ways in which our advanced students can continue to be challenged.

PROGRAMS OF STUDY



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE

ACADEMIC EDUCATION

The Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges reached in 1991 an articulation agreement on the transfer of student course work between state universities and community colleges. This agreement provides for the smooth transfer of 166 programs of study offered by the universities. Each university will accept the courses listed on a particular transfer program without loss of credit toward the conclusion of the four-year degree. It is intended that this articulation agreement be a minimum program transfer for all students moving from the community college to the university system — acting as a “safety net” for transfer students. The agreement does not replace any individual articulation agreement between a particular community college and a university which would allow additional courses to transfer into a specific program of study. For purposes of advising Northwest students, a copy of the **Articulation Agreement** has been placed in the office of every faculty adviser.

DIVISION OF BUSINESS

Accountancy (Major Code 205)

Advisers: Arrington, Norton, B. Johnson

The accountancy curriculum is designed to provide the necessary background for admission to a school of accountancy at a senior institution. The student who satisfactorily completes this curriculum is eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
History	3	History	3
MAT 1313, College Algebra or	3	MAT 1513, Business Calculus I.....	3
Higher Math.....	3	SPT 1113, Public Speaking I	3
PSY 1513, General Psychology	3	BAD 2413, Legal Environ. of Bus.....	3
*CSC 1113, Computer Concepts or CSC 1123 Computer Apps. I.....	3		
Total	15	Total	15

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*Literature	3	*Literature	3
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II.....	3
ECO 2113, Prin. of Macroeconomics ..	3	ECO 2123, Prin. of Microeconomics...	3
*BOA 2613, Business Communications	3	BAD 2323, Business Statistics	3
Laboratory Science	4	Laboratory Science	4
		Fine Arts Elective.....	3
Total	16	Total	19

* Students must consult with adviser and follow the catalog of the institution to which they are transferring before choosing a specific course.

Business Administration (Major Code 218)

Advisers: Bolen, B. Johnson, Norton, Pagels, Payne, Posey, Reed

Students who are interested in majoring at the senior college level in a specific area of business, such as banking and finance, business management, financial planning, health care administration, health care information systems, human resource management, insurance and risk management, international business, marketing, marketing communications, production management, pharmaceutical sales and real estate should follow this curriculum. The student who satisfactorily completes this curriculum is eligible for the Associate of Arts degree. This program is transferable to most senior institutions and will lead to the Bachelor of Business Administration degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
ACC 1213, Prin. of Accounting I.....	3	ACC 1223, Prin. of Accounting II.....	3
*History or Foreign Language.....	3	*History or Foreign Language.....	3
CSC 1123, Computer Apps. I.....	3	Fine Arts Elective.....	3
MAT 1313, College Algebra or Higher Math.....	3	MAT 1513, Bus. Calculus I.....	3
Total	<u>15</u>	Total	<u>15</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature.....	3	*BOA 2613, Business Communications	3
ECO 2113, Prin. of Macroeconomics..	3	ECO 2123, Prin. of Microeconomics...	3
PSY 1513, General Psychology.....	3	SPT 1113, Public Speaking I.....	3
BAD 2413, Legal Environ. of Business..	3	Laboratory Science.....	4
BAD 2323, Business Statistics.....	3	*Approved Elective.....	3
Laboratory Science.....	4		
Total	<u>19</u>	Total	<u>16</u>

Suggested Electives:

BAD 2523, Personal Financial Management

MAT 1523, Business Calculus II

CSC 1113, Computer Concepts

CSC 1133, Computer Applications II

CSC 1213, Visual BASIC Programming

Foreign Language

* Students must consult with adviser and follow the catalog of the institution to which they are transferring before choosing a specific course.

Business and Computer Teacher Education

(Major Code 220)

Adviser: Payne

This curriculum is designed to prepare a student to teach secondary business subjects after receiving a degree from a senior institution. The student who has satisfactorily completed this curriculum is eligible for the Associate of Arts degree. Due to varied requirements of Schools of Education at the senior institutions, this program of study may be adjusted to comply with the requirements of the school to which the student is transferring.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Composition I.....	3	ENG 1123, Eng. Composition II	3
SPT 1113, Public Speaking I	3	Approved Business Elective	3
History Elective	3	PSY 1513, General Psychology	3
MAT 1313, College Algebra or Higher Math.....	3	* Fine Arts Elective.....	3
BOA 2533, Word Processing I.....	3	CSC 1113, Computer Concepts or CSC 1123, Computer Apps. I.....	3
P.E. Activity.....	1		
Total	16	Total	15

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature	3	BAD 2323, Business Statistics	3
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II	3
ECO 2113, Prin. of Macroeconomics ..	3	ECO 2123, Prin. of Microeconomics...	3
BIO 1113, Principles of Biology I	3	PHY 2243, Physical Science I.....	3
BIO 1111, Prin. of Biology I Lab	1	PHY 2241, Physical Science I Lab.....	1
CSC 1213, Visual BASIC Prog. I	3	BOA 2613, Business Communications..	3
		BAD 2413, Legal Environ. of Bus.....	3
Total	16	Total	19

Approved Business Electives:

- BAD 2523, Personal Financial Management
- CSC 1223, Visual BASIC Programming II
- CSC 1613, Computer Programming I (JAVA)
- CSC 2134, Computer Programming I with C++
- CSC 1133, Computer Applications II

* Mississippi State University accepts SPT 2233, Theatre Appreciation; MUS 1113, Music Appreciation and ART 1113, Art Appreciation as a Fine Arts elective.

Computer/Management Information Systems (Major Code 213)

Advisers: G. Hall, Posey, Mounger, Scherer, Swinney

Computer Information Systems is the major field providing a variety of courses for students interested in the use of computers in a business environment. Students receive classroom instruction in computer concepts and techniques and engage in extensive laboratory work to supplement this instruction. Satisfactory completion of this curriculum entitles the student to an Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
History	3	Fine Arts Elective.....	3
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II.....	3
MAT 1313, College Algebra or Higher Math	3	CSC 1213, Visual BASIC Programming I	3
CSC 1123, Computer Apps. I.....	3	BAD 2413, Legal Environment of Business.....	3
		CSC 1133, Computer Apps. II	3
Total	<u>15</u>	Total	<u>18</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOA 2613, Business Communications..	3	MAT 1513, Business Calculus I	3
ECO 2113, Prin. of Macroeconomics..	3	CSC Programming Language II	3
CSC Programming Language I.....	3	SPT 1113, Public Speaking I	3
Literature	3	ECO 2123, Prin. of Microeconomics...3	3
Laboratory Science	4	Laboratory Science	4
Total	<u>16</u>	Total	<u>16</u>

Note: To determine specific course requirements consult the catalog of the university or college to which you plan to transfer. Approved courses may be substituted in the Computer Information Systems program in accordance with the specific requirements of the senior college.

Computer Science (Major Code 712)

Advisers: G. Hall, Moore, Mounger, Swinney

Most senior colleges offer both a Bachelor of Arts and a Bachelor of Science degree in computer science. The University of Mississippi and Mississippi State University also offer through their engineering schools a computer science degree that does not have a foreign language requirement. Since the requirements are all slightly different, the curriculum at Northwest will be varied to fit the needs of the student. The suggested schedule is one that most closely fits the requirements for the Bachelor of Science degree. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.

Computer Science is very mathematical. If a student has less than a 15 composite score on the ACT, proficiency must first be determined in college algebra by making no less than a grade of C.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1613, Calculus I.....	3	MAT 1623, Calculus II.....	3
**Social Science Elective.....	3	**Social Science Elective.....	3
*Lab Science Elective.....	3	*Lab Science Elective.....	4
CSC 1613, Computer Prog. I (JAVA) or CSC 2134, Comp. Prog. I w/C++	3/4	CSC 2623, Comp. Prog. II (JAVA) or CSC 2144, Comp. Prog. II w/C++	3/4
Total	16/17	Total	16/17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PHY 2513, Physics for Engr. I.....	3	History.....	3
PHY 2511, Physics Lab for Engr. I.....	1	Fine Arts Elective.....	3
MAT 2613, Calculus III.....	3	PHY 2523, Physics for Engr. II.....	3
ENG 2323, Literature.....	3	PHY 2521, Physics Lab for Engr. II.....	1
CSC 2844, Data Structures.....	4	SPT 1113, Public Speaking I.....	3
Approved Elective.....	3	Approved Elective.....	3
Total	17	Total	16

* LAB SCIENCE ELECTIVES include BIO 1134, CHE 1214 or CHE 1224

** SOCIAL SCIENCE ELECTIVES include ECO 2113, GEO 1113, GEO 1123, PHI 2113, PHI 2613, PHI 2713, PSC 1113, PSY 1513, SOC 2113

*** MSU requires CSC 1613 and 2623 OR CSC 2134 and 2144. USM also suggests CSC 2833 in addition to CSC 1613 and 2623.

Approved courses may be substituted in the Computer Science program in accordance with specific requirements of the senior institutions.

Note: Varying hours is dependent upon the programming language taken. CSC 1613 and CSC 2623 will result in 3 credit hours earned per class upon successful completion of the course. CSC 2134 and CSC 2144 constitutes 4 hours per class.

Marketing Communications/Public Relations Management (Major Code 417)

Advisers: Bolen, B. Johnson, Payne, Posey

Students who are interested in majoring at the senior college level in the areas of Public Relations and Reputation Management, Newspaper Management, Broadcast Management or Magazine Publishing should follow this curriculum. The student who satisfactorily completes this curriculum is eligible for the Associate of Arts degree. This program is transferable to the University of Mississippi and will lead to the Bachelor of Business Administration degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
History or Foreign Language	3	SPT 1113, Public Speaking I	3
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II.....	3
CSC 1123, Computer Apps. I.....	3	PSY 1513, Gen. Psychology.....	3
MAT 1513, Business Calculus I.....	3	MAT 1523, Business Calculus II.....	3
Total	<u>15</u>	Total	<u>15</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature	3	ECO 2123, Prin. of Microeconomics...3	3
ECO 2113, Prin. of Macroeconomics ..3	3	BOA 2613, Business Communications..3	3
BAD 2413, Legal Environ. of Bus.....3	3	Laboratory Science	4
Laboratory Science	4	BAD 2323, Business Statistics	3
JOU 1313, News Writing/Reporting I.3	3	Fine Arts Elective	3
		JOU 1323, News Writing/Rep. II.....	3
Total	<u>16</u>	Total	<u>19</u>

Office Administration (Major Code 240)

Advisers: Payne, Rutledge

This curriculum is designed for those students who wish to continue study in office administration at a four-year institution or to enter the job market immediately. Graduates are eligible for the Associate of Arts degree. **

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra or Higher Math	3	Laboratory Science	4
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II.....	3
CSC 1113, Computer Concepts	3	PSY 1513, General Psychology	3
Laboratory Science	4	CSC 1123, Computer Apps. I.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature	3	ECO 2123, Prin. of Microeconomics...3	3
BOA 2533, Word Processing I.....	3	BOA 2613, Business Communications...3	3
SPT 1113, Public Speaking I	3	BAD 2413, Legal Environ. of Bus.....3	3
ECO 2113, Prin. of Macroeconomics..3	3	Approved Business Elective.....	3
Approved Elective.....	3	*Fine Arts Elective.....	3
History	3		
Total	<u>18</u>	Total	<u>15</u>

Approved Electives:

Literature Elective
PSC 1113, American Government
MAT 1233, Intermediate Algebra
History Elective

Approved Business Electives:

CSC 1213, Visual BASIC Programming I
BAD 2323, Business Statistics
BAD 2523, Personal Financial Management
CSC 1133, Computer Applications II

* Mississippi State University accepts SPT 2233, Theatre Appreciation; MUS 1113, Music Appreciation and ART 1113, Art Appreciation as a Fine Art elective.

** Due to varying requirements of senior institutions, this program of study may be adjusted to comply with the requirements of the school to which the student is transferring.

DIVISION OF EDUCATION

Elementary Education (Major Code 305)

Advisers: Correro, Hawkins, Leake, Simpson, Wilbourn,
Boyd, J. Jones, Aaron, Terrell

This course of study is designed for a student who plans to teach in elementary schools. Satisfactory completion of the curriculum entitles the student to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 2213, Am. Hist. or HIS 1113, Western Civilization.....	3	HIS 2223, Am. Hist. or HIS 1123, Western Civilization.....	3
MAT 1313, College Algebra.....	3	PSC 1113, Am. National Govt. or SOC 2113, Intro. to Sociology I or SOC 2123, Intro. to Soc. II	3
SPT 1113, Public Speaking I	3	MUS 1113, Music Appreciation or ART 1113, Art Appreciation or SPT 2233, Theatre Appreciation ...	3
*CSC 1123, Computer Applications...3		Biological Science with Lab.....	4
	15	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, Brit. Lit. I or ENG 2223 ...	3	ENG 2333, Brit. Lit. II or Eng 2233	3
Physical Science with Lab.....	4	Concentration Hours	10/12
Concentration/Electives	3-4	MAT 1733, Geometry, Measurement and Probability.....	3
MAT 1723, Real Number System.....	3		
GEO 1113, Geography.....	3		
Total	16-17	Total	16-18

*May substitute CSC 1113 Computer Concepts or higher level computer course.

NOTE: It is **strongly recommended** that students complete the Praxis I examination prior to transferring to one of the IHL institutions.

Endorsement Areas

For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with two add-on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi K-6 licensure, with add-on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities. Acceptable transfer courses for these endorsement areas are as follows:

ENGLISH: ENG 1113, 1123, 2223, 2233, 2323, 2333.

SOCIAL STUDIES: HIS 1113, 1123, 2213, 2233; GEO 1113; PSC 1113; SOC 2213, 2123, 2143; ECO 2113, 2123

MATHEMATICS: MAT 1313, 1323, 1613, 1623, 1723, 1733, 2113, 2323, 2613, 2623, 2913

GENERAL SCIENCE: (*courses must have labs*)

BIO 1113/1111 or BIO 1123/1121 or BIO 1133/1131

BIO 1143/1141, BIO 1213/1211 or BIO 1313/1311

BIO 1323/1321 or BIO 2414 or BIO 2424

BIO 2513/2511, BIO 2523/2521 or BIO 2524, BIO 2613/2611 or BIO 2614

BIO 2924

PHY 1213/1211 or PHY 2243/2241

PHY 2253/2251, PHY 2413/2411 or PHY 2423/2421

PHY 2513/2511, PHY 2523/2521

CHE 1211/1213, CHE 1221/1223 or CHE 1311/1313

CHE 1321/1323, CHE 2431/2433 or CHE 2424, CHE 2434

Some institutions accept endorsements in the K-12 areas of Music (instrumental or vocal for Mississippi licensure), Art, Foreign Language (one specific language for Mississippi licensure) or Physical Education. Contact the university for a listing of courses for the following endorsement areas:

Music: ASU, JSU, MSU, MVSU, UM, USM

Art: JSU, MSU, UM, USM

Foreign Language: JSU, MSU, UM, USM

Physical Education: ASU, JSU, MSU, MVSU, USM

Note: Check equivalencies to avoid duplication of science courses. Revised 4/21/10

Exercise Science (Major Code 345)

Adviser: Weldy, Burton

The curriculum is primarily for an exercise science major who plans to continue a college education beyond the community college level. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 2213, American History I or HIS 1113, Western Civilization I.....	3	HIS 2223, American History II or HIS 1123, Western Civilization II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry or MAT 1613, Calculus I	3
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab	1
HPR 1213, Health.....	3	HPR 2213, First Aid.....	3
Total	<hr/> 16	Total	<hr/> 16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2223 or ENG 2323, Literature.....	3	Fine Arts or Humanities Elective	3
SPT 1113, Public Speaking I	3	**CSC 1123, Comp. Applications	3
*CHE 1313/1213, Chemistry I	3	PHY 2413, Physics I	3
*CHE 1311/1211, Chemistry I Lab	1	PHY 2411, Physics I Lab	1
PSY 1513, Gen. Psychology	3	FCS 1253/BIO 1613, Nutrition	3
Fine Arts Elective.....	3	SOC 2113, Intro. to Sociology	3
Total	<u>16</u>	Total	<u>16</u>

* CHE 1213/1211 for Pre-Physical Therapy.

**May substitute CSC 1113 Computer Concepts or higher level computer course.

Health and Physical Education (Major Code 340)

Advisers: Foster, Weldy, Burton

This course is primarily for a physical education major who plans to continue a college education beyond the junior college level. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.*

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
BIO 1113, Principles of Biology I.....	3	BIO 2513, A & P I.....	3
BIO 1111, Prin. of Bio. I Lab.....	1	BIO 2511, A & P I Lab.....	1
HIS 2213, Am. Hist.	3	HIS 2223, Am. Hist.	3
HPR 1213, Personal/Comm. Health I.3		SPT 1113, Public Speaking I	3
MUS 1113, Music Appreciation	3	MAT 1313, Col. Algebra	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Lit. I.....	3	ENG 2333, British Lit. II.....	3
PHY 2243, Phy. Science I.....	3	HPR 2213, First Aid & CPR	3
PHY 2241, Phy. Science I Lab	1	HPR 1512, Volleyball Tech.....	2
SOC 2113, Intro. to Sociology	3	Humanities	3
ART 1113, Art Appreciation	3	PSY 1513, Gen. Psychology.....	3
HPR 1542, Tennis/Badminton Tech....	2	**CSC 1123, Comp. Applications	3
Total	<u>15</u>	Total	<u>17</u>

* Passing scores for the Praxis I or an appropriate ACT score (at least 21 with no subtest scores lower than 18) or SAT score (860 composite) are required for admission into the Teacher Education Program and for most education scholarships at the senior universities. Please visit the Praxis website at www.ets.org/praxis and see your adviser for more information.

Due to the varied requirements of schools of Education at senior institutions, the program may be adjusted to comply with the requirements of the school to which the student is transferring.

**May substitute CSC 1113 Computer Concepts or higher level computer course.

Pre-Communicative Disorders (Major Code 347)

Advisers: Correro, Greene, Strong, Burton

This curriculum is designed for students who plan to transfer to a four-year college or university to pursue a B.S. degree in communicative disorders. Careers in communicative disorders include audiologist, speech-hearing scientist, speech-language pathologist, and teacher of the deaf. A graduate of the following two-year curriculum is entitled to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
BIO 1133, General Biology I.....	3	BIO 1143, General Biology II.....	3
BIO 1131, General Biology I Lab.....	1	BIO 1141, General Biology II Lab.....	1
MAT 1313, College Algebra.....	3	Fine Arts Elective.....	3
*CSC 1123, Comp. Applications.....	3	HPR 1213, Health.....	3
MFL 1213, Spanish I.....	3	MFL 1223, Spanish II.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**ENG 2223, Amer. Lit. I or ENG 2323, British Lit. I.....	3	**ENG 2233, Amer. Lit. II or ENG 2333, British Lit. II.....	3
PHY 2243, Phy. Science I.....	3	SOC 2113, Intro. to Sociology.....	3
PHY 2241, Phy. Science I Lab.....	1	***HIS 1123, Western Civ. II or HIS 2223, American History II.....	3
PSY 1513, Gen. Psychology I.....	3	SPT 1113, Public Speaking I.....	3
***HIS 1113, Western Civ. I or HIS 2213, American History I.....	3	MFL 2223, Spanish IV.....	3
MFL 2213, Spanish III.....	3	Elective.....	1
Total	<u>16</u>	Total	<u>16</u>

*May substitute CSC 1113 Computer Concepts or higher level computer course.

** Student may take American Literature or British Literature sequence.

*** Student may take Western Civilization or American History sequence.

12-hour sequence in Spanish, if transferring to the University of Mississippi or the University of Southern Mississippi, or a "C" or better in six hours at the sophomore level.

This program of study requires a total of 66 semester hours.

Recreation (Major Code 342)

Advisers: Foster, Weldy, Burton

The two year curriculum is designed for those seeking to further their studies and obtain a Bachelor of Arts degree from a four-year institution. The outlined coursework prepares those students seeking a Bachelor of Arts degree in recreation. Graduates will find careers in therapeutic recreation and recreation administration such as campus recreation, church recreation, commercial recreation and in the military. This major is offered to students who seek employment as recreational professionals in public, private or volunteer agencies.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
*History Elective	3	*History Elective	3
HPR 1213, Personal/Comm. Health I.3		SPT 1113, Public Speaking I	3
**Natural Science w/Lab.....	4	**Natural Science w/Lab.....	4
Fine Arts (Music/Art/Theatre)	3	P.E. Activity.....	2
P.E. Activity.....	1		
Total	<u>17</u>	Total	<u>15</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
British or American Literature.....	3	Recommended Elective.....	3
FCS 1233, Nutrition	3	PSY 1513, General Psychology.....	3
***CSC 1123, Comp. Applications	3	HPR 2213, First Aid & CPR.	3
MAT 1313, Coll. Algebra or Higher ...	3	SOC 2113, Intro. to Sociology	3
****Humanities Elective	3	*****Social/Behavioral Science.....	3
P.E. Activity.	1	P.E. Activity.....	1
Total	<u>16</u>	Total	<u>16</u>

* History elective must be chosen from HIS 1113, 1123, 2213 or 2223.

**Natural Science with lab must be chosen from BIO 1134, 1144, 1314, 2414, 2924 or CHE 1214, 1224, 1314 or PHY 2244, 2254, or 2414.

***May substitute CSC 1113 Computer Concepts or higher level computer course.

****Humanities elective must be chosen from Foreign Language (MFL 1213, 1223, 2213, 2223); Literature (ENG 2133, 2223, 2323, 2333, 2513, 2613); or Philosophy (PHI 1113, 2113, 2143, 2713).

*****Social/ Behavioral Science must be chosen from GEO 1113 (World Geography), HIS 1113 (Western Civilization I), HIS 1123 (Western Civilization II), HIS 2213 (American History I), HIS 2223 (American History II), PSC 1113 (American National Government), SOC 2113 (Introduction to Sociology), SOC 2123 (Introduction to Sociology II), SOC 2143 (Marriage and Family), ECO 2113 (Principles of Macroeconomics), ECO 2123 (Principles of Microeconomics), PSY 1513 (General Psychology), or PSY 1523 (General Psychology II).

Secondary Education (Major Code 307)

Advisers: Banham, Booker, L. Haraway, Thompson, Waldrop, Burton, Monteith
The two-year curriculum is designed for a student who plans to teach in high school. It includes some of the core curriculum for the teaching certificate. Satisfactory completion of this curriculum will qualify the graduate for the Associate of Arts degree.*

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
SPT 1113, Public Speaking I	3	Social Science Elective	3
**MAT 1313, College Algebra.....	3	Fine Arts Elective.....	3
BIO 1113, Principles of Biology I	3	PHY 2253, Physical Science II	3
BIO 1111, Prin. of Biology I Lab	1	PHY 2251, Phy. Sci. II Lab	1
***CSC 1123, Comp. Applications	3	PSY 1513, Gen. Psychology.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, or ENG 2223, Literature...3		ENG 2333, or ENG 2233, Literature...3	
****PHY 2243, Physical Science I3		HIS 2213, Western Civilization or	
****PHY 2241, Physical Sci. I Lab1		HIS 2223, American History3	
HIS 1113, Western Civilization or		Science, Math or Computer Elective ..3	
HIS 2213, American History3		Humanities/Fine Arts Elective.....3	
Academic Teaching Area/Electives6		Academic Teaching Area/Electives3	
Total	16	Total	16

* Passing scores for the Praxis I or an appropriate ACT score (at least 21 with no subtest scores lower than 18) or SAT score (860 composite) are required for admission into the Teacher Education Program and for most education scholarships at the senior universities. Please visit the Praxis website at www.ets.org/praxis and see your adviser for more information.

Due to the varied requirements of schools of Education at senior institutions, the program may be adjusted to comply with the requirements of the school to which the student is transferring.

** Or higher level mathematics. Calculus I is recommended for Secondary Education Mathematics majors.

***May substitute CSC 1113 Computer Concepts or higher level computer course. CSC 1613 Computer Programming I (JAVA) is recommended for Secondary Education Mathematics majors.

****May be substituted with Chemistry and Lab.

DIVISION OF FINE ARTS

Art (Major Code 405)

Advisers: Chavis, House, Rogers

The curriculum is designed for a student who plans to continue education at a four-year college or professional art school, leading to a Bachelor of Fine Arts degree. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ART 2713, Art History3		ART 2723, Art History3	
ENG 1113, Eng. Comp. I.....3		ENG 1123, Eng. Comp. II.....3	
HIS 1113, Western Civ. I.....3		HIS 1123, Western Civ. II3	
ART 1313, Beginning Drawing I.....3		ART 1323, Beginning Drawing II.....3	
ART 1433, Design I3		ART 1443, Design II.....3	
		ART 1513, Computer Art.....3	
Total	15	Total	18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature3		Literature3	
BIO 1113, Prin. of Biology I3		BIO 1123, Prin. of Biology II3	
BIO 1111, Prin. of Biology I Lab1		BIO 1121, Prin. of Biology II Lab1	
*Art Elective3		*Art Elective3	
MAT 1313, College Algebra.....3		SPT 1113, Public Speaking I3	
Social/Behavioral Science3		Social/Behavioral Science3	
Total	16	Total	16

Approved Art Electives:

- ART 2513, 2523 (Painting I and II)
- ART 2613, 2623 (Ceramics I and II)
- ART 2433, 2463 (Advertising Design I and II)

Studio art credits may transfer to a four-year college or university based on the student's portfolio.

Music, Music Education, Music Performance (Major Code 420)

Advisers: Bishop, VanDyke

The curriculum provides instruction designed to prepare a student for a career as a professional musician. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
HIS 1113, Western Civilization I.....	3
MUS 1214, Music Theory I.....	4
Major Applied Music.....	2
Minor Applied Music.....	1
Chorus and/or Band.....	1
MUS 1910, Recital Class.....	0
CSC 1113, Computer Concepts.....	3
Total	17

Second Semester	Semester Hours
ENG 1123, Eng. Comp. II.....	3
HIS 1123, Western Civilization II.....	3
MAT 1313, College Algebra.....	3
MUS 1224, Music Theory II.....	4
Major Applied Music.....	2
Minor Applied Music.....	1
Chorus and/or Band.....	1
MUS 1920, Recital Class.....	0
Total	17

SOPHOMORE YEAR

First Semester	Semester Hours
ENG 2323, Literature I.....	3
BIO 1113, Principles of Biology I.....	3
BIO 1111, Prin. of Biology I Lab.....	1
MUS 2214, Music Theory III.....	4
Major Applied Music.....	2
Minor Applied Music.....	1
Chorus and/or Band.....	1
MUS 2910, Recital Class.....	0
MUS 1123, Music Survey.....	3
Total	18

Second Semester	Semester Hours
SPT 1113, Public Speaking I.....	3
BIO 1123, Prin. of Biology II.....	3
BIO 1121, Prin. of Biology II Lab.....	1
MUS 2224, Music Theory IV.....	4
Major Applied Music.....	2
Minor Applied Music.....	1
Chorus and/or Band.....	1
MUS 2920, Recital Class.....	0
Total	15

Acceptance into any major applied music course is subject to audition.

Due to the varied requirements of schools of Music at the senior institutions, the program listed may be adjusted to comply with the requirements of the school to which the student is transferring.

Theatre (Major Code 425)

Advisers: Shannon, Maze

The curriculum is designed for a student who anticipates continuing education beyond the community college level in the areas of speech and theatre. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	BIO 1123, Prin. of Biology II.....	3
BIO 1113, Principles of Biology I.....	3	BIO 1121, Prin. of Biology II Lab.....	1
BIO 1111, Prin. of Biology I Lab.....	1	SPT 1113, Public Speaking.....	3
SPT 1233, Acting.....	3	SPT 1153, Voice, Dict. & Phonetics...3	
SPT 1213, Fund. of Theatre Prod.....	3	Social Science Elective.....	3
SPT 1241, Drama Production I.....	1	SPT 1251, Drama Production II.....	1
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature.....	3	PSY 1513, Gen. Psychology.....	3
Art, Music or Theatre Appreciation....	3	Any History.....	3
Any History.....	3	SPT 2143, Oral Interpretation.....	3
SPT 1223, Theatrical Makeup.....	3	SPT 2223, Stagecraft.....	3
CSC 1113, Computer Concepts.....	3	Approved Elective.....	3
SPT 2241, Drama Production III.....	1		
Total	<u>16</u>	Total	<u>15</u>

The advisers of this program can alter course requirements to meet curricular requirements for related speech areas.

DIVISION OF LANGUAGES AND COMMUNICATIONS

Communications

Advisers: Huebner, Maze

The curriculum is designed to provide a program of study that encompasses the variety of fields in communications, including print journalism, public relations and broadcasting. The course of study leads to a Bachelor of Arts degree and is transferable to liberal arts divisions at senior institutions. In order to meet specific curriculum requirements for transfer, the student should consult the catalog of the university at which he or she plans to complete the bachelor's degree. Satisfactory completion of this course of study entitles the student to the Associate of Arts degree.

Since required courses for the Bachelor of Arts degree vary greatly at different universities, a student may desire to substitute some other courses for those listed below. Such substitution can be made with the approval of the academic adviser, division director and Vice President for Educational Affairs.

COMMUNICATIONS: BROADCASTING EMPHASIS (Major Code 410)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 2213, American History I or HIS 1113, Western Civ. I.....	3	HIS 2223, American History II or HIS 1123, Western Civ. II.....	3
Natural Science with Lab.....	4	Natural Science with Lab.....	4
Foreign Language*.....	3	Foreign Language*.....	3
COM 2483, Intro. to Mass Comm.....	3	SPT 1113, Public Speaking I.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2223, American Lit. I or ENG 2323, British Lit. I.....	3	ENG 2233, American Lit. II or ENG 2333, British Lit. II.....	3
Social Science Elective**.....	3	PSY 1513, Gen. Psychology.....	3
MAT 1313, College Algebra or Higher Math.....	3	PHI 2113, Intro. to Philosophy.....	3
CSC 1113, Computer Concepts.....	3	COM 2463, Writing for Elec. Media...3	3
Approved Major Emph. Elect.**...3	3	Humanities Elective.....	3
Fine Arts Elective.....	3		
Total	<u>18</u>	Total	<u>15</u>

* Students who have successfully completed two years of high school foreign language classes may request to begin their foreign language requirement at the Elementary II level after achieving a passing grade on a language proficiency test and receiving consent of the instructor. Since foreign language requirements vary at different universities, the student is advised to consult the catalog of the university at which he plans to complete the Bachelor of Arts degree.

** Students have a choice of PSC 1113 (American Government), SOC 2113/2123 (Sociology) or ECO 2113 (Principles of Macroeconomics).

*** Students have a choice of SPT 1153 (Voice, Diction & Phonetics) or JOU 1313 (News Writing and Reporting I).

COMMUNICATIONS: JOURNALISM & PUBLIC RELATIONS EMPHASIS (Major Code 415—Journalism & Major Code 416—Public Relations)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 2213, American History I or HIS 1113, Western Civ. I.....	3	HIS 2223, American History II or HIS 1123, Western Civ. II.....	3
Natural Science with Lab.....	4	Natural Science with Lab.....	4
Foreign Language*.....	3	Foreign Language*.....	3
JOU 1313, News Writing/Reporting I.3	3	JOU 1323, News Writing/Report. II...3	3
JOU 1111, College Publications I.....	1	JOU 1121, College Publications II.....	1
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2223, American Lit. I or ENG 2323, British Lit. I	3	ENG 2233, American Lit. II or ENG 2333, British Lit. II	3
Social Science Elective**	3	SPT 1113, Public Speaking I	3
MAT 1313, College Algebra or Higher Math.....	3	Social Science Elective**	3
Approved Major Emph. Elect.***	3	Approved Elective.....	3
CSC 1113, Computer Concepts	3	Fine Arts Elective.....	3
JOU 2111, College Publications III.....	1	JOU 2121, College Publications IV.....	1
Total	16	Total	16

* Students who have successfully completed two years of high school foreign language classes may request to begin their foreign language requirement at the Elementary II level after achieving a passing grade on a language proficiency test and receiving consent of the instructor. Since foreign language requirements vary at different universities, the student is advised to consult the catalog of the university at which he plans to complete the Bachelor of Arts degree.

** Students have a choice of PSC 1113 (American Government), PSY 1513 (Psychology), SOC 2113/2123 (Sociology), ECO 2113 (Principles of Macroeconomics) or GEO 1113 (World Geography).

*** Students may choose COM 2463 (Writing for the Electronic Media) or COM 2483 (Introduction to Mass Communications).

Liberal Arts (Major Code 505)

The Liberal Arts curriculum is designed to provide a solid foundation for the student who wishes to pursue a Bachelor of Arts degree in fields such as English, Foreign Language, History or Sociology at a senior institution. This broad-based curriculum emphasizes the development of the student's verbal, written and analytical skills. In order to meet specific curriculum requirements for transfer, the student is strongly advised to consult the catalog of the university at which he plans to complete the Bachelor of Arts degree. Also, the student is required to plan his course of study with advisers representing the specific fields of interest listed below. Successful completion of this course of study will make a student eligible to receive the Associate of Arts degree.

Students wishing to pursue the Liberal Arts degree with an emphasis in the following disciplines should consult one of the following advisers:

English:	Bunce, Davis, Haraway, Leishman, Lipscomb, Pierce, Shaw, Wester, Underwood, Burton, Terrell, Vinson, Clements
Foreign Language:	Bunch, Turner
History:	Baker, Booker, Fleming, Shaheen
Sociology:	Katterjohn

Students who are undecided in their choice of a specific major but who wish to follow the Liberal Arts course of study should consult any of the advisers listed above.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 1113, Western Civilization I	3	HIS 1123, Western Civilization II.....	3
Laboratory Science	4	Laboratory Science	4
Foreign Language*	3	Foreign Language*	3
CSC 1113, Computer Concepts	3	Social Science Elective**	3
Total	16	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2223, American Lit. I or ENG 2323, British Lit. I	3	ENG 2233, American Lit. II or ENG 2333, British Lit. II	3
Social Science Elective**	3	Fine Arts Elective.....	3
MAT 1313, College Algebra or Higher Math	3	Natural Science with Lab.....	4
Foreign Language*.....	3	Foreign Language*.....	3
SPT 1113, Public Speaking I	3	Philosophy	3
Approved Elective	3		
Total	18	Total	16

* Students who have successfully completed two years of high school foreign language classes may request to begin their foreign language requirement at the Elementary II level after achieving a passing grade on a language proficiency test and receiving consent of the instructor. Since foreign language requirements vary at different universities, the student is advised to consult the catalog of the university at which he plans to complete the Bachelor of Arts degree.

** Students have a choice of SOC 2113/2123 (Sociology), PSY 1513 (General Psychology), PSC 1113 (American Government) or ECO 2113 (Principles of Macroeconomics).

DIVISION OF SOCIAL SCIENCE

Criminal Justice (Major Code 515)

Advisers: Collinsworth, Katterjohn, Shaheen

The Criminal Justice curriculum is designed to provide a solid foundation for the student planning to pursue a career in one of the many divisions of the Criminal Justice system. Career options are primarily located under the divisions of Police, Courts and Corrections. The program may be used as a terminal or as a transfer course. The student who satisfactorily completes this course is eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
Social Science Elective	3	Natural Science with Lab.....	4
CRJ 1313, Intro. to Criminal Justice ...	3	SPT 1113, Public Speaking I	3
MAT 1313, College Algebra.....	3	CRJ 1383, Criminology.....	3
CRJ 1363, Intro. to Corrections	3	Fine Arts Elective (ART 1113, MUS 1113 or SPT 1213).....	3
Total	15	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2223, American Lit. I or ENG 2323, British Lit. I.....	3	ENG 2233, American Lit. II or ENG 2333, British Lit. II	3
HIS 2213, Am. History I, HIS 1113, Western Civ. I or HIS 1163, World Civ. I	3	HIS 2223, Am. History II, HIS 1123, Western Civ. II or or HIS 1173, World Civ. II	3
CRJ 2333, Criminal Investigation	3	CRJ 1323, Police Administration and Organization	3
CRJ 2313, Police Operations	3	CRJ 2323, Criminal Law	3
Natural Science with Lab.....	4	CRJ 2513, Juvenile Justice	3
		CSC 1113, Computer Concepts	3
Total	16	Total	18

Suggested Electives:

CRJ 1353, Internship in Criminal Justice
MAT 2323, Statistics

Suggested Humanities Electives:

PHI 2113, Introduction to Philosophy
PHI 2143, Ethics
PHI 2713, Logic

Suggested Social Science Electives:

ECO 2113, Principles of Macroeconomics
ECO 2123, Principles of Microeconomics
PSC 1113, American National Government
PSY 1513, General Psychology

PSY 1523, General Psychology II
SOC 2113, Intro. to Sociology I
SOC 2123, Intro. to Sociology II
SOC 2133, Social Problems

General College Curriculum (Major Code 510)

Advisers: Baker, Bell, Booker, Bunce, Bunch, Calloway, Ferguson, Flanagan, C. Haraway, Holland, Katterjohn, Leishman, Lipscomb, Lowery, Lusk, McDowell, McLaughlin, Moran, Pierce, Shaheen, Shavers, Shaw, Smith, Tingle, Turner, Underwood, Waldrop, Weakley, Wester, Clements, Davis, Senter, McKinnon, Fleming, Vinson, Tentoni

(Pre-Bachelor of Arts or Pre-Bachelor of Science)

This curriculum is designed to serve two primary purposes: (1) An entering student may elect to follow this program for one or two semesters before deciding on a specific field of study. When a specific field of study is decided upon, the transition into the new program should be no problem. (2) Students who wish to change majors after one or two semesters in another of the programs at Northwest can use this General College Curriculum as an alternative in order to have at least an opportunity to meet degree requirements and graduate from Northwest. This program requires careful planning by the student through an academic adviser because of the flexibility of course work involved. This program provides an opportunity for a more cross-sectional approach to a two-year program than some of the other curricula at Northwest. This program is designed to supplement other programs at Northwest and does not conflict with other programs. This program is similar to the Liberal Arts curriculum, but specific differences exist and academic advisers can explain this further. Students who meet graduate requirements through this program will be awarded an Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 1113, West. Civ. I, HIS 2213, Amer. History I or HIS 1163, World Civ. I	3	HIS 1123, West. Civ. I, HIS 2223, Amer. History I or HIS 1173, World Civ. II	3
Natural Science (Laboratory)	4	Natural Science (Laboratory)	4
CSC 1113, Computer Concepts	3	MAT 1313, College Algebra.....	3
Fine Arts Elective.....	3	SPT 1113, Public Speaking I	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature**	3	Literature	3
Social Science.....	3	Social Science.....	3
P.E. Activity*.....	1	P.E. Activity*.....	1
Approved Electives.....	9	Approved Electives	9
Total	<u>16</u>	Total	<u>16</u>

* In some cases physical education is not necessary.

Approved electives may be selected from a wide range of courses. Electives should be approved through the student's academic adviser and appropriate dean or Associate Vice President for Educational Affairs..

** Students have a choice of ENG 2323, ENG 2333 (British Lit.), or ENG 2223, ENG 2233 (American Lit.).

Pre-Law

Adviser: Booker

Most law schools do not require a specific course of study at the undergraduate level for admission to programs. Instead they recommend a broadly based curriculum which focuses on the development of verbal, written, and analytical skills. The statement of policy adopted by the Association of American Law Schools (AALS) stresses that preparation for the study of law involves education for "comprehension and expression in words; critical understanding of human institutions and values with which the law deals; and creative power in thinking. The development of these fundamental capacities is not the monopoly of any one subject matter area, department or division."

Students are encouraged to take courses in the Liberal Arts curriculum, choosing an emphasis in which they have a particular interest such as history, English, etc. Pre-law students are encouraged to work closely with the pre-law adviser and are encouraged to participate in the Society for Pre-Law Majors at Northwest.

Psychology (Major Code 520)

Advisers: Bell, Calloway, Katterjohn, McDowell, Piercy

The Psychology major at Northwest provides the student with a liberal arts background to prepare for subsequent undergraduate studies leading to a Bachelor of Arts degree. Psychology advisors work closely with nearby universities to ensure that this two-year curriculum coincides with their programs and will allow maximum transferable credit. The student who successfully completes this program is eligible for the Associate of Arts degree.

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 Biology II Lab.....	1
HIS 2213, American History I.....	3	HIS 2223, American History II.....	3
Foreign Language.....	3	Foreign Language.....	3
PSY 1513, Gen. Psychology.....	3	MAT 1313, College Algebra.....	3
Total	16	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Literature I.....	3	ENG 2333, British Literature II.....	3
Social Science Elective.....	3	Social Science Elective.....	3
PHI 2113, Intro. to Philosophy.....	3	Foreign Language.....	3
Foreign Language.....	3	SPT 1113, Public Speaking I.....	3
CSC 1113, Computer Concepts.....	3	Fine Arts Elective (non-performance).....	3
PHY 2243, Physical Science I.....	3		
PHY 2241, Physical Science I Lab.....	1		
Total	19	Total	15

Suggested Fine Arts Electives:

ART 1113, Art Appreciation
MUS 1113, Music Appreciation

Suggested Social Science Electives:

PSY 1523, General Psychology II
SOC 2113, Intro. to Sociology I
SOC 2123, Intro. to Sociology II
SOC 2133, Social Problems
SOC 2143, Marriage and Family
SWK 1113, Social Work: A Helping Profession

Social Work (Major Code 535)

Adviser: Holland, Katterjohn, McLaughlin

Students planning to major in Social Work have a desire to work with people. Upon completion of the Social Work degree individuals are prepared to choose from many areas of service: welfare, correctional and juvenile facilities, health care agencies, psychiatric units, mental health centers, school social work, and administration.

This curriculum is designed for students who plan to continue their education in Social Work at a four year institution. The course of study leads to a Bachelor of Social Work (B.S.W.) degree. In order to meet specific curriculum requirements for transfer, it is suggested that students consult the catalog of the college or university that they plan to attend to complete the bachelor's degree. The student who successfully completes this program is eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
HIS 2213, Am. History.....	3	HIS 2223, Am. History 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 Biology II Lab.....	1
SWK 1113, Social Work: Help. Prof. ...	3	SPT 1113, Public Speaking I.....	3
CSC 1113, Computer Concepts.....	3	Approved Elective.....	3
Total	16	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323 or ENG 2223.....	3	ENG 2333 or ENG 2233.....	3
PHY 2243, Phy. Science I.....	3	PSY 1513, Gen. Psychology.....	3
PHY 2241, Phy. Science I Lab.....	1	SOC 2143, Marriage and Family.....	3
MAT 1313, College Algebra.....	3	ECO 2113 or ECO 2123, Prin. of	
SOC 2113, Intro. to Sociology I.....	3	Macroecon. or Microecon.....	3
Fine Arts Elective.....	3	PHI 2113, Intro. to Philosophy.....	3
		SOC 2123, Intro. to Soc. II.....	3
Total	<hr/> 16	Total	<hr/> 18

The choice of approved elective depends on the university to which the student will transfer. The following requirements for the B.S.W. degree are specific to the universities with which Northwest has an Articulation Agreement.

University of Mississippi:

No Physical Science requirement
 No foreign language requirement
 PHI 2113, Intro. to Philosophy
 PSC 1113, American Nat. Government
 ECO 2123, Prin. of Microeconomics

Mississippi State University:

PHY 2243, Physical Science I
 PHY 2241, Physical Science I Lab
 ECO 2113, Prin. of Macroeconomics
 PHI 2113, Intro. to Philosophy
 12 hours of foreign language
 BIO 2513, Anatomy & Physiology I
 BIO 2511, Anatomy & Physiology I Lab
 BIO 1113, Principles of Biology I
 BIO 1111, Principles of Biology I Lab

Delta State University:

One physical education course
 BIO 1113, Principles of Biology I
 BIO 1111, Principles of Biology I Lab
 BIO 1123, Principles of Biology II
 BIO 1121, Principles of Biology II Lab
 PHI 2113, Intro. to Philosophy
 PSC 1113, American Nat. Government
 ECO 2113, Prin. of Macroeconomics
 SOC 2113, Intro. to Sociology I

University of Southern Mississippi:

One literature course
 PHI 2113, Intro. to Philosophy
 ECO 2113, Prin. of Macroeconomics or
 PSC 1113, American National
 Government
 BIO 1113, Principles of Biology I
 BIO 1111, Prin. of Biology I Lab
 BIO 1123, Principles of Biology II
 BIO 1121, Prin. of Biology II Lab
 BIO 2523, Anat. & Physiology II
 BIO 2521, Anat. & Phys. II Lab

Jackson State University:

PHY 2243, Physical Science I
 PHY 2241, Physical Science I Lab
 HPR 1213, Health
 ECO 2113, Prin. of Macroeconomics
 SOC 2113, Intro. to Sociology I
 One literature course, preferably
 world literature
 PHI 2113, Intro. to Philosophy
 PSC 1113, Amer. Nat. Government
 BIO 1113, Principles of Biology I
 BIO 1111, Prin. of Biology I Lab
 Prefer six hours of Western
 Civilization (HIS 1113 & 1123)
 rather than American History

DIVISION OF NURSING

Associate Degree Program (Major Code 605)

Advisers: Barden, Blair, Briscoe, Bynum, Caldwell, Davis, Gentry, Manning, Mathena, Pignes, Pugh, Scott, Skipper, Springer, Stevens, Vincent, M. Williams, Wyatt

The Associate Degree Program in Nursing provides a foundation in general education and nursing. Upon completion of the curriculum an Associate of Arts degree is awarded. Graduates of the program are eligible to write the National Council for Licensure Examination for Registered Nurses (NCLEX-RN). Graduates are prepared to provide nursing services in beginning staff level positions and have potential for advancement on an individual basis.

The curriculum of the nursing program is two years in length, and classes are admitted each fall and spring semester. Clinical Laboratory experiences are available in Memphis and in Northwest Mississippi hospitals and agencies.

A minimum grade of "C" or better is required in every course outlined in the nursing curriculum for graduation. A "C" or better is required in each nursing course (except NRS 1212, NRS 2212 and NRS 2132). The Division of Nursing reserves the right to recommend for progression and continuation only those students who, in the judgment of the faculty, satisfy the requirements and aptitude for nursing.

In compliance with the amended Section 43-11-13, Mississippi Code of 1972, effective January 1, 2004, all students enrolled in the Associate Degree Nursing Program are among those subject to criminal background checks before being allowed to provide patient care. The Mississippi Board of Nursing requires that graduates are fingerprinted by the BON prior to sitting for the licensing exam (NCLEX).

All prospective nursing students must note Section 73-15-29 of the Mississippi Nursing Practice Law which states:

Grounds for denying, revoking, or suspending license penalties for engaging in prohibited conduct.

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board, or to deny any application for a license, or to fine, place on probation and/or discipline a license, in any manner specified in this chapter upon proof that such person:
 - a. has committed fraud or deceit in securing or attempting to secure a license;
 - b. has been convicted of a felony or a crime by court of plea of nolo contendere to a felony or a crime involving moral turpitude (a certified copy of the judgment of the court of competent jurisdiction of such conviction or plea shall be prima facie evidence of such conviction).

PRE-REQUISITES

BIO 2513, Anatomy and Physiology I	3 hours
BIO 2511, Anatomy and Physiology I Lab	1 hour
BIO 2523, Anatomy and Physiology II	3 hours
BIO 2521, Anatomy and Physiology II Lab	1 hour
TOTAL	8 hours

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NRS 1117, Nursing I.....	7	NRS 1129, Medical-Surgical Nursing	9
NRS 1211, Pharmacology	1	*MAT 1313, College Algebra.....	3
CSC 1113, Computer Concepts	3	ENG 1123, Eng. Comp. II.....	3
ENG 1113, Eng. Comp. I.....	3	EPY 2533, Human Growth and Dev.	3
Total	<u>14</u>	Total	<u>18</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NRS 2114, Obstetrical Nursing	4	NRS 2214, Psychiatric Nursing	4
NRS 2124, Pediatric Nursing.....	4	NRS 2224, Adv. Med. Surg. Nurs.....	4
PSY 1513, Gen. Psychology	3	NRS 2222, Nursing Seminar.....	2
BIO 2924, Microbiology.....	4	SPT 1113, Public Speaking I	3
BIO 2920, Microbiology Lab.....	0	Humanities Elective	3
Total	<u>15</u>	Total	<u>16</u>

* College Algebra is a pre-requisite to the nursing program if the math component of the ACT is <19.

Note: Human Growth and Development must be taken prior to Pediatric Nursing. Microbiology must be successfully completed before Sophomore Second Semester.

DIVISION OF MATHEMATICS

Mathematics (Major Code 784)

Advisers: Alexander, Ferguson, King

The mathematics curriculum is the lower division as required by the senior college or university. The mathematics faculty utilizes the ACT score and the high school record concerning proficiency in algebra and trigonometry. A math Enhanced ACT of 22 or more is required to begin the calculus sequence, else the student must have college credit in trigonometry or pre-calculus. If the student does not have credit in high school trigonometry or pre-calculus, he must take college trigonometry or pre-calculus. Deficiencies in mathematics requirements may be made up the first semester of the freshman year or in the summer prior to the freshman year. An Associate of Arts degree is awarded upon completion of this curriculum.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1613, Calculus I.....	3	MAT 1623, Calculus II	3
CHE 1213, Gen. Chemistry I	3	CHE 1223, Gen. Chemistry II	3
CHE 1211, Gen. Chemistry I Lab	1	CHE 1221, Gen. Chemistry II Lab.....	1
Social or Behavioral Science	3	Social or Behavioral Science	3
CSC 1613, Comp. Prog. I (Java) or CSC 2134, Comp. Prog. I (C++)....	3	SPT 1113, Public Speaking I	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature I/Hum. Elective	3	Lit. II/Hum. Elec./Gen. Elec.	3
MAT 2613, Calculus III	3	MAT 2623, Calculus IV	3
PHY 2513, Physics for Engr. I	3	MAT 2913, Differential Equations	3
PHY 2511, Physics for Engr. I Lab	1	PHY 2523, Physics for Engr. II	3
MAT 2113, Linear Algebra	3	PHY 2521, Physics for Engr. II Lab	1
Fine Arts Elective (Art or Music)	3	Approved Elective	3
Total	16	Total	16

Pre-Architecture (Major Code 720)

Advisers: Alexander, Ferguson, King

Northwest Mississippi Community College offers the first year of the 5-year architecture program. The requirements for admission are as follows: 4 units of English, 3 units of social studies, 2 units of science (chemistry, and either biology or physics), 3 units of mathematics (algebra and geometry), and 3 units of elective subjects.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I	3	ENG 1123, Eng. Comp. II	3
PSY 1513, Gen. Psychology	3	SOC 2113, Intro. to Sociology I	3
ART 1313, Drawing I	3	ART 1323, Drawing II	3
PHY 2413, Physics I	3	PHY 2423, Physics II	3
PHY 2411, Physics I Lab	1	PHY 2421, Physics II Lab	1
MAT 1323, Trigonometry	3	Fine Arts Elective*	3
MAT 1313, College Algebra	3	MAT 1513, Business Calculus	3
Total	19	Total	19

* ART 1113 or ART 2713

This curriculum is based upon our articulation agreement with Mississippi State University. All Pre-Architecture students should be in communication with the School of Architecture at the university to which they plan to transfer so that important submission deadlines will not be missed.

Pre-Engineering (Major Code 716)

Advisers: Alexander, Ferguson, King

The pre-engineering curriculum offers the basic two-year lower division of the four- or five-year curriculum of the senior college or university. Requirements for regular admission to the pre-engineering curriculum are as follows:

English	4 credits
Social Studies and/or Foreign Language	3 credits
Mathematics (Algebra, Geometry, Trigonometry)	4 credits
Science (Chemistry and either Biology or Physics)	2 credits
Electives	<u>2 credits</u>
	15 credits

Deficiencies in mathematics requirements may be made up the first semester of the freshman year or in the summer prior to the freshman year. The mathematics faculty utilizes the ACT score and the high school record concerning proficiency in algebra and trigonometry. A math Enhanced ACT of 22 or more is required to begin the calculus sequence, else the student must have college credit in trigonometry or pre-calculus. If the student does not have credit in high school trigonometry or pre-calculus, he must take college trigonometry or pre-calculus. Upon successful completion of the curriculum, the student is awarded the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1613, Calculus I.....	3	MAT 1623, Calculus II.....	3
Social or Behavioral Science*	3	SPT 1113, Public Speaking I	3
GRA 1143, Graphic Comm.	3	Social or Behavioral Science*	3
GRA 1140, Graphic Comm. Lab.....	0	Electives**	4
CHE 1213, Gen. Chemistry I	3		
CHE 1211, Gen. Chemistry I Lab	1		
Total	<u>16</u>	Total	<u>16</u>

* It is advised that students take six hours in one subject. Specific course depends upon senior institution's requirement.

** Electives should be chosen after consulting the adviser and the catalog of the institution to which the student plans to attend.

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MAT 2613, Calculus III.....	3	MAT 2623, Calculus IV.....	3
*Computer Programming	3	MAT 2913, Differential Equations	3
PHY 2513, Physics for Engr. I	3	MAT 2113, Lin. Alg./Elec.....	3
PHY 2511, Physics for Engr. I Lab.....	1	PHY 2523, Physics for Engr. II.....	3
Fine Arts Elective.....	3	PHY 2521, Physics for Engr. II Lab.....	1
Literature I/Humanities Elective.....	3	EGR 2413, Engineering Mechanics I ..	3
Total	<u>16</u>	Total	<u>16</u>

Approved electives may be selected from a wide range of courses. Electives should be approved through the student's academic adviser, and should be selected with respect to needs and interests.

* Specific course depends upon senior institution's requirement.

Pre-Landscape Architecture (Major Code 718)

Adviser: Alexander, Ferguson, King

Northwest provides the student with the basic, one-year academic core of the four-year landscape architecture program at Mississippi State University leading to the Bachelor of Landscape Architecture. Landscape architects play a variety of roles, ranging from designer to land-use mediator to conservationist. Students should apply to the program at Mississippi State University early to enroll the summer following the freshman year.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
PSY 1513, Gen. Psychology I.....	3	MAT 1323, Trigonometry	3
Western Civ. or Amer. History I.....	3	SPT 1113, Public Speaking I	3
BIO 1313, Botany I	3	BIO 1323, Botany II.....	3
BIO 1311, Botany I Lab	1	BIO 1321, Botany II Lab.....	1
Fine Arts Elective.....	3	Western Civ. or Amer. History II	3
MAT 1313, College Algebra.....	3	ECO 2113, Macroeconomics	3
Total	<u>19</u>	Total	<u>19</u>

DIVISION OF NATURAL SCIENCES

The Division of Natural Sciences consists of the following programs of study. An Associate of Arts is awarded for successful completion of each transferable curriculum.

Animal Science	Pre-Occupational Therapy
Biology	Pre-Optometry
Chemistry	Pre-Pharmacy
Forestry	Pre-Physical Therapy
General Agriculture	Pre-Radiological Sciences
General Science	Pre-Veterinary Medicine
Health Professions	Outdoor Rec. & Management
Pre-Clinical Lab Sciences	Physics
Pre-Cytotechnology	Pre-Forensic Chemistry
Pre-Dental	Pre-Horticulture
Pre-Dental Hygiene	Pre-Landscape Contracting
Pre-Nursing (BSN)	Pre-Veterinary Medical Technology
Pre-Health Information Mgmt.	
Pre-Medical	

Students interested in these fields of study are urged to contact the Division Director of Natural Sciences for additional information and assistance in planning their course of study. LLS 1331, Introduction to Health Professions, is a one-hour elective that provides students an overview of the various health professions. This course is recommended for entering students interested in the health professions.

Fields in Agriculture

As we look at today's agriculture and review the changes which are taking place it becomes clear that agricultural curricula must be developed which creates new combinations of training in science, business and technical agriculture. To provide such training students may choose from the following curricula, majors or subject matter areas:

General Agriculture	Turfgrass Management
Agriculture Economics	Entomology
Agribusiness	Horticulture
Agricultural Science	Poultry Science
Agriculture Information Science	Animal Science
Agricultural and Extension Education	Dairy Science
Agronomy	Forestry
Soil Science	Pre-Veterinary Science (see science)
Seed Science	

Within most of the curricula listed the student may choose from three electives: Production, Business, or Science. Since most of the courses in the elective areas will be taken at the senior college of the student's choice, particular attention should be given to the catalog of the institution chosen for the junior and senior years. Detailed information can be obtained either from the catalog of the senior institution or through the student's adviser.

More detailed information on each area, including illustrative curricula, are given on the following pages. Substitutions can be made with the approval of the Division Director. Each curriculum is designed to give some flexibility so the needs of the individual student can be met. The completion of a particular curriculum qualifies the student for the Associate of Arts degree.

Animal Science (Major Code 120)

Adviser: Donahou

Animal Science is a broad and complex area of agriculture. The curriculum is designed to give the students instruction and practical experience in the science and business of animal agriculture.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BIO 1313, Botany I	3	ENG 1123, Eng. Comp. II.....	3
BIO 1311, Botany I Lab	1	ECO 2113, Prin. of Econ.	3
CHE 1213, Gen. Chemistry I	3	AGR 2314, Soils	4
CHE 1211, Gen. Chemistry I Lab	1	AGR 2310, Soils Lab	0
ENG 1113, Eng. Comp. I	3	CHE 1223, Gen. Chemistry II	3
MAT 1313, College Algebra.....	3	CHE 1221, Gen. Chemistry II Lab.....	1
		MAT 1323, Trigonometry	3
Total	14	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGR 1313, Plant Science.....	3	PHY 2413, Gen. Physics I.....	3
BIO 2414, Zoology I.....	4	PHY 2411, Gen. Physics I Lab.....	1
BIO 2410, Zoology I Lab.....	0	BIO 2924, Microbiology.....	4
SPT 1113, Public Speaking I	3	BIO 2920, Microbiology Lab.....	0
Social Science.....	3	CSC 1113, Computer Concepts	3
AGR 1214, Animal Science/Lab.....	4	Fine Arts Elective.....	3
		Humanities Elective	3
Total	17	Total	17

Biology (Major Code 704)

Advisers: Cleveland, Cox, Grisham, Robison, Sylvester, Mattox, Montgomery

This curriculum is designed for students who plan to continue their education at a senior college and will be candidates for a Bachelor of Arts or Bachelor of Science degree. Satisfactory completion makes the student eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry	3
CHE 1213, Gen. Chemistry I	3	CHE 1223, Gen. Chemistry II	3
CHE 1211, Gen. Chemistry I Lab	1	CHE 1221, Gen. Chemistry II Lab.....	1
BIO 1133, Gen. Biology I	3	BIO 1143, Gen. Biology II.....	3
BIO 1131, Gen. Biology I Lab	1	BIO 1141, Gen. Biology II Lab.....	1
CSC 1113, Computer Concepts	3	SPT 1113, Public Speaking I	3
Total	17	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Literature I	3	ENG 2333, British Literature II	3
CHE 2424, Organic Chemistry I	4	CHE 2434, Organic Chemistry II	4
CHE 2420, Organic I Lab	0	CHE 2430, Organic Chem. II Lab	0
PSY 1513, General Psychology	3	Fine Arts	3
SOC 2113, Intro. to Sociology I	3	PHY 2423, General Physics II	3
PHY 2413, Gen. Physics I	3	PHY 2421, Gen. Physics Lab II	1
PHY 2411, Gen. Physics Lab I	1		
Total	17	Total	14

Chemistry (Major Code 708)

Advisers: Aultman, Cox, Hamilton-Wims, Jones, Thimmaiah

Students who plan to continue their study at a senior college and will be candidates for a Bachelor of Arts or Bachelor of Science degree can prepare themselves for a major or minor in chemistry with the following program. Variations are permitted, and students should consult the catalog of their future college to ensure that their requirements will be met. Satisfactory completion of this course of study entitles the student to an Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I	3	ENG 1123, Eng. Comp. II	3
*MAT 1613, Calculus	3	MAT 1623, Calculus II	3
CHE 1213, Chemistry I	3	CHE 1223, Chemistry II	3
CHE 1211, Chemistry I Lab	1	CHE 1221, Chemistry II Lab	1
HIS 1113 or HIS 2213	3	**HIS 1123 or HIS 2223	3
CSC 2134, Comp. Prog. I w/C++	4	SPT 1113, Public Speaking I	3
Total	17	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Literature I	3	ENG 2333, British Literature II	3
CHE 2424, Organic Chemistry I	4	CHE 2434, Organic Chemistry II	4
CHE 2420, Organic Chem. I Lab	0	CHE 2430, Organic Chem. II Lab	0
MAT 2613, Calculus III	3	Social Science	3
PHY 2513, Engineering Physics I	3	PHY 2523, Engineering Physics II	3
PHY 2511, Eng. Physics I Lab	1	PHY 2521, Eng. Physics II Lab	1
Fine Arts	3	MAT 2623, Calculus IV	3
Total	17	Total	17

* Students who must take Algebra and Trigonometry are advised to take them during the summer prior to fall enrollment.

** Students must choose the American History or Western Civilization sequence.

Forestry (Major Code 130)

Adviser: Donahou

This course is designed for a student who wishes to major in forestry or one of its options (see below). A student will receive an Associate of Arts degree upon completion of this two-year program of study.

FRESHMAN YEAR

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
BIO 2414/2410, Zoology I and Lab.....	4	AGR 2314, Basic Soils.....	4
MAT 1313, College Algebra.....	3	MAT 2323/BAD 2323, Statistics.....	3
BIO 1313/1311, Botany I and Lab.....	4	AGR 1523, Intro. to Forestry.....	3
ECO 2123, Prin. of Microeconomics ..	3	Fine Arts Elective.....	3
Total	17	Total	16

SOPHOMORE YEAR

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CHE 1213/1211, Chem. I and Lab.....	4	CHE 1223/1221, Chem. II and Lab.....	4
BIO 2314/2310, Dendrology	4	CSC 1123, Comp. Applications I.....	3
*CSC 1113, Computer Concepts	3	Social/Behavioral Science.....	3
SPT 1113, Public Speaking I.....	3	**Approved Math/Science Elective....	3
**Approved Math/Science Elective ..	3	Humanities Elective.....	3
Total	17	Total	16

The student has several options within this major. There are generally two divergent areas of study—Forestry OR Wildlife and Fisheries Science. Each has options as well as specific course requirements as outlined below. Students should consult with an adviser to customize their program of study.

- * Students with previous software experience may take another approved elective.
- ** Forestry Options: Students should take MAT 1323 (Trigonometry) and PHY 2413/2411(Physics and Physics Lab).
- ** Wildlife and Fisheries Science Options: Students should take MAT 1513 (Business Calculus I) or MAT 1613 (Calculus I) as well as another approved elective.

General Agriculture (Major Code 105)

Adviser: Donahou

This curriculum is designed to give the student a broad training in the overall field of agriculture. Electives may be used to give the student additional training in desired subject-matter areas. It is extremely important that the student discuss options with their adviser.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BIO 1313, Botany I.....	3	Social/Behavioral Science.....	3
BIO 1311, Botany I Lab.....	1	CHE 1323, Prin. of Chem. II.....	3
CHE 1313, Prin. of Chem. I.....	3	CHE 1321, Prin. of Chem. II Lab.....	1
CHE 1311, Prin. of Chem. I Lab.....	1	ENG 1123, Eng. Comp. II.....	3
ENG 1113, Eng. Comp. I.....	3	Recommended Elective.....	3
MAT 1313, College Algebra.....	3	BIO 1323, Botany II.....	3
Recommended Elective.....	3	BIO 1321, Botany II Lab.....	1
Total	16	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGR 1313, Plant Science.....	3	AGR 2314, Basic Soils.....	4
AGR 1310, Plant Science Lab.....	0	AGR 2310, Basic Soils Lab.....	0
CSC 1113, Computer Concepts.....	3	SPT 1113, Public Speaking.....	3
AGR 1214, Animal Science.....	4	Fine Arts Elective.....	3
AGR 1210, Animal Science Lab.....	0	PHY 2413, General Physics I.....	3
ECO 2123, Prin. of Microeconomics...	3	PHY 2411, Gen. Physics I Lab.....	1
MAT 1323, Trigonometry.....	3	Recommended Electives.....	3
Total	16	Total	17

Students may take General Chemistry (CHE 1213/1211 and CHE 1223/1221) rather than Principles of Chemistry. This, as well as other options, should be discussed with the adviser.

Recommended electives should be taken from the applicable courses below:

Agriculture Information Science—Statistics, General Biology I and II

Agricultural Science—Zoology, Organic Chemistry

Agronomy (Soil Sciences, Golf and Turf Management, IPM)—Calculus I, Microbiology, Organic Chemistry, Physics II, Statistics

General Science (Major Code 724)

Advisers: Cox, Greene, Grisham, Sylvester, Mattox, Montgomery

The following is for a student who plans to transfer to a four-year college or university with advanced standing leading to the B.S. degree. Satisfactory completion of this curriculum entitles the student to the Associate of Arts degree. Substitutions in some cases may be made with the approval of the adviser.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
Foreign Language I.....	3	Foreign Language II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry.....	3
BIO 1133, Gen. Biology I.....	3	BIO 1143, Gen. Biology II.....	3
BIO 1131, Gen. Biology I Lab.....	1	BIO 1141, Gen. Biology II Lab.....	1
Social Science Elective.....	3	Elective.....	3
		Fine Arts Elective.....	3
Total	16	Total	19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Literature I.....	3	Foreign Language IV.....	3
*PHY 2413, Physics I.....	3	*PHY 2423, Physics II.....	3
*PHY 2411, Physics I Lab.....	1	*PHY 2421, Physics II Lab.....	1
PSY 1513, General Psychology.....	3	SPT 1113, Public Speaking I.....	3
CSC 1113, Computer Concepts.....	3	HIS 1113, Western Civilization I.....	3
Foreign Language III.....	3	Philosophy.....	3
Total	16	Total	16

* CHE 1213/1211 and CHE 1223/1221 may be substituted.

Health Professions

Pre-Clinical Laboratory Sciences (Major Code 744)

Advisers: Bonds, Cleveland, Nickens, Robison,
Shaffer, L. Strong, Grisham, Mattox, Cox

The clinical lab scientist performs analytical tests on body fluids, cells and products, the results of which are used by physicians to diagnose disease, to select and monitor treatment and to counsel for prevention of disease. These tests require knowledge and skills in clinical chemistry, hematology, immunology, immunohematology and microbiology. In the work arena the role of the clinical lab scientist has expanded beyond the scientific aspects to include management and teaching. Pre-Med option: A B.S. degree in Clinical Laboratory Sciences is excellent preparation for applicants to medical school.

It is advisable that the clinical lab science baccalaureate degree requirements of the senior college you plan to attend be investigated prior to the sophomore year so that electives may be chosen wisely. The student must maintain a high quality of academic work. The University of Mississippi Medical Center in Jackson and the University of Tennessee College of Allied Health Sciences in Memphis offer two-year B.S. degree programs which require two years of preparatory course work.

A graduate of the course outlined below is entitled to the Associate of Arts degree.

PRE-CLINICAL LABORATORY SCIENCES 2+2 OPTION

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Chemistry I.....	3	CHE 1223, Chemistry II.....	3
CHE 1211, Chemistry I Lab.....	1	CHE 1221, Chemistry II Lab.....	1
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry (or higher).....	3
BIO 1133, General Biology I.....	3	BIO 1143, Gen. Biology II.....	3
BIO 1131, Gen. Biology I Lab.....	1	BIO 1141, Gen. Biology II Lab.....	1
Fine Arts Elective.....	3	SOC 2113, Sociology I.....	3
Total	17	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I.....	4	CHE 2434, Organic Chemistry II.....	4
CHE 2420, Organic Chem. I Lab.....	0	CHE 2430, Organic Chem. II Lab.....	0
Elective*.....	3	BIO 2924, Microbiology I.....	4
BIO 2513, A & P I.....	3	BIO 2920, Microbiology I Lab.....	0
BIO 2511, A & P I Lab.....	1	CSC 1113, Computer Concepts.....	3
PSY 1513, Gen. Psychology.....	3	SPT 1113, Public Speaking I.....	3
ENG 2423, British Literature I.....	3	ENG 2433, British Literature II.....	3
Total	17	Total	17

* Recommended electives: Calculus, psychology, sociology, management and computer courses.

PRE-MEDICAL TECHNOLOGY OPTION (3+1)

An alternative to the 2+2 option offered at the University of Mississippi Medical Center in Jackson is the 3+1 program at the University of Mississippi which leads to a Bachelor of Science degree in medical technology. In addition to the curriculum presented below, students must complete one year of additional requirements at

the University of Mississippi prior to beginning the professional clinical year at North Mississippi Medical Center (NMMC) in Tupelo. No tuition is charged by NMMC for clinical year studies.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Chemistry I.....	3	CHE 1223, Chemistry II.....	3
CHE 1211, Chemistry I Lab.....	1	CHE 1221, Chemistry II Lab.....	1
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry.....	3
BIO 1133, General Biology I.....	3	BIO 1143, General Biology II.....	3
BIO 1131, General Biology I Lab.....	1	BIO 1141, General Biology II Lab.....	1
CSC 1113, Computer Concepts.....	3	SPT 1113, Public Speaking I.....	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I.....	4	CHE 2434, Organic Chemistry II.....	4
CHE 2420, Organic Chem. I Lab.....	0	CHE 2430, Organic Chem. II Lab.....	0
BIO 2924, Microbiology I.....	4	ENG 2433, British Literature II.....	3
BIO 2920, Microbiology I Lab.....	0	Foreign Language II.....	3
Foreign Language I.....	3	Fine Arts Elective.....	3
PSY 1513, Gen. Psychology.....	3		
ENG 2423, British Literature I.....	3		
Total	<u>17</u>	Total	<u>13</u>

Pre-Cytotechnology (Major Code 730)

Advisers: Bonds, Cleveland, Nickens, Robison,
Shaffer, L. Strong, Grisham, Mattox, Cox

This curriculum is designed to provide the necessary requirements for the student to apply to the University of Mississippi Medical Center in Jackson, Miss., for an additional two years of study leading to a baccalaureate degree. The program also prepares the student for certification examinations in cytotechnology.

A cytotechnologist is a member of the health-care team who works with cell samples, prepares them for examination on slides, stains and studies the preparation. By knowing what normal cells look like, the cytotechnologist can recognize those changes which relate to cancer and other disease processes. Most cytotechnologists work in hospitals under a pathologist's direction, but may also work in clinics and private laboratories.

An Associate of Arts degree is awarded by Northwest upon completion of the curriculum below.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trig. or higher math.....	3
CHE 1213, Chemistry I.....	3	CHE 1223, Chemistry II.....	3
CHE 1211, Chemistry I Lab.....	1	CHE 1221, Chemistry II Lab.....	1
BIO 1133, Gen. Biology I.....	3	BIO 1143, Gen. Biology II.....	3
BIO 1131, Gen. Biology I Lab.....	1	BIO 1141, Gen. Biology II Lab.....	1
Fine Arts Elective.....	3	SPT 1113, Public Speaking I.....	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Lit. I (Humanities).....	3	ENG 2333, British Lit. II (Humanities).....	3
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab.....	1
SOC 2113, Intro. to Sociology I.....	3	BIO 2924, Microbiology.....	4
Humanities**.....	3	BIO 2920, Microbiology Lab.....	0
CSC 1113, Computer Concepts.....	3	Social Science*.....	3
		PSY 1513, Gen. Psychology.....	3
Total	16	Total	17

Electives for transfer must not be Botany, Physical Education, or Career-Technical courses. A total of 65 semester hours of acceptable courses are needed, with a grade of "C" or better.

* Social Science: excluding history

** Humanities: Literature, Foreign Language, Philosophy, Religion, History, or Journalism

Pre-Dental or Pre-Medical (Major Code 732 or 736)

Advisers: Aultman, Greene, Hamilton-Wims, Jones, Miller, Shaffer, Sylvester, Grisham, Mattox, Cox

A minimum of 90 acceptable hours of college work is required for entrance into dental school or medical school. Students should apply for admission to the dental school or for admission to the medical school they plan to attend during the third year in college. The American Dental Association Dental Admission Test is normally taken during the sophomore year. The Medical College Admission Test should be taken during the junior year. The student must maintain a high quality of academic work for both programs. A graduate of the following two-year curriculum is entitled to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Chemistry I.....	3	CHE 1223, Chemistry II.....	3
CHE 1211, Chemistry I Lab.....	1	CHE 1221, Chemistry II Lab.....	1
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry.....	3
BIO 1133, General Biology I.....	3	BIO 1143, General Biology II.....	3
BIO 1131, General Biology I Lab.....	1	BIO 1141, General Biology II Lab.....	1
PSY 1513, General Psychology.....	3	SPT 1113, Public Speaking I.....	3
Total	17	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I.....	4	CHE 2434, Organic Chemistry II.....	4
CHE 2420, Organic Chem. I Lab.....	0	CHE 2430, Organic Chem. II Lab.....	0
PHY 2413, General Physics I.....	3	PHY 2423, General Physics II.....	3
PHY 2411, General Physics I Lab.....	1	PHY 2421, Physics II Lab.....	1
MFL 1213, (1113), Foreign Lang.....	3	MFL 1223, (1123), Foreign Lang.....	3
Fine Arts Elective.....	3	CSC 1113, Computer Concepts.....	3
SOC 2113, Sociology I.....	3		
Total	17	Total	14

Pre-Dental Hygiene (Major Code 734)

Advisers: Bonds, Cleveland, Nickens, Robison,
Shaffer, L. Strong, Sylvester, Grisham, Mattox, Cox

This program is designed for the student to take the first two years of course work at Northwest Mississippi Community College, and transfer to the University of Mississippi Medical Center in Jackson, Miss., for the junior and senior years of course work. The University of Tennessee College of Allied Health Professions in Memphis has slightly different requirements. (See note.) An Associate of Arts degree is awarded by Northwest upon completion of the curriculum below.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Gen. Chem. I.....	3	CHE 1223, Gen. Chem. II.....	3
CHE 1211, Gen. Chem. I Lab.....	1	CHE 1221, Gen. Chem. II Lab.....	1
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab.....	1
MAT 1313, College Algebra.....	3	PSY 1523, Gen. Psychology II.....	3
PSY 1513, Gen. Psychology.....	3	CSC 1113, Computer Concepts.....	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Lit. I (Humanities).....	3	ENG 2333, British Lit. II (Humanities).....	3
BIO 1133, Gen. Biology I.....	3	EPY 2533, Human Growth & Dev.	3
BIO 1131, Gen. Biology I Lab.....	1	FCS 1253, Nutrition.....	3
SOC 2113, Intro. to Sociology I.....	3	SOC 2123, Intro. to Sociology II.....	3
SPT 1113, Public Speaking I.....	3	Fine Arts Elective.....	3
BIO 2924, Microbiology.....	4		
BIO 2920, Microbiology Lab.....	0		
Total	<u>17</u>	Total	<u>15</u>

A grade of "C" or better in each course is required.

* Or other Psychology/Sociology Elective

Note: UTC AHS requires General Chemistry I and II with lab plus Anatomy & Physiology I and II with lab. Also General Biology I with lab should be substituted for General Zoology I with lab. A total of 64 hours is required, not to include physical education or career-technical education.

Pre-Health Information Management (Major Code 127)

Advisers: Bonds, Cleveland, Nickens, Payne, Robison,
Shaffer, L. Strong, Sylvester, Grisham, Mattox, Cox

The health record administrator is the professional member of the health care team who is responsible for the management of medical and other health records practice consistent with the medical, administrative, ethical and legal requirements of the health care delivery system. The Health Information Management program at the University Medical Center in Jackson is currently a master's-level program. Any students interested in this program should major in Computer/Management Information Systems at Northwest Mississippi Community College and complete a bachelor's degree in information systems prior to submitting an application to the medical center.

Pre-Nursing (B.S.N.) (Major Code 748)

Advisers: Aultman, Bonds, Cleveland, Hamilton-Wims, Miller, Robison, Shaffer, Sylvester, Cox, Mattox, Grisham, Montgomery

Two types of nursing programs are normally pursued in Mississippi. One is an associate degree program that is offered at Northwest by the Nursing Department. The other is a four-year transfer program, with the first two years taken at Northwest and the final two years taken at a nursing school such as the University of Mississippi Medical Center at Jackson. Some students find it advisable to attend one year of pre-nursing before going into an associate degree program.

This pre-nursing program is for those students who wish to transfer into a school of nursing other than Northwest Mississippi Community College Associate Degree Nursing Program. Considerable flexibility is allowed in the selection of courses and the student should consult the requirements for the school he or she plans to enter to ensure that these requirements will be met. Students who plan to enter the Northwest Nursing Program should consult that department for suggested changes in the curriculum that will better prepare them for this program.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	EPY 2533, Human Growth & Dev.	3
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab	1
SOC 2113, Intro. to Sociology	3	Humanities Elective**	3
PSY 1513, Gen. Psychology	3	FCS 1253, Nutrition	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
SOC 2143, Marriage and Family	3	Social/Behavioral Science Elective*....	3
SPT 1113, Public Speaking I	3	BIO 2924, Microbiology.....	4
CHE 1213, Gen. Chemistry I***	3	BIO 2920, Microbiology Lab.....	0
CHE 1211, Gen. Chemistry I Lab	1	Fine Arts Elective.....	3
BAD 2323 Business Statistics	3	BIO 1133, General Biology I	3
CSC 1113, Computer Concepts	3	BIO 1131, Gen. Biology I Lab	1
		Humanities Elective**	3
Total	<u>16</u>	Total	<u>17</u>

* Choose from: Economics, Geography, Political Science, History, Psychology II.

** Two courses; choose from: Art, Drama, Foreign Language, Journalism, Literature, Music, Philosophy, History.

*** Chemistry is required at University of Mississippi Medical Center School of Nursing but is not required at some other schools.

Pre-Occupational Therapy (Major Code 752)

Advisers: Bonds, Cleveland, Nickens, Robison,

Shaffer, L. Strong, Sylvester, Cox, Mattox, Grisham, Montgomery

The University of Mississippi School of Health Related Professions in Jackson offers the Master of Science degree in occupational therapy. Students would attend two years at Northwest then three years at University of Mississippi Medical Center. The University of Tennessee offers a Master of Science degree with a prerequisite of 90 hours.

Northwest has designed a program to provide the student with the academic requirement for admission. An Associate of Arts degree is awarded by Northwest upon completion of the curriculum below.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry.....	3
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab.....	1
CHE 1213, Gen. Chemistry I.....	3	PSY 1523, Gen. Psychology II.....	3
CHE 1211, Gen. Chemistry I Lab.....	1	CSC 1113, Computer Concepts.....	3
PSY 1513, Gen. Psychology I.....	3		
Total	<u>17</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
*Humanities Elective.....	3	* Humanities Elective.....	3
SOC 2113, Sociology I.....	3	SOC 2123, Sociology II.....	3
PHY 2413, Gen. Physics I.....	3	BIO 1143, Gen. Biology II.....	3
PHY 2411, Gen. Physics I Lab.....	1	BIO 1141, Gen. Biology II Lab.....	1
Fine Arts Elective.....	3	SPT 1113, Public Speaking I.....	3
BIO 1133, Gen. Biology I.....	3	EPY 2533, Human Growth & Dev.	3
BIO 1131, Gen. Biology I Lab.....	1		
Total	<u>17</u>	Total	<u>16</u>

* Student may choose among literature, foreign language, or philosophy.

Other highly recommended electives - First Aid, Statistics, and Typing Proficiency.

Electives must be sufficient to bring the total semester hours of acceptable credit to 64. Physical Education Activity and Dogmatic Religion are not acceptable for transfer to the Medical Center.

** Must provide evidence of 16 hours of observation in at least two Occupational Therapy clinical departments.

Pre-Optometry (Major Code 738)

Advisers: Aultman, Greene, Hamilton-Wims, Jones, Miller, Sylvester

A minimum of 90 acceptable hours of college work is required for entrance into optometry school. Students should apply for admission to the optometry school they plan to attend during their third year in college. The Optometry School Admissions Test should be taken during the junior year. The student must maintain a high quality of academic work. A graduate of the following two-year curriculum is entitled to the Associate of Arts degree. The student must select a major at the senior college of his choice.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Gen. Chemistry I.....	3	CHE 1223, Gen. Chemistry II.....	3
CHE 1211, Gen. Chemistry I Lab.....	1	CHE 1221, Gen. Chemistry II Lab.....	1
MAT 2323, Statistics.....	3	MAT 1613, Calculus I.....	3
BIO 1133, Gen. Biology I.....	3	BIO 1143, Gen. Biology II.....	3
BIO 1131, Gen. Biology I Lab.....	1	BIO 1141, Gen. Biology II Lab.....	1
PSY 1513, Gen. Psychology.....	3	CSC 1113, Computer Concepts.....	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I	4	CHE 2434, Organic Chemistry II	4
CHE 2420, Organic Chem. I Lab	0	CHE 2430, Organic Chem. II Lab	0
PHY 2413, Gen. Physics I	3	PHY 2423, Gen. Physics II	3
PHY 2411, Gen. Physics I Lab	1	PHY 2421, Gen. Physics II Lab	1
BIO 2924, Microbiology	4	Social Science*	3
BIO 2920, Microbiology Lab	0	ENG 2323, British Lit. I	3
Social Science	3	SPT 1113, Public Speaking I	3
Total	<u>15</u>	Total	<u>17</u>

Pre-Pharmacy (Major Code 756)

Advisers: Aultman, Greene, Hamilton-Wims, Jones, Miller, Shaffer, Sylvester

The following pre-pharmacy courses are the basis for the six-year pharmacy curriculum which may be completed in four additional years at the professional pharmacy school and university. Increasing competition for entrance into the professional pharmacy school requires that the student should maintain an above average grade point average during the freshman and sophomore years. Some professional pharmacy schools also require that the Pharmacy College Admission Test be taken during the sophomore year. A graduate of the following two-year program is entitled to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I	3	ENG 1123, Eng. Comp. II	3
CHE 1213, Gen. Chemistry I	3	CHE 1223, Gen. Chemistry II	3
CHE 1211, Gen. Chemistry I Lab	1	CHE 1221, Gen. Chemistry II Lab	1
MAT 1613, Calculus I	3	SPT 1113, Public Speaking I	3
BIO 1133, Gen. Biology I	3	BIO 1143, Gen. Biology II	3
BIO 1131, Gen. Biology I Lab	1	BIO 1141, Gen. Biology II Lab	1
PSY 1513, Gen. Psychology	3	ECO 2123, Prin. of Microeconomics	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I	4	CHE 2434, Organic Chemistry II	4
CHE 2420, Organic Chem. I Lab	0	CHE 2430, Organic Chem. II Lab	0
PHY 2413, Gen. Physics I	3	PHY 2423, Gen. Physics II	3
PHY 2411, Gen. Physics I Lab	1	PHY 2421, Gen. Physics II Lab	1
Social Studies	3	Humanities	3
Humanities	3	CSC 1113, Computer Concepts	3
MAT 2323, Statistics	3	Fine Arts Elective	3
Total	<u>17</u>	Total	<u>17</u>

Electives: Electives selected must include at least six hours in the Social Sciences and 9 hours in Humanities and Fine Arts—at least one course in Humanities and one in Fine Arts.

Psychology is a recommended elective.

Students may take 3 semesters of Band for the Performing Fine Arts.

There must be a total of 21 hours of electives.

Pre-Physical Therapy (Major Code 760)

Advisers: Bonds, Cleveland, Miller, Robison, Shaffer, L. Strong, Sylvester, Mattox, Grisham, Cox

This program is designed for the student who plans to continue a Bachelor of Science degree at a four-year college or university then apply to the Doctor of Physical Therapy program at the University of Mississippi Medical Center (UMMC) in Jackson, Miss., or other Physical Therapy programs in the surrounding states of Tennessee, Georgia and Arkansas. The student should be aware that the entrance to all Physical Therapy programs, including the one in Jackson, is highly competitive, and high grade point average is usually required for acceptance. Most Physical Therapy programs are three years beyond a Bachelor of Science degree. It is highly recommended that students who choose this program work closely with their advisers. An Associate of Arts degree is awarded by Northwest upon completion of the curriculum below.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp II.....	3
CHE 1213, Gen. Chemistry I.....	3	CHE 1223, Gen. Chemistry II.....	3
CHE 1211, Gen. Chemistry I Lab.....	1	CHE 1221, Gen. Chemistry II Lab.....	1
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry.....	3
BIO 2513, A & P I.....	3	BIO 2523, A & P II.....	3
BIO 2511, A & P I Lab.....	1	BIO 2521, A & P II Lab.....	1
		SPT 1113, Public Speaking I.....	3
Total	14	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 2323, British Lit. I (Humanities).....	3	ENG 2333, British Lit. II (Humanities).....	3
PSY 1513, Gen. Psychology.....	3	PSY 1523, Gen. Psychology II.....	3
PHY 2413, Gen. Physics I.....	3	PHY 2423, Gen. Physics II.....	3
PHY 2411, Gen. Physics I Lab.....	1	PHY 2421, Gen. Physics II Lab.....	1
BIO 1133, General Biology I.....	3	BIO 1143, General Biology II.....	3
BIO 1131, General Biology I Lab.....	1	BIO 1141, General Biology II Lab.....	1
CSC 1113, Computer Concepts.....	3	Fine Arts Elective.....	3
Total	17	Total	17

Students must complete 40 hours of observation in at least two physical therapy departments or clinical sites before applying to the University of Mississippi Medical Center.

Pre-Radiological Sciences (Major Code 764)

Advisers: Bonds, Cleveland, Nickens, Robison, Shaffer, L. Strong, Cox, Sylvester, Mattox

The radiologic sciences degree program at the University of Mississippi Medical Center provides an educational experience in a scholarly environment to help students reach their highest potential in technical knowledge and clinical competency in radiologic technology. Students who satisfactorily complete all the requirements will be awarded the Bachelor of Science in Radiologic Sciences from the University of Mississippi.

Baptist College of Health Sciences, Memphis, offers the Bachelor of Health Science degree with a major in Medical Radiography, Diagnostic Medical Sonography, Nuclear Medicine Technology, or Radiation Therapy Technology. Enrollment in each

of the majors is limited to the number of clinical sites available. Students are encouraged to meet with their adviser early in their academic career if they are considering transferring to Baptist College to complete their baccalaureate degree in any of these majors.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CSC 1113, Computer Concepts	3	MAT 1323, Trigonometry	3
CHE 1313, Principles of Chem. I	3	BIO 2523, A & P II.....	3
CHE 1311, Princ. of Chem. I Lab	1	BIO 2521, A & P II Lab	1
MAT 1313, College Algebra.....	3	CHE 1323, Principles of Chem. II.....	3
BIO 2513, A & P I.....	3	CHE 1321, Princ. of Chem. II Lab.....	1
BIO 2511, A & P I Lab.....	1	Elective*	3
Total	<u>17</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PHY 2413, Gen. Physics I.....	3	PHY 2423, Gen. Physics II.....	3
PHY 2411, Gen. Physics I Lab.....	1	PHY 2421, Gen. Physics II Lab	1
PSY 1513, General Psychology**	3	BIO 1143, Gen. Biology II	3
BIO 1133, Gen. Biology I	3	BIO 1141, Gen. Biology II Lab.....	1
BIO 1131, Gen. Biology I Lab	1	Fine Arts Elective.....	3
SPT 1113, Public Speaking I.	3	Sociology Elective	3
Elective*	3	Elective*	3
Total	<u>17</u>	Total	<u>17</u>

* Recommended: Additional courses in Advanced Math, Computer Science, First Aid, and Nutrition.

** If applying to Baptist College of Health Sciences, Psychology II (PSY 1523) and American Literature (ENG 2223) should be taken instead of two of the electives.

Pre-Veterinary Medicine (Major Code 768)

Advisers: Cleveland, Robison, Shaffer, L. Strong, Sylvester, Cox, Mattox

This curriculum is designed for students who wish to major in Veterinary Medicine. Students can transfer to Mississippi State's School of Veterinary Medicine for the additional four years of professional training. Satisfactory completion of the Northwest curriculum will qualify the student for the Associate of Arts degree. In addition, applicants to the School of Veterinary Medicine must complete four additional courses for admission: Nutrition, Genetics, Cell Biology and Biochemistry.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
CHE 1213, Gen. Chemistry I	3	CHE 1223, Gen. Chemistry II	3
CHE 1211, Gen. Chemistry I Lab	1	CHE 1221, Gen. Chemistry II Lab.....	1
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry	3
BIO 1133, Gen. Biology I	3	BIO 1143, General Biology II	3
BIO 1131, Gen. Biology I Lab	1	BIO 1141, General Biology II Lab.....	1
		Humanities/Fine Arts.....	3
Total	<u>14</u>	Total	<u>17</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CHE 2424, Organic Chemistry I	4	CHE 2434, Organic Chemistry II	4
CHE 2420, Organic Chem. I Lab	0	CHE 2430, Organic Chem. II Lab.....	0
CSC 1113, Computer Concepts	3	Humanities/Elective	6
SPT 1113, Public Speaking I	3	BIO 2924, Microbiology.....	4
PHY 2413, General Physics I.....	3	BIO 2920, Microbiology Lab.....	0
PHY 2411, General Physics I Lab.....	1	PHY 2423, General Physics II.....	3
Social/Behavioral Science.....	3	PHY 2421, General Physics II Lab	1
Total	<u>17</u>	Total	<u>18</u>

Outdoor Recreation and Management (Major Code 131)

Adviser: Donahou

This two-year curriculum is designed for those seeking to further their studies and obtain a Bachelor of Arts degree from a four-year institution. The outlined coursework prepares those students seeking a Bachelor of Arts degree in Park and Recreation Management. Graduates will find careers in park management, recreation, as youth program leaders, and in the military. Our program at Northwest allows the student to compete for the Corps of Engineers Student Career Experience Program (SCEP).

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
**History Elective	3	**History Elective	3
HPR 1213, Health.....	3	SPT 1113, Public Speaking I	3
*BIO Science with Lab	4	*BIO Science with Lab	4
Fine Arts Elective.....	3	**Recommended Elective.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
**Literature	3	** Literature	3
PSC 1113, American Government.....	3	HPR 2213, First Aid.....	3
EPY 2533, Human Growth & Dev	3	PSY 1513, Gen. Psychology.....	3
CSC 1113, Computer Concepts	3	MAT 2323/BAD 2323, Statistics.....	3
MAT 1313, College Algebra.....	3	SOC 2113, Intro. to Sociology	3
** Recommended Elective.....	2	** Recommended Elective.....	1
Total	<u>17</u>	Total	<u>17</u>

There are generally four tracks offered at universities within this major: Therapeutic Recreation, Recreational Sports Leadership, Tourism and Outdoor Recreation and Interpretation. Students should consult with an adviser for specific requirements.

*BIO 2513/2511, and BIO 2523/2521, Anatomy and Physiology should be taken if the student chooses the Recreational Sports Leadership track.

** GEO 1113, World Geography as well as other history and science electives should be taken if the student chooses the Outdoor Recreation and Interpretation track. Also, the literature classes should be consecutive courses in either British Literature OR American Literature.

Physics (Major Code 788)

Adviser: McPherson

The following curriculum is for students who plan to continue their education at a senior college with a major or minor in physics. Some variation is possible, especially if the student has a good high school foundation in mathematics. An Associate of Arts degree is awarded upon completion of this curriculum.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1613, Calculus I.....	3	MAT 1623, Calculus II.....	3
CHE 1213, Gen. Chemistry I.....	3	CHE 1223, Gen. Chemistry II.....	3
CHE 1211, Gen. Chemistry I Lab.....	1	CHE 1221, Gen. Chemistry II Lab.....	1
Foreign Language I.....	3	History.....	3
SPT 1113, Public Speaking I.....	3	Foreign Language II.....	3
Total	<u>16</u>	Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Literature I.....	3	Computer Programming.....	3
PHY 2513, Physics for Science/Eng. I.3	3	Social Science Elective.....	3
PHY 2511, Physics for Sci/Eng I Lab...1	1	MAT 2623, Calculus IV.....	3
MAT 2613, Calculus III.....	3	Literature II.....	3
Social Science.....	3	PHY 2523, Physics for Sci/Eng II.....	3
Fine Arts Elective.....	3	PHY 2521, Physics for Sci/Eng II Lab..1	1
Total	<u>16</u>	Total	<u>16</u>

Pre-Forensic Chemistry (Major Code 710)

Advisers: Aultman, Hamilton-Wims, Jones, Sylvester

The University of Mississippi is currently the only university in the state offering a degree in forensic chemistry, a program designed for students who wish to participate in the scientific aspect of criminology and law enforcement. Due to the rigorous nature of the curriculum, students wishing to enroll in forensic chemistry are expected to demonstrate an aptitude for mathematics and science as demonstrated by a minimum score of 22 on the Enhanced Math section of the ACT. Students with Enhanced Math ACT scores between 19 and 22 may complete the curriculum by taking additional courses during the summer to overcome the math deficiency. In addition, the student must maintain a high quality of academic work at the community college level in order to be competitive for internships required following the junior year of study at the University of Mississippi. This degree is intended for students interested in the inorganic and chemical aspects of forensic science. Students interested in the biological aspects, including DNA analysis, may consider a degree in Pre-Clinical Laboratory Sciences. A graduate of the following two-year curriculum is entitled to the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
CHE 1213, Gen. Chemistry I.....	3
CHE 1211, Gen. Chemistry I Lab.....	1
BIO 1133, Gen. Biology I.....	3
BIO 1131, Gen. Biology I Lab.....	1
MAT 1613, Calculus I.....	3
Foreign Language I.....	3
Total	17

Second Semester	Semester Hours
ENG 1123, Eng. Comp. II.....	3
BIO 1143, Gen. Biology II.....	3
BIO 1141, Gen. Biology II Lab.....	1
MAT 1623, Calculus II.....	3
CHE 1223, Gen. Chemistry II.....	3
CHE 1221, Gen. Chemistry II Lab.....	1
Foreign Language II.....	3
Total	17

SOPHOMORE YEAR

First Semester	Semester Hours
CHE 2424, Organic Chemistry I.....	4
CHE 2420, Organic Chemistry I Lab ..0	
ENG 2323, English Lit. I.....	3
PHY 2513, Engineering Physics I.....	3
PHY 2511, Eng. Physics I Lab.....	1
Foreign Language III.....	3
SPT 1113, Public Speaking I.....	3
Total	17

Second Semester	Semester Hours
CHE 2434, Organic Chemistry II.....	4
CHE 2430, Organic Chemistry II Lab.0	
PSY 1513, Gen. Psychology.....	3
PHY 2523, Engineering Physics II.....	3
PHY 2521, Eng. Physics II Lab.....	1
CSC 1113, Computer Concepts.....	3
Foreign Language IV.....	3
Total	17

Pre-Horticulture (Major Code 726)

Adviser: Donahou

This curriculum is designed to provide the student with the first two years of the four-year program at Mississippi State University leading to the Bachelor of Science in floriculture and ornamental horticulture or floral management. Floriculture and ornamental horticulture is the science and art of producing, distributing, marketing, and using flowers, flowering and foliage plants, and woody ornamental landscape plants. It offers a wide variety of employment opportunities. Students who successfully complete this curriculum are eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
MAT 1313, College Algebra.....	3
CHE 1213, Gen. Chemistry I.....	3
CHE 1211, Gen. Chemistry I Lab.....	1
ACC 1213, Prin. of Accounting I.....	3
ECO 2113, Macroeconomics.....	3
Total	16

Second Semester	Semester Hours
ENG 1123, Eng. Comp. II.....	3
MAT 2323, Statistics.....	3
CHE 1223, Gen. Chemistry II.....	3
CHE 1221, Gen. Chemistry II Lab.....	1
ECO 2123, Microeconomics.....	3
SPT 1113, Public Speaking I.....	3
Total	16

SOPHOMORE YEAR

First Semester	Semester Hours
*ENG 2223, Amer. Lit. I or ENG 2323, British Lit. I.....	3
CHE 2424, Organic Chemistry I.....	4
CHE 2420, Organic Chemistry I Lab ..0	
AGR 1313, Plant Science.....	3
DDT 1413, Elem. Surveying.....	3
BIO 1313, Botany I.....	3
BIO 1311, Botany I Lab.....	1
Total	17

Second Semester	Semester Hours
*ENG 2233, Amer. Lit. II or ENG 2333, British Lit. II.....	3
BIO 1323, Botany II.....	3
BIO 1321, Botany II Lab.....	1
BAD 2413, Legal Env. of Business.....	3
CSC 1113, Computer Concepts.....	3
Fine Arts Elective.....	3
Total	16

* Student may take American Literature or British Literature sequence.

Pre-Landscape Contracting (Major Code 722)

Advisers: Greene, Robison

This curriculum is designed to provide the student with the first two years of the four-year landscape contracting program at Mississippi State University leading to the Bachelor of Science in landscape contracting and management. The program includes three summer semesters of internship with an approved landscape contracting company, so students should remain in contact with the appropriate department at Mississippi State University to provide a seamless transition. Students who successfully complete this curriculum are eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3	ENG 1123, Eng. Comp. II.....	3
MAT 1313, College Algebra.....	3	MAT 1323, Trigonometry	3
CHE 1313, Prin. of Chemistry I	3	BIO 1313, Botany I	3
CHE 1311, Prin. of Chemistry I Lab ...	1	BIO 1311, Botany I Lab	1
SPT 1113, Public Speaking I	3	ECO 2123, Microeconomics	3
ECO 2113, Macroeconomics	3	BAD 2413, Legal Env. of Business.....	3
Total	16	Total	16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACC 1213, Prin. of Accounting I	3	ACC 1223, Prin. of Accounting II.....	3
AGR 2314, Basic Soils.....	4	DDT 1213, Construction Materials.....	3
AGR 2310, Basic Soils Lab.....	0	General Elective	2
Fine Arts Elective.....	3	MFL 1223, Spanish II.....	3
CSC 1113, Computer Concepts	3	MMT 2513, Entrepreneurship	3
MFL 1213, Spanish I.....	3	HIS 1113, Western Civilization I or HIS 2213, American History I	3
Total	16	Total	17

Pre-Veterinary Medical Technology (Major Code 770)

Advisers: Cleveland, Robison

This curriculum is designed to provide the student with the first two years of the four-year program at Mississippi State University leading to the Bachelor of Science degree in veterinary medical technology. Veterinary medical technologists are associated with food animal, equine, and small animal practices; public health organizations; federal and state regulatory agencies; animal related industries; laboratory animal medicine; animal and biomedical research; zoo and wildlife practices; and shelter practices. In addition to these courses the following are required for admittance into the program at Mississippi State: Introduction to Veterinary Careers and Veterinary Medical Terminology. Students who successfully complete this curriculum are eligible for the Associate of Arts degree.

FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
MAT 1313, College Algebra.....	3
BIO 1133, Gen. Biology I.....	3
BIO 1131, Gen. Biology I Lab.....	1
CSC 1113, Computer Concepts.....	3
Social/Behavioral Science.....	3
Total	<u>16</u>

Second Semester	Semester Hours
ENG 1123, Eng. Comp. II.....	3
*MAT 1323, Trigonometry.....	3
BIO 1143, Gen. Biology II.....	3
BIO 1141, Gen. Biology II Lab.....	1
Social/Behavioral Science.....	3
SPT 1113, Public Speaking I.....	3
Total	<u>16</u>

SOPHOMORE YEAR

First Semester	Semester Hours
**CHE 1313, Prin. of Chemistry I.....	3
CHE 1311, Prin. of Chem. I Lab.....	1
Humanities Elective.....	3
Fine Arts Elective.....	3
AGR 1214, Animal Science.....	4
AGR 1210, Animal Science Lab.....	0
***Electives.....	3
Total	<u>17</u>

Second Semester	Semester Hours
**CHE 1323, Prin. of Chem. II.....	3
CHE 1321, Prin. of Chem. II Lab.....	1
Humanities Elective.....	3
BIO 2924, Microbiology.....	4
BIO 2420, Microbiology Lab.....	0
***Electives.....	6
Total	<u>17</u>

* Student may take MAT 2323 Statistics in place of Trigonometry.

** Student may elect to take the General Chemistry sequence (CHE 1213/1211 and CHE 1223/1221).

*** Suggested electives: ACC 1213, ACC 1223, BAD 2413, BAD 2813 or other courses in the student's area of interest.

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 Engineering Technology; Drafting and Design Engineering Technology; EMT-Paramedic; Graphic Design Technology; Heating, Air Conditioning and Refrigeration Technology; Industrial Electronics Engineering Technology; Information Systems Technology; Health-care Data 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. The MS-CPAS2 (Mississippi Career Planning Assessment System) is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification or license. Students who lack entry-level skills in math, English, reading, etc. will be provided related studies.

Please see the College's website for gainful employment information.

Agricultural Business and Management Technology/Animal Husbandry (Major Code 6022)

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

Agricultural Technology/John Deere Tech (Major Code 6010)

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 Engines	3
AMT 2623, Advanced Hydraulics.....	3	AMT 2133, Special Problems in Agriculture Technology.....	3
AMT 292(1-6), Supervised Work Experience in Ag	6	AMT 2513, Spray Equipment.....	3
		AMT 2713, Row Crop Planting Sys....	3
		Social Science Elective	3
		SPT 1113, Public Speaking I	3
		AMT 2911, Special Projects— Professionalism	1
Total	12	Total	19

Students must progress through AMT coursework in sequence due to the nature of the material covered. It is required that a student obtain a passing grade in all courses to enter the following semester.

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 (Major Code 8014)

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 Technical 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.

Admission Requirements:

1. A student must have an ACT composite score of 15 or above. An exception will be granted with letters of recommendation or acceptable scores in a high school automotive program.
2. Students entering the CAP program must obtain and maintain a sponsorship with a qualified dealership.
3. 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
*ATT 1715, Engine Repair	5	*ATT 2434, Engine Performance II	4
*ATT 1424, Engine Performance I.....	4	*ATT 1134, Advanced Electrical/ Electronic Systems.....	4
*ATT 1124, Basic Electrical/ Electronic Systems	4	*ATT 2334, Steering/Susp. Systems	4
ENG 1113, English Comp. I	3	*ATT 1214, Brakes	4
*ATT 1811, Intro. to Safety & Emp. ...	1	Basic Computer Skills Elective	3
Total	17	Total	19

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
**ATT 1314, Manual Drive Trains	4	**ATT 2444, Engine Performance III .	4
**ATT 2325, Automatic Transmissions/ Transaxles	5	**ATT 2614, Heating and Air Conditioning	4
**Elective	3	Humanities/Fine Arts Elective.....	3
SPT 1113, Public Speaking I	3	Social/Behavioral Science Elective.....	3
**ATT 2913, Special Problems	3	Math/Science Elective	3/4
Total	18	Total	17/18

* Courses required for Career Certificate.

** Courses required for Technical Certificate.

All other courses listed are the framework for the Associate of Applied Science. Please note that students in the CAP program are required to complete an internship in the second and third semester.

Civil Engineering Technology

(Major Code 6030 • Major Code 6031 (certificate program))

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 required 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
DDT 1114, Fund. of Drafting.....	4
DDT/CIT 1413, Elem. Surveying.....	3
CIT 1213, Road Design and Const. Methods and Materials.....	3
MAT 1233, Intermediate Algebra.....	3
or Science Elective	
DDT 1313, Principles of CAD.....	3
Total	<u>16</u>

Certificate Program Exit Point

Second Semester	Semester Hours
CIT 1114, Route Surveying.....	4
CIT 1223, Road Construction Plans and Specifications.....	3
MAT 1313, College Algebra.....	3
ENG 1113, Eng. Comp. I.....	3
Technical Elective.....	3
Total	<u>16</u>

SOPHOMORE YEAR

Third Semester	Semester Hours
CIT 2434, Land Surveying Lab.....	4
CIT 2113, Legal Principles of Surveying.....	3
SPT 1113, Public Speaking I.....	3
Technical Elective.....	3
Social/Behavioral Science Elective.....	3
Total	<u>16</u>

Fourth Semester	Semester Hours
CIT 2444, GPS/GIS Surveying.....	4
DDT/CIT 2423, Mapping and Topo....	3
Technical Electives.....	6
Humanities/Fine Arts Elective.....	3
Total	<u>16</u>

Technical Electives:

CIT 2124, Advanced Surveying Practices
CIT 2413, Concrete and Hot Mix Asphalt
Testing
CIT 292 (1-6), Work-Based Learning
in Civil Engineering Technology
CIT 291 (1-3), Special Projects
LET 2453, Real Property I
GIT 2123, Fundamentals of GIS

BOT 1213, Personal &
Professional Development
DDT 1313, Principles of CAD
DDT 1323, Intermediate CAD
DDT 1331, Intermediate CAD Lab
DDT 2233, Structural Drafting
DDT 2343, Advanced CAD

PRE-SURVEYING/GEOMATICS (MISSISSIPPI STATE UNIVERSITY 2+2 OPTION) (Major Code 6032)

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
CHE 1213, General Chemistry I.....	3
CHE 1211, Gen. Chemistry I Lab.....	1
CIT 2434, Land Surveying Lab or CIT 2424, GIS/GPS Surveying.....	4
ENG 1113, English Comp. I.....	3
MAT 1313, College Algebra.....	3
Total	<u>14</u>

Second Semester	Semester Hours
CHE 1223, General Chemistry II.....	3
CHE 1221, Gen. Chemistry II Lab.....	1
ENG 1123, English Comp. II.....	3
MAT 1323, Trigonometry.....	3
CSC 1113, Computer Concepts.....	3
SPT 1113, Public Speaking I.....	3
Total	<u>16</u>

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	<u>16</u>	Total	<u>16</u>

Drafting and Design Engineering Technology

Advisers: Chavez, Tims • Offered at Senatobia campus

The purpose of the Drafting and Design Engineering 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 Engineering 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 Engineering Technology. Upon satisfactory completion an Associate of Applied Science degree is awarded.

GENERAL DRAFTING (Major Code 6050)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1114, Fundamentals of Drafting.....	4	DDT 1133, Machine Drafting I.....	3
DDT 1313, Principles of CAD	3	DDT 1323, Intermediate CAD.....	3
DDT 1213, Construction Materials.....	3	**DDT 2153, Civil Drafting.....	3
MAT 1313, College Algebra.....	3	*Technical Elective	3
ENG 1113, Eng. Comp. I.....	3	SPT 1113, Public Speaking I	3
Total	<u>16</u>	Total	<u>15</u>

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
DDT 1613, Architectural Design I.....	3	DDT 2233, Structural Drafting.....	3
DDT 2343, Advanced CAD.....	3	*Restrictive Elective.....	3
TMA 1833, Technical Trigonometry...3		*Technical Elective.....	3
*Technical Elective.....	3	*DDT 2913, Special Projects.....	3
*Technical Elective.....	3	Social/Behavioral Science Elective.....	3
Humanities/Fine Arts Elective.....	3		
Total	18	Total	15

Electives:

DDT 2623, Architectural Design II	DDT 2163, Machine Drafting II
DDT 1413, Elementary Surveying**	DDT 2423, Mapping & Topography**
DDT 292(1-6), Super. Work Exp. in Drafting & Design Eng. Tech. (6 hrs. max)	DDT 1153, Descriptive Geometry
	BOT 1213, Personal & Professional Dev.

* Electives must be adviser approved.

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

ARCHITECTURAL ENGINEERING TECHNOLOGY (Major Code 6052)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1114, Fundamentals of Drafting.....	4	DDT 1133, Machine Drafting I.....	3
DDT 1313, Principles of CAD.....	3	DDT 1323, Intermediate CAD.....	3
DDT 1213, Construction Materials.....	3	**DDT 2153, Civil Drafting.....	3
MAT 1313, College Algebra.....	3	DDT 2243, Cost Estimating.....	3
ENG 1113, Eng. Comp. I.....	3	*Technical Elective.....	3
		SPT 1113, Public Speaking I.....	3
Total	16	Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
DDT 1613, Architectural Design I.....	3	DDT 2233, Structural Drafting.....	3
DDT 2343, Advanced CAD.....	3	DDT 2623, Architectural Design II.....	3
TMA 1833, Technical Trigonometry...3		*Technical Elective.....	3
*Technical Elective.....	3	*Technical Elective.....	3
*Technical Elective.....	3	Social/Behavioral Science Elective.....	3
Humanities/Fine Arts Elective.....	3		
Total	18	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 Eng. Tech. (6 hrs. max)	BOT 1213, Personal & Professional Development

* Electives must be adviser approved.

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

Early Childhood Education Technology (Major Code 6025)

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

* Prerequisites to CDT 2613, CDT 2915 or CDT 2925 (must earn a 'C' or better)

**Co-requisite with CDT 2915

Emergency Medical Technology—Paramedic (Major Code 6070)

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
EMS 1122, Intro. to EMS Systems	2	EMS 1825, Cardiology	5
EMS 1614, Pharmacology.....	4	EMS 1314, Airway Mgmt.	4
EMS 1414, Patient Assessment.....	4	EMS 2714, Trauma.....	4
EMS 1513, EMS Practicum I	3	EMS 1525, EMS Practicum II.....	5
BIO 1523, A&P II.....	3	ENG 1113, English Comp. I	3
BIO 1521, A&P II Lab.....	1		
Total	<u>17</u>	Total	<u>21</u>

SOPHOMORE YEAR

Third Semester	Sem. Hours	Fourth Semester	Semester Hours
EMS 1422, Special Patient Pops.....	2	EMS 2855, Medical.....	5
EMS 2414, New Mat./Child Emerg.	4	EMS 2912, EMS Operations.....	2
SPT 1113, Public Speaking I	3	EMS 2555, EMS Practicum III	5
CSC 1113, Computer Concepts	3	PSY 1513, Gen. Psychology.....	3
		Fine Arts/Humanities Elective.....	3
Total	<u>12</u>	Total	<u>18</u>

Graphic Design Technology (Major Code 6035)

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 communication. 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 63-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 and progression in the program. 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	CAT 2133, Graphic Design Studio.....	3
CAT 1213, Fund. of Graphic Comp....	3	CAT 2323, Advanced Advertising	3
CAT 2313, Basic Advertising Design ..	3	CAT 2933, Spec. Proj. II/Drawing II...3	
CAT 2913, Spec. Projects/Drawing I...3		WDT 1414, Web Design Application .4	
WDT 1123, Web Development.....	3	WDT 1314, Client Side Prog.	4
WDT 2723, eCommerce/Int. Mgmt. ...3			
Total	18	Total	17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Social/Beh. Science Elective.....	3	CAT 2334, Prac. Adv. Techniques	4
SPT 1113, Public Speaking I	3	Elective	3
ENG 1113, English Comp. I	3	ART 1113 or ART 2713	3
MAT 1313, College Algebra.....	3	Elective	3
ART 1413, Design I	3	Elective	3
Total	15	Total	16

Electives:

- | | |
|--|---|
| ART 2713, Art History I | ENG 2133, Creative Writing |
| BOT 2133, Desktop Publishing | ENG 2613, The Film as Literature |
| BOT 1013, Introduction to Keyboarding | JOU 1313, News Writing and Reporting I |
| BOT 1123, Keyboard Skillbuilding | JOU 1323, News Writing and Reporting II |
| BOT 1213, Personal & Professional Development | MMT 1113, Marketing I (offered at DeSoto Center) |
| CAT 292(1-6), Supervised Work Experience in
Graphic Design Technology | PHI 2143, Ethics |
| COM 2483, Introduction to Mass Communication | WBL 191(1-3), WBL 192(1-3), WBL 193(1-3),
Work-Based Learning I, II, III |
| WBL 291(1-3), WBL 292(1-3), WBL 293(1-3), Work-Based Learning IV, V, VI | |

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.

Health-care Data Technology (Major Code 6079)

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

The Health-care Data 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	ENG 1113, English Comp. I	3
BOT 1413, Records Management.....	3	BOT 1143, Word Processing	3
BOT 1713, Mechanics of Comm.....	3	BOT 1433, Business Accounting.....	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
SPT 1113, Public Speaking I	3	BOT 2663, Advanced Coding	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	***BOT Approved Elective.....	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).

***BOT 1123, Keyboard Skillbuilding; BOT 2823, Communication Technology; BOT 1813, Electronic Spreadsheets

Heating, Air Conditioning and Refrigeration Technology (Major Code 8015)

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 commercial 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.

Admission Requirements: Entrance into the Heating, Air Conditioning and Refrigeration Technology program is by way of the Admissions Committee. The com-

mittee has the responsibility of screening qualified program applicants who have submitted the required records and credentials prior to semester of entrance.

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 with a "C" all ACT coursework prior to entering the following semester. 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 2514, Heating Systems*	4	ACT 2324, Commercial Refrig.*	4
ACT 2623, Heat Load & Air Prop.*	3	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

Night courses are available with alternate sequence.

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 Engineering Technology (Major Code 6056)

Advisers: Clark, Creecy • Offered at Senatobia campus

The Industrial Electronics Engineering Technology 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.

Admission Requirements: Entrance into the Industrial Electronics Engineering Technology program is by way of the Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted the required records and credentials prior to semester of entrance.

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 Engineering Technology courses may earn a Certificate in Industrial Electronics Engineering.

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>

Students must pass with a "C" all EET/ELT coursework prior to progressing to the next semester.

* Courses required for career certification in industrial electronics.

** 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 (Major Code 6038)

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.		SPT 1113, Public Speaking I	3
Using MS Windows Server.....	4	IST 2234, Network Implementation ...	4
WDT 1124, Web Dev. Concepts	4	Technical Elective	3/4
IST 2374, "C" Programming	4	Humanities/Fine Arts Elective/	
IST 2224, Network Planning/Design...4		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 (Major Code 6041)

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/	
WDT 1124, Web Dev. Concepts	4	ENG 1123, English Comp. II	3
Programming Elective	4	Elective	3
		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.

Microcomputer Technology (Major Code 6009)

Advisers: Dandridge, 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	**Computer Elective.....	3
BOT 1213, Personal & Prof. Dev.	3	BOT 1433, Business Accounting.....	3
BOT 1313, Applied Business Math	3	BOT 2813, Business Comm.	3
BOT 1713, Mechanics of Communications	3	BOT 1813, Electronic Spreadsheets	3
Social/Behavioral Science Elective.....	3	BOT 1123, Keyboard Skillbuilding.....	3
Total	18	Total	18

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2413, Computerized Accounting..	3	BOT 2833, Integrated Computer Applications	3
BOT 2823, Communication Tech.	3	Math/Natural Science Elective.....	3/4
BOT 2323, Database Management.....	3	SPT 1113, Public Speaking I	3
BOT 2133, Desktop Publishing	3	**Computer Elective.....	3
ENG 1113, English Comp. I	3	Humanities/Fine Arts Elective.....	3
**Computer Elective.....	3	Total	15/16
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 Word Processing (BOT 1143).

**Computer Related Elective (CSC/CNT/CPT/NST/IST)—Computer related electives must be approved by the BOT advisor prior to enrollment.

Office Systems Technology

(Major Code 6014 • Major Code 6013 (certificate program))

Advisers: Dandridge, 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	Second Semester	Semester Hours
*BOT 1113, Doc. Format & Prod.	3	*BOT 1123, Keyboard Skillbuilding....	3
BOT 1133, Microcomputer Appl.	3	BOT 2813, Business	
BOT 1413, Records Management.....	3	Communication.....	3
BOT 1213, Personal & Prof. Dev.	3	BOT 1143, Word Processing.....	3
BOT 1313, Applied Business Math	3	BOT 1433, Business Accounting.....	3
BOT 1713, Mechanics of		ENG 1113, Eng. Comp. I.....	3
Communication.....	3	BOT 1813, Electronic Spreadsheets ...	3
Total	<u>18</u>	Total	<u>18</u>

Certificate Program Exit Point

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.northwestms.edu.

SOPHOMORE YEAR

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

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 (Major Code 6090)

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	Second Semester	Semester Hours
ENG 1113, English Composition I.....	3	LET 1513, Family Law	3
BOT 1133, Microcomputer Appl.	3	Social/Behavioral Science Elective.....	3
LET 1113, Introduction to Law	3	BOT 2813, Business Communication..	3
BOT 1713, Mechanics of Comm.	3	LET 1523, Wills & Estates.....	3
BAD 2413, Legal Env. of Business.....	3	Humanities/Fine Arts Elective.....	3
		ENG 1123, English Comp. II.....	3
Total	<u>15</u>	Total	<u>18</u>

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
LET 2453, Real Property I.....	3	SPT 1113, Public Speaking I.....	3
LET 2313, Civil Litigation I.....	3	LET 2323, Torts.....	3
LET 1213, Legal Research.....	3	Criminal Justice Elective.....	3
Math/Natural Science Elective.....	3	LET 1713, Legal Writing.....	3
Elective.....	3	LET 2333, Civil Litigation II.....	3
Elective.....	3	Elective.....	3
Total	<u>18</u>	Total	<u>18</u>

Approved Electives

BOT 1313, Applied Business Math

BOT 1143, Word Processing

BOT 1213, Personal & Professional Development

BOT 2723, Administrative Office Procedures

BOT 1123, Keyboard Skillbuilding

ENG 1123, English Composition II

BOT 1613, Medical Terminology I

LET 2633, Law Office Management

All LET courses will be offered every school year online by approved Northwest faculty. Any online LET course to be taken and applied to graduation must either be through Northwest faculty or approved by the Paralegal Technology adviser.

PRE-PARALEGAL STUDIES (UNIVERSITY OF MISSISSIPPI 2+2 OPTION) (Major Code 6099)

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 (Major Code 7005)

Adviser: Covington, 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.

Admission Requirements: Entrance into the Tool and Die Technology program is by way of the Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted the required records and credentials prior to semester of entrance.

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 (Tool & Die Majors).....	4	TDT 1143, Die Fabrication I.....	3
MST 1115, Power Machinery I.....	5	MST 2714, Computer Numerical Control Operations I.....	4
MST 1413, Blueprint Reading.....	3	MST 1124, Power Machinery II	4
Math/Science Elective	3	MST 2813, Metallurgy	3
Total	18	Total	17

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	TDT 1123, Die Repair	3
ENG 1113, English Comp. I	3	Technical Elective	3
SPT 1113, Public Speaking I	3	Social/Behavioral Science Elective.....	3
Total	18	Humanities/Fine Art Elective	3
		Total	19

Electives:

TDT 2183, Jigs, Fixtures and Tools.....	3	TDT 291 (1-3), Special Problems in Tool & Die Technology.....	3
DDT 1313, Principles of CAD	3	TDT 292 (1-6), Supervised Work Experience in Tool & Die Technology.....	1-6
WLW 1113, Shielded Metal Arc Welding I	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. Career 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. Students who lack entry level skills in math, English, science, etc. will be provided related studies. All career programs have limited availability and competitive admissions depending on student interest. Each of these programs only admit in the fall semester.

Collision Repair Technology (Major Code 8005)

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.

The Northwest Collision Repair Technology program has a zero tolerance policy concerning illegal substance use/abuse and/or misuse of legal substances. All potential and current collision repair students must submit to substance testing in accordance with the substance testing policies and procedures.

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.northwestms.edu.

Cosmetology (Major Code 8035)

Advisers: Luellen, Honeycutt, Newsom • 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. Satis-

factory 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 1500 clock hours for completion. Students are only accepted during the fall semester.

Admission to the program requires:

- Program application
- Must be 18 years of age
- High school diploma or GED certificate
- TABE test
- Personal interview with adviser

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		

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1.

NAIL TECHNICIAN OPTION* (Major Code 8036)

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.northwestms.edu.

Emergency Medical Technology–Basic (Major Code 6071)

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.

Health Care Assistant (Major Code 8062)

Adviser: Phelps • 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)
- Must successfully pass a background check and drug screening upon acceptance

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 (Major Code 8060)

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 Policy:

Practical Nursing (PN) – Students desiring to enter the PN program will be selected based on the following criteria:

1. Applicants must be at least 18 years of age.
2. Applicants must have a high school diploma or GED equivalency.
3. Applicants must have an enhanced ACT composite score of 16 or greater.
4. Applicants must have a Northwest application on file with the Registrar's Office.
5. Once a prospective student has a PN application on file with the PN Program, an opportunity to sit for the Test of Essential Academic Skills (TEAS) can be scheduled by calling the Career-Technical Division for each respective campus.

*The Practical Nursing Program accepts applications from mid-January through April 30 of each year. Testing begins each February.

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	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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.northwestms.edu.

Welding and Cutting (Major Code 8070)

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, Shield. Mtl. Arc Weld. 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 Interpretation2		WLV 1155, Pipe Welding.....5	
WLV 1171, Welding Inspection and Testing Principles1			
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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.northwestms.edu.

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.

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 Program

The Workforce Development Program at Northwest Mississippi Community College provides services to individuals and business/industry. Services available to individuals include assessment, basic skills training, pre-employment training, referral to full-time Career and Technical programs, and short-term adult training. Services available to business and industry include 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 Program 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 program 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 Program 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 18 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 Program may be contacted for additional information.

Adults enrolled in the basic education program are not charged tuition fees. Books, in-

structional 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/Management 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 (Management, HR, Marketing, Finance, & MIS), Liberal Arts, Elementary Education, Secondary Education (English, Math, & Social Studies), Health Sciences, Accountancy, Social Work, Paralegal Studies and Criminal Justice (Law Enforcement, Corrections, & Homeland Security) and master's degrees in Education (Curriculum & Instruction-Elementary, Leadership K-12, Literacy, & Professional Counseling), Accountancy, Curriculum and Instruction (MACI), Higher Education and Student Personnel, Teaching English as a Second Language, Health Sciences, and Professional MBA. These institutions also offer the RN to MSN program through this educational partnership and the Educational Specialist in Curriculum and Instruction.

*These programs are part of the Two-Plus-Two Program.

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; Health-care Data Technology; Microcomputer Technology; Office Systems Technology; Respiratory Therapy; and one career program, Practical Nursing.

Business and Marketing Management Technology (Major Code 6045)

Adviser: Carroll

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 1721, Marketing Seminar II	1
MMT 1711, Marketing Seminar I	1		
Total	<u>19</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 1731, Marketing Seminar III.....	1	MMT 1741, Marketing Seminar IV	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, Health-care Data 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 (Major Code 6005)

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 Accounting.....	3
BOT 1313, Applied Business Math.....	3	BOT 2813, Business Communication ...	3
BOT 1133, Microcomputer Appl.	3	BOT 1143, Word Processing.....	3
BOT 1113, Doc. Format & Prod.	3	Written Communications Elective.....	3
BOT 1713, Mechanics of Communication.....	3	BOT 1813, Electronic Spreadsheet.....	3
BOT 1213, Personal & Prof. 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 Applications	3
Math/Natural Science Elective.....	3	Social/Behavioral Science Elective**	3
*Accounting Elective.....	3	Humanities/Fine Arts Elective.....	3
*Accounting Elective.....	3	Oral Communications Elective.....	3
Total	<u>15</u>	Total	<u>15</u>

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).

Health-care Data Technology (Major Code 6083)

Adviser: Gavin, Rutledge

Suggested Course Sequence

The Health-care Data 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 Terminology I	3	*BOT 1623, Medical Office 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 Communication.....	3	BOT 2743, Medical Office Concepts ..	3
BOT 1133, Microcomputer Appl.	3	ENG 1113, Eng. Comp. I.....	3
Total	<u>18</u>	Total	<u>18</u>

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 Info. Mgt.	3
SPT 1113, Public Speaking I	3	BOT 2663, Advanced Coding	3
BOT 2653, ICD Coding.....	3	BOT Approved Elective.....	3
Math/Natural Science Elective.....	3/4	Social/Behavioral Science Elective.....	3
BOT 2643, CPT Coding	3	Humanities/Fine Arts Elective.....	3
Total	<u>18/19</u>	Total	<u>18</u>

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.

Microcomputer Technology (Major Code 6009)

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, Personal & Prof. Dev.	3	Computer Elective	
BOT 1313, Applied Business Math	3	(CSC/CNT/CPT/NST/IST)	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
Total	<u>18</u>	BOT 1123, Keyboard Skillbuilding.....	3
		Total	<u>18/19</u>

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	Computer Elective	
BOT 2323, Database Management.....	3	(CSC/CNT/CPT/NST/IST)	3
ENG 1113, English Comp. I	3	Math/Natural Science Elective.....	3/4
Computer Elective.....	3	SPT 1113, Public Speaking I	3
(CSC/CNT/CPT/NST/IST)		Humanities/Fine Arts Elective.....	3
Total	<u>18</u>	Total	<u>15/16</u>

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 (Major Code 6014)

Advisers: Rutledge, Gavin, 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, Personal & Prof. Dev.	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 (Major Code 6098)

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	Second Semester	Semester Hours
PSY 1513, General Psychology.....	3	CHE 1313, Prin. of Chemistry.....	3
BIO 2523, A & P II.....	3	CHE 1311, Prin. of Chem. Lab.....	1
BIO 2521, A & P II Lab.....	1	BOA 2613, Business Commuications.....	3
CVT 1113, Foundations of Cardiovascular Technology.....	3	CVT 1214, Cardiovascular Anatomy and Physiology.....	4
MAT 1313, College Algebra.....	3	ENG 1113, Eng. Comp. I.....	3
Humanities/Fine Arts Elective.....	3	SPT 1113, Public Speaking I.....	3
Total	16	Total	17

SUMMER TERM

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

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
CVT 2413, Invasive Cardiology I.....	3	CVT 2423, Invasive Cardiology II.....	3
CVT 2613, Non-Invasive Cardiology I..	3	CVT 2623, Non-Invasive Cardiology II..	3
CVT 2718, Cardiovascular Clinical I....	8	CVT 2512, Critical Care Applications..	2
Total	14	CVT 2727, Cardio. Clinical II.....	7
		Total	15

SUMMER TERM

	Semester Hours
CVT 2736, Cardiovascular Clinical III..	6
Total	6

Total Semester Hours: 77

Funeral Service Technology (Major Code 6085)

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: website www.abfse.org.

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 accredited funeral service education programs is posted on the ABFSE website (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	Fourth Sem. (Fall)	Semester Hours
FST 1413, Funeral Service Ethics and Law.....	3	SPT 1113, Public Speaking I.....	3
FST 2623, Microbiology.....	3	BOA 2613, Bus. Communications.....	3
Total	6	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 (Major Code 6065)

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	Second Semester	Semester Hours
HRT 1123, Hospitality & Tourism Industry.....	3	HRT 1413, Rooms Division Mgt.	3
ENG 1113, Eng. Comp. I.....	3	HRT 1224, Rest. & Catering Op.....	4
HRT 1114, Culinary Principles I.....	4	HRT 1833, Travel & Tourism Geography.....	3
HRT 1213, Sanitation & Safety.....	3	Social/Behavioral Science Elective.....	3
BOT 1313, Applied Business Math.....	3	CSC 1113, Computer Concepts.....	3
Total	16	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	<hr/> 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	<hr/> 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 (Major Code 8060)

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
PNV 1213, Body Struct. & Func.	3
PNV 1426, Fund. of Nursing	6
PNV 1436, Fund. of Nursing Lab/ Clinical	6
 Total	<hr/> 15

Second Semester	Semester Hours
PNV 1614, Med./Surg. Nursing	4
PNV 1622, Med./Surg. Nursing Clinical	2
PNV 1634, Alt. in Adult Health	4
PNV 1642, Alt. in Adult Health Clinical	2
PNV 1524, IV Therapy Concepts.....	4
 Total	<hr/> 16

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

Respiratory Therapy

(Advanced Practitioner/Registry Eligible Respiratory Therapist)

(Major Code 6093)

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	Second Semester	Semester Hours
MAT 1313, College Algebra.....	3	ENG 1113, Eng. Comp. I.....	3
RCT 1313, Cardiopulmonary A&P.....	3	SPT 1113, Public Speaking I	3
RCT 1213, Patient Assessment and Planning.....	3	RCT 1515, Clinical Practice I	5
RCT 1210, Patient Assessment Lab ...	0	RCT 1414, Respiratory Care Prac. I....	4
RCT 1114, Respiratory Care Science..	4	RCT 1410, Respiratory Care I Lab	0
RCT 1613, Respiratory Pharmacology...	3		
Humanities/Fine Arts Elective.....	3		
Total	19	Total	15

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

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BIO 2924, Microbiology.....	4	CSC 1113, Computer Concepts.....	3
BIO 2920, Microbiology Lab.....	0	RCT 2712, Resp. Care Seminar.....	2
RCT 2613, Neonatal/Pediatrics.....	3	RCT 2710, Resp. Care Sem. Lab.....	0
RCT 2434, Resp. Care Prac. III.....	4	RCT 2333, Cardiopulm. Pathology	3
RCT 2430, Resp. Care Prac. III Lab...0		RCT 2546, Clinical Practice IV	6
RCT 2536, Clinical Practice III	6	Behavioral/Social Science Elective.....	3
Total	17	Total	17

DeSoto Center-Olive Branch

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

Aviation Maintenance Technology (Major Code 6012)

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 (Major Code 8075)

Adviser: Wilbanks

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 transmissions, 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, Health-care Data Technology, Microcomputer Technology, Cosmetology, Health Care Assistant, Office Assistant, Practical Nursing, Paralegal Technology and Surgical Technology.

Office Systems Technology

(Major Code 6014 • Major Code 6013 (certificate program))

Advisers: Littrell, Logan

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, Personal & Prof. Dev.	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 (Major Code 7012)

Advisers: Littrell, Logan

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, Personal & Prof. Dev.....	3	BOT 1123, Keyboard Skillbuilding.....	3
Total	<u>18</u>	Total	<u>18</u>

* 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).

Health-care Data Technology (Major Code 6083)

Advisers: Littrell, Logan

The Health-care Data 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 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 1313, Applied Business Math	3	ENG 1113, English Comp. I.....	3
BOT 1413, Records Management.....	3	BOT 1143, Word Processing.....	3
BOT 1713, Mechanics of Comm.	3	BOT 1433, Business Accounting.....	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	<u>18</u>	Total	<u>18</u>

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
SPT 1113, Public Speaking I	3	Humanities/Fine Arts Elective.....	3
BOT 2643, CPT Coding.....	3	Social/Behavioral Science Elective.....	3
BOT 2653, ICD Coding.....	3	**BOT Approved Elective/Transcription Elective or Other	
Math/Science Elective	3/4	BOT Approved Elective	3
Total	<u>18/19</u>	**BOT Approved Elective/Transcription Elective or Other	
		BOT Approved Elective	3
		Total	<u>18</u>

*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. (continued next page)

Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

** The BOT approved electives will be chosen from BOT 1123 Keyboard Skillbuilding, BOT 2823 Communication Technology, BOT 2663 Advanced Coding, BOT 1813 Electronic Spreadsheets, BOT 2323 Database Management, BOT 2833 Integrated Computer Applications.

Microcomputer Technology (Major Code 6009)

Advisers: Littrell, Logan

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	Computer Related Elective	
BOT 1133, Microcomputer Appl.	3	(CSC/CNT/CPT/NST)	3
BOT 1713, Mechanics of		BOT 1143, Word Processing.....	3
Communication.....	3	BOT 1433, Business Accounting.....	3
BOT 1313, Applied Business Math	3	BOT 1813, Electronic Spreadsheets.....	3
BOT 1213, Personal & Prof. Dev.....	3	ENG 1113, Eng. Comp. I.....	3
Social/Behavioral Science Elective.....	3	BOT 1123, Keyboard Skillbuilding.....	3
Total	18	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	Computer Related Elective	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 (Major Code 6090)

Advisers: 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	<u>18</u>	Total	<u>18</u>

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 (Major Code 6092)

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	16	Total	17

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 (Major Code 8035)

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 (Major Code 8062)

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	<u>16</u>

Practical Nursing (Major Code 8060)

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 Clinical.....	2
PNV 1436, Fund. of Nursing Lab/ Clinical.....	6	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>		

COURSE DESCRIPTIONS



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

COURSE DESCRIPTIONS

Accounting (ACC)

ACC 1213. PRINCIPLES OF ACCOUNTING I (3 hours credit) A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems and controls for service and merchandising businesses, assets, liabilities and equity. Three lectures per week.

ACC 1223. PRINCIPLES OF ACCOUNTING II (3 hours credit) A continuation of ACC 1213. Topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: A grade of C or better in ACC 1213. Three lectures per week.

Agricultural Business and Management Technology (AGT)

AGT 1111. SURVEY OF AGRICULTURAL TECHNOLOGY I (1 hour credit) A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lecture and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. One hour lecture; may be repeated for a maximum of 4 credit hours.

AGT 1413. PRINCIPLES OF AGRICULTURAL MANAGEMENT (3 hours credit) A course which provides instruction in organization and structure of agricultural businesses, decision-making, and the planning process for farming operations. Two hours lecture, two hours lab.

AGT 1513. PRINCIPLES OF AGRICULTURAL MARKETING (3 hours credit) An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts. Two hours lecture, two hours lab.

AGT 1613. AGRICULTURAL RECORDS (3 hours credit) An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. Two hours lecture, two hours lab.

AGT 1813. FITTING/GROOMING/JUDGING (3 hours credit) Provides information and practice on fitting, grooming, and judging agricultural products. Two hours lecture, two hours lab.

AGT 1913. ANIMAL REPRODUCTION (3 hours credit) Provides information and laboratory opportunities to assist students in learning about animal reproduction. Two hours lecture, two hours lab.

AGT 2113. SUPERVISED AGRICULTURAL EXPERIENCE (1-6 hours credit) This internship course provides actual work experience in an agricultural business under the direction of the employer and the instructor. (3-18 hours externship) Prerequisite: Sophomore standing in Agricultural Business and Management Technology.

AGT 2613. FORAGE AND PASTURE CROPS (3 hours credit) A comprehensive course in the production and management of forage and pasture crops. Two hours lecture, two hours lab.

AGT 2663. APPLIED ANIMAL NUTRITION (3 hours credit) A comprehensive course of study on the practical principles and applications of nutrition. Two hours lecture, two hours lab.

AGT 2713. BEEF PRODUCTION I (3 hours credit) A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices. Two hours lecture, two hours lab.

AGT 2723. BEEF PRODUCTION II (3 hours credit) A continuation of Beef Production I with emphasis on management, herd health, and marketing. Two hours lecture, two hours lab. Prerequisite: Beef Production I (AGT 2713).

AGT 2863. HORSE PRODUCTION (3 hours credit) A comprehensive course in the production and management of horses. Two hours lecture, two hours lab.

Agricultural Technology/John Deere Tech (AMT)

AMT 1123. AGRICULTURAL MECHANICS FUNDAMENTALS (3 hours credit) The proper use and application of technical terms. The usage, storage, and safety of hand tools, measuring tools, and special tools. A study of the size and strength of standard and metric fasteners. Safety is applied as it relates to agricultural equipment, shop maintenance, oxyacetylene cutting, and arc/mig welding. Two hours lecture, two hours lab.

AMT 1213. ELECTRICAL/ELECTRONICS SYSTEMS (3 hours credit) A study of electrical/electronics systems as it relates to agricultural power machinery and equipment. Two hours lecture.

AMT 1223. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS (3 hours credit) Theory and operation of the onboard diagnostic systems and electrical/electronics test procedures. Two hours lecture. Prerequisite: Electrical/Electronics Systems (AMT 1213).

AMT 1313. BASIC POWER TRAINS (3 hours credit) A study of machines and the principles upon which they operate in the transmission of power. Two hours lecture, two hours lab.

AMT 1323. ADVANCED POWER TRAINS (6 hours credit) A study of machines and the principles upon which they operate in the transmission of power. Emphasis will be placed upon disassembly and assembly power train components. Three hours lecture, six hours lab. Prerequisites: Basic Power Trains (AMT 1313) and Basic Hydraulics (AMT 1613).

AMT 1413. BASIC ENGINES (3 hours credit) A study of the theory of operation, parts identification, and operational characteristics of internal combustion engines. Two hours lecture, two hours lab.

AMT 1423. ADVANCED ENGINES (3 hours credit) Adjustment, repair and overhaul of agricultural diesel engines. Two hours credit, two hours lecture. Prerequisites: Basic Engines (AMT 1413)

AMT 1511. AIR CONDITIONING SYSTEMS (1 hour credit) Principles and service of air conditioning systems used on agricultural equipment. Two hours lecture, four hours lab.

AMT 1613. BASIC HYDRAULIC SYSTEMS (3 hours credit) Theory and application of hydraulic systems in agricultural machinery and equipment. Two hours lecture, two hours lab.

AMT 2113. GRAIN HARVESTING EQUIPMENT (3 hours credit) Procedures for the inspection, adjustment, repair, and lubrication of grain harvesting equipment. Two hours lecture, two hours lab.

AMT 2133. SPECIAL PROBLEMS IN AGRICULTURAL TECHNOLOGY (3 hours credit) In this course, students will demonstrate their skills learned throughout the Agricultural Technician program. Each student team will be required to obtain a late model diesel tractor. Each team will be required to perform all diagnosis and re-

pair as necessary on the engine, hydraulic system, power train, and air conditioning system. It is the responsibility of the tractor owner to supply all parts and supplies to repair the tractor. The student will supply the labor and technical skills necessary to successfully complete repairs. Six hours lab. Prerequisites: All Career-Technical core.

AMT 2513. SPRAY EQUIPMENT (3 hours credit) Selection, assembly, inspection, adjustment, and calibration of seeding and spray equipment including safety procedures. Two hours lecture.

AMT 2623. ADVANCED HYDRAULICS (3 hours credit) Diagnosis, adjustment, and repair of hydraulic systems in agricultural machinery and equipment. Three hours lecture, six hours lab. Prerequisites: Basic Hydraulic Systems (AMT 1613) and Basic Power Trains (AMT 1313).

AMT 2713. ROW CROP PLANTING SYSTEMS (3 hours credit) Setup, inspection, adjustment, and service of row crop planting equipment and global positioning systems (GPS) equipment. Two hours lecture, two hours lab.

AMT 2813. COMPACT ENGINES & EQUIPMENT (3 hours credit) Inspection, adjustment, repair, and lubrication of compact engines and equipment. Four hours lab.

AMT 292 (1-6). SUPERVISED WORK EXPERIENCE IN AGRICULTURAL TECHNOLOGY (1-6 hours credit) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship. Prerequisite: Consent of instructor.

AMT 2911. SPECIAL PROBLEMS—PROFESSIONALISM (1 hour credit) Designed to familiarize the student with components of professionalism including; image, social skills, language, business etiquette, resume and interview skills. One hour lecture.

Agriculture (AGR)

AGR 1210. ANIMAL SCIENCE LABORATORY to accompany AGR 1214.

AGR 1214. ANIMAL SCIENCE (4 hours credit) Fundamental principles and practical application of livestock, dairy, and poultry science. Prerequisite to all animal husbandry, dairy science, and poultry courses. Three lectures per week, two hours lab.

AGR 1310. PLANT SCIENCE LABORATORY to accompany AGR 1313.

AGR 1313. PLANT SCIENCE (3 hours credit) Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Two lectures per week, two hours lab.

AGR 1523. INTRODUCTION TO FORESTRY (3 hours credit) The history and development of forestry in the United States. Introduction to career opportunities and to the field of forestry.

AGR 2310. BASIC SOILS LABORATORY to accompany AGR 2314.

AGR 2314. BASIC SOILS (4 hours credit) A general course in soils designed to give the student basic understanding of all important phases of the subject including soil genesis, morphology, classification; and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils. Three lectures per week, two hours lab. High school chemistry recommended.

Art (ART)

ART 1113. ART APPRECIATION (3 hours credit) A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts) on a conceptual basis.

ART 1313. DRAWING I (3 hours credit) Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six lab hours per week.

ART 1323. DRAWING II (3 hours credit) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six lab hours per week. Prerequisite: ART 1313.

ART 1433. DESIGN I (3 hours credit) This course provides students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. Six hours lab.

ART 1443. DESIGN II (3 hours credit) This course provides students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Prerequisite: ART 1433.

ART 1513. COMPUTER ART (3 hours credit) An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. (For art majors only.)

ART 2433. ADVERTISING DESIGN I (3 hours credit) A study of the basic principles of layout, lettering, and illustration for reproduction in newspapers and magazines. Six lab hours per week. Prerequisites: ART 1313, ART 1323, ART 1413, ART 1423, ART 1513.

ART 2463. ADVERTISING DESIGN II (3 hours credit) Further study of design and execution for various reproductive processes; preparation of brochures, posters, and pamphlets. Six lab hours per week. Prerequisites: ART 1313, ART 1323, ART 1413, ART 1423, ART 1513 and ART 2433.

ART 2513. PAINTING I (3 hours credit) Techniques used in painting watercolors, oils, pastel, or other media, in still life and landscape pictures. Six lab hours per week. Prerequisites: ART 1313, ART 1323, and ART 1413 or special permission of the instructor.

ART 2523. PAINTING II (3 hours credit) Advanced problems in different media. Six lab hours per week. Prerequisites: ART 2513, ART 1313, ART 1323, and ART 1413 or special permission of the instructor.

ART 2613. CERAMICS I (3 hours credit) A studio course designed to cover the making of pottery by hand, including pinch pot, coil and slab methods and the application of glazes and firing procedures. Six lab hours per week.

ART 2623. CERAMICS II (3 hours credit) A continuation of ART 2613. Basic glaze calculation. Six lab hours per week. Prerequisite: ART 2613.

ART 2713. ART HISTORY I (3 hours credit) Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history.

ART 2723. ART HISTORY II (3 hours credit) Renaissance to Twentieth Century. Special emphasis on modern expression in fields of art.

Automotive Technology (ATT)

ATT 1124. BASIC ELECTRICAL/ELECTRONIC SYSTEMS (4 hours credit) A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two hours lecture, four hours lab.

ATT 1134. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS (4 hours credit) A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

ATT 1214. BRAKES (4 hours credit) A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture, four hours lab.

ATT 1314. MANUAL DRIVE TRAINS/TRANSAXLES (4 hours credit) A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture, four hours lab.

ATT 1424. ENGINE PERFORMANCE I (4 hours credit) A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction in the diagnosis and correction of problems associated with these areas. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

ATT 1715. ENGINE REPAIR (5 hours credit) A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture, six hours lab.

ATT 1811. INTRODUCTION TO SAFETY AND EMPLOYABILITY SKILLS (1 hour credit) A course designed to provide knowledge of classroom and lab policies and procedures. Includes instruction in safety practices and procedures associated with the automotive program and automotive industry. One hour lecture.

ATT 2325. AUTOMATIC TRANSMISSIONS/TRANSAXLES (5 hours credit) A course to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting and repair of these devices. Two hours lecture, six hours lab. Prerequisite: ATT 1124.

ATT 2334. STEERING AND SUSPENSION SYSTEMS (4 hours credit) A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

ATT 2434. ENGINE PERFORMANCE II (4 hours credit) A course to provide advanced skills and knowledge related to the ignition system, fuel, air induction and exhaust systems. Includes instruction in the diagnosis and correction of problems associated within these areas. Two hours lecture, four hours lab. Prerequisite: ATT 1424.

ATT 2444. ENGINE PERFORMANCE III (4 hours credit) A course to provide advanced skills and knowledge related to the emissions control systems and engine related service. Includes instruction in the diagnosis and correction of problems associated

within these areas. Two hours lecture, four hours lab. Prerequisite: ATT 2434.

ATT 2614. HEATING AND AIR CONDITIONING (4 hours credit) A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems. Two hours lecture, four hours lab. Prerequisite: ATT 1124.

ATT 2913. SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY (3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One hour lecture, three hours lab. Prerequisite: Three semesters of coursework in ATT and instructor approval.

Aviation Maintenance Technology (APT)

APT 1114. AVIATION APPLIED SCIENCE (4 hours credit) A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

APT 1123. AVIATION ELECTRICITY I (3 hours credit) A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law. Prerequisite: Aviation Applied Science (APT 1114).

APT 1134. AVIATION MATERIALS AND PROCESSES (4 hours credit) A study of materials and processes used in the construction and repair of aircraft and components, fluid lines and fittings, and corrosion protection. Prerequisite: Aviation Electricity I (APT 1123).

APT 1143. AIRCRAFT SERVICING AND WEIGHT AND BALANCE (3 hours credit) A study of aircraft ground operation and servicing and weight and balance checks and records. Pre/corequisite: Maintenance Forms, Records and Regulations (APT 1153).

APT 1153. MAINTENANCE FORMS, RECORDS AND REGULATIONS (3 hours credit) A study of maintenance publications, maintenance forms and records, and mechanic privileges and limitations. Pre/corequisite: Aviation Materials and Processes (APT 1134).

APT 1162. RECIPROCATING ENGINE THEORY (2 hours credit) A study of theory and principles of operation of reciprocating engines.

APT 1214. RECIPROCATING ENGINE OVERHAUL AND INSPECTION (4 hours credit) This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly. Prerequisite: Reciprocating Engine Theory (APT 1162).

APT 1222. TURBINE ENGINE THEORY (2 hours credit) A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

APT 1234. TURBINE ENGINE OVERHAUL AND INSPECTION (4 hours credit) A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines. Pre/corequisite: Turbine Engine Theory (APT 1222).

APT 1241. POWERPLANT CONFORMITY AIRWORTHINESS INSPECTION (1 hour credit) Inspection of aircraft powerplants for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations. Pre/corequisites: Turbine Engine Overhaul & Inspection (APT 1234) and Reciprocating Engine Overhaul & Inspection (APT 1214).

APT 1255. LUBRICATION AND FUEL METERING SYSTEMS (5 hours credit) The system of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants. Pre/corequisite: Powerplant Conformity Airworthiness Inspection (APT 1241).

APT 1263. INDUCTION, COOLING, AND EXHAUST SYSTEMS (3 hours credit) A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems. Pre/corequisites: Turbine Engine Overhaul & Inspection (APT 1234) and Reciprocating Engine Overhaul & Inspection (APT 1214).

APT 2115. AVIATION ELECTRICITY II (5 hours credit) The study of aircraft engine systems including instrument, engine fire protection, engine electrical, ignition, and starting. Prerequisites: Turbine Engine Overhaul & Inspection (APT 1234) and Reciprocating Engine Overhaul & Inspection (APT 1214).

APT 2123. PROPELLERS AND POWERPLANT REVIEW (3 hours credit) A course of study to inspect, check, service, and repair fixed pitch, constant speed, and feathering propellers. Included are propeller governing systems, propeller synchronizing, and ice removal systems. Review of powerplant courses. Prerequisites: Turbine Engine Overhaul & Inspection (APT 1234), Reciprocating Engine Overhaul & Inspection (APT 1214), and all Powerplant Courses.

APT 2136. STRUCTURES I (6 hours credit) A study of sheet metal and composite structures and welding process.

APT 2144. STRUCTURES II (4 hours credit) A study of aircraft wood and non-metallic structures, covering, and finishes. Pre/corequisite: Structures I (APT 2136).

APT 2212. FLIGHT CONTROL (2 hours credit) A study of aircraft rigging and assembly. Prerequisite: Structures II (APT 2144).

APT 2223. AVIATION ELECTRICITY III (3 hours credit) A study of airframe electrical systems and components including wiring, switches, and controls. Pre/corequisite: Flight Control (APT 2212).

APT 2232. HYDRAULIC AND PNEUMATIC POWER SYSTEMS (2 hours credit) A study of aircraft hydraulic and pneumatic power systems and components. Pre/corequisite: Aviation Electricity I (APT 1123).

APT 2243. LANDING GEAR AND PROTECTIVE SYSTEMS (3 hours credit) A study of aircraft landing gear systems, position and warning systems, and ice and rain control systems. Pre/corequisite: Aviation Electricity III (APT 2223).

APT 2251. ENVIRONMENTAL CONTROL SYSTEMS (1 hour credit) A study of cabin atmosphere control systems. Pre/corequisite: Aviation Electricity III (APT 2223).

APT 2264. AIRCRAFT INSTRUMENTATION SYSTEMS (4 hours credit) A study of aircraft instrument systems, communications and navigation systems, and aircraft fire protection systems. Pre/corequisite: Aviation Electricity III (APT 2223).

APT 2271. AIRCRAFT FUEL SYSTEMS (1 hour credit) A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses. Pre/corequisite: Aviation Electricity III (APT 2223).

APT 2282. AIRFRAME INSPECTION AND REVIEW (2 hours credit) A study of airframe conformity and airworthiness inspections and maintenance procedures. Review of all airframe courses. Prerequisites: All Airframe Courses.

Biology (BIO)

BIO 1111. PRINCIPLES OF BIOLOGY I, LABORATORY (1 hour credit) A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture. Corequisite: concurrent enrollment in BIO 1113.

BIO 1113. PRINCIPLES OF BIOLOGY I, LECTURE (3 hours credit) A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics.

BIO 1121. PRINCIPLES OF BIOLOGY II, LABORATORY (1 hour credit) A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture. Co-requisite: concurrent enrollment in BIO 1123.

BIO 1123. PRINCIPLES OF BIOLOGY II, LECTURE (3 hours credit) A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Prerequisite: BIO 1133.

BIO 1131. GENERAL BIOLOGY I, LABORATORY (1 hour credit) A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Corequisite: concurrent enrollment in BIO 1133.

BIO 1133. GENERAL BIOLOGY I, LECTURE (3 hours credit) A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: Science ACT subscore of 20 or above or successful completion of a college-level biological science course. Corequisite: concurrent enrollment in BIO 1131.

BIO 1141. GENERAL BIOLOGY II, LABORATORY (1 hour credit) A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143, General Biology II, Lecture. Corequisite: concurrent enrollment in BIO 1143.

BIO 1143. GENERAL BIOLOGY II, LECTURE (3 hours credit) A lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Prerequisite: successful completion of BIO 1133 and BIO 1131 with a grade of "C" or better. Corequisite: concurrent enrollment in BIO 1141.

BIO 1211. ENVIRONMENTAL SCIENCE, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213, Environmental Science, Lecture.

BIO 1213. ENVIRONMENTAL SCIENCE, LECTURE (3 hours credit) A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality.

BIO 1311. BOTANY I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313, Botany I, Lecture. Corequisite: concurrent enrollment in BIO 1313.

BIO 1313. BOTANY I, LECTURE (3 hours credit) A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

BIO 1321. BOTANY II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323, Botany II, Lecture. Corequisite: concurrent enrollment in BIO 1323.

BIO 1323. BOTANY II, LECTURE (3 hours credit) A lecture course that emphasizes classification and identification of plants. Prerequisite: BIO 1313 and BIO 1311. Corequisite: concurrent enrollment in BIO 1321.

BIO 1511. PRINCIPLES OF ANATOMY AND PHYSIOLOGY I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1513, Principles of Anatomy and Physiology I, Lecture. Corequisite: concurrent enrollment in BIO 1513.

BIO 1513. PRINCIPLES OF ANATOMY AND PHYSIOLOGY I, LECTURE (3 hours credit) A lecture course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems.

BIO 1521. PRINCIPLES OF ANATOMY AND PHYSIOLOGY II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1523, Principles of Anatomy and Physiology II, Lecture. Corequisite: concurrent enrollment in BIO 1523.

BIO 1523. PRINCIPLES OF ANATOMY AND PHYSIOLOGY II, LECTURE (3 hours credit) A lecture course that provides an introduction to the anatomical and physiological study of the human circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

BIO 1531. SURVEY OF ANATOMY AND PHYSIOLOGY, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1533, Survey of Anatomy and Physiology, Lecture. Corequisite: concurrent enrollment in BIO 1533.

BIO 1533. SURVEY OF ANATOMY AND PHYSIOLOGY, LECTURE (3 hours credit) A lecture course covering essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems.

BIO 1613. NUTRITION (3 hours credit) A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. (Same as FCS 1253)

BIO 2314. DENDROLOGY (4 hours credit) A combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1313 or other biological science course approved by the instructor.

BIO 2410. ZOOLOGY I, LABORATORY A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2414, Zoology I, Lecture. Corequisite: concurrent enrollment in BIO 2414.

BIO 2414. ZOOLOGY I, LECTURE (4 hours credit) A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre-

requisite: Enhanced ACT of 18 or above or “C” or better in college-level biological science course. Corequisite: BIO 2410.

BIO 2420. ZOOLOGY II, LABORATORY A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2424, Zoology II, Lecture. Corequisite: concurrent enrollment in BIO 2424.

BIO 2424. ZOOLOGY II, LECTURE (4 hours credit) A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: Successful completion of BIO 2414/2410 or BIO 1133/1131 with a grade of “C” or better. Corequisite: BIO 2420.

BIO 2511. ANATOMY AND PHYSIOLOGY I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture. Corequisite: Concurrent enrollment in BIO 2513.

BIO 2513. ANATOMY AND PHYSIOLOGY I, LECTURE (3 hours credit) A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: Composite ACT of 18 or above or successful completion of a college-level biological science course with a grade of “C” or better. Corequisite: concurrent enrollment in BIO 2511.

BIO 2521. ANATOMY AND PHYSIOLOGY II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523, Anatomy and Physiology II, Lecture. Corequisite: BIO 2523.

BIO 2523. ANATOMY AND PHYSIOLOGY II, LECTURE (3 hours credit) A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: Successful completion of BIO 2513/2511 with a grade of “C” or better. Corequisite: BIO 2521.

BIO 2920. MICROBIOLOGY, LABORATORY A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2924, Microbiology, Lecture. Corequisite: concurrent enrollment in BIO 2924.

BIO 2924. MICROBIOLOGY, LECTURE (4 hours credit) A combined lecture and laboratory course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands-on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Prerequisite: Successful completion of BIO 2523 and BIO 2521 with a grade of “C” or better. Corequisite: BIO 2920.

Business Administration (BAD)

BAD 1313. BUSINESS MATHEMATICS (3 hours credit) Emphasis is placed on the study of the fundamental processes, fraction, decimals, percentage and problem solving. The application of these fundamental processes is applied toward the problem of business which the student will encounter in the various commercial fields.

BAD 2323. BUSINESS STATISTICS (3 hours credit) Introduction to statistical methods of collecting, presenting, analyzing and interpreting quantitative data for business management and control. Topics include central tendency and dispersion; proba-

bility, binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: College Algebra (MAT 1313).

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

BAD 2523. PERSONAL FINANCIAL MANAGEMENT (3 hours credit) This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. This course focuses on the areas of budgeting, insurance, borrowing and credit purchases, home ownership, investment, taxes and family financial planning.

BAD 2713. PRINCIPLES OF REAL ESTATE (3 hours credit) The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising.

BAD 2723. REAL ESTATE LAW (3 hours credit) Designed to give the student a general background in the law of real property and the law of real estate brokerage.

BAD 2733. REAL ESTATE FINANCE (3 hours credit) A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental.

BAD 2743. REAL ESTATE APPRAISAL I (3 hours credit) An introductory course. Includes purpose of appraisal, methods, and techniques to determine the value of the various types of property. Emphasis on residential and single unit property. Prerequisite: Principles of Real Estate (BAD 2713) or Real Estate Sales or Broker License.

BAD 2753. REAL ESTATE APPRAISAL II (3 hours credit) Emphasis placed on income approaches to real estate valuation. Prerequisite: Real Estate Appraisal I (BAD 2743).

BAD 2763. PROPERTY MANAGEMENT (3 hours credit) This course deals with the nature of real property management. The major functions of property managers includes legal, interpersonal, maintenance, accounting, administrative and other activities. Specific practices and problems are covered.

Business and Marketing Management Technology (MMT)

MMT 1113. MARKETING I (3 hours credit) Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three hours lecture.

MMT 1123. MARKETING II (3 hours credit) A continuation of MMT 1113. Three hours lecture. Prerequisite: MMT 1113.

MMT 1313. SALESMANSHIP (3 hours credit) Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Two hours lecture, two hours lab.

MMT 1323. ADVERTISING (3 hours credit) The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Two hours lecture, two hours lab.

MMT 1413. MERCHANDISING MATH (3 hours credit) Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture.

MMT 1711. MARKETING SEMINAR I (1 hour credit) Develops leadership skills

and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. Two hours lab.

MMT 1721. MARKETING SEMINAR II (1 hour credit) A continuation of MMT 1711. Two hours lab. Prerequisite: Marketing Seminar I (MMT 1711).

MMT 1731. MARKETING SEMINAR III (1 hour credit) A continuation of MMT 1721. Two hours lab. Prerequisite: Marketing Seminar II (MMT 1721).

MMT 1741. MARKETING SEMINAR IV (1 hour credit) A continuation of MMT 1731. Two hours lab. Prerequisite: Marketing Seminar III (MMT 1731).

MMT 2213. MANAGEMENT (3 hours credit) Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three hours lecture.

MMT 2223. SUPERVISORY MANAGEMENT (3 hours credit) Basic skills, principles, and functions of supervisory management. Special emphasis on productivity, individual and group motivation, leadership, and evaluation.

MMT 2233. HUMAN RESOURCE MANAGEMENT (3 hours credit) Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture.

MMT 2313. E-COMMERCE MARKETING (3 hours credit) This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: designing the user interface, Web security, electronic payment systems, promotion, and legal issues involved in creating a functioning on-line business. Two hours lecture, two hours lab.

MMT 2423. RETAIL MANAGEMENT (3 hours credit) Study of retailing process, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three hours lecture.

MMT 2513. ENTREPRENEURSHIP (3 hours credit) Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two hours lecture, two hours lab.

MMT 2613. INTERNATIONAL MARKETING (3 hours credit) Provides students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. Three hours lecture.

MMT 2913. WORK-BASED LEARNING IN BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY (3 hours credit) Direct application of concepts and theory of marketing management technology. Students will work in a marketing-related environment. Nine hours externship. Prerequisite: Permission of the instructor and Work-Based Learning Coordinator.

Business and Office Administration (BOA)

BOA 1113. ELEMENTARY TYPEWRITING (3 hours credit) Mechanism and care of the typewriter; its operation; keyboard drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting cannot receive credit for this course. Three classes per week.

BOA 1123. INTERMEDIATE TYPEWRITING (3 hours credit) This course contains advanced drills for speed and accuracy and covers letter forms, telegrams and other business forms, and manuscript writing.

BOA 1313. FILING-RECORDS MANAGEMENT (3 hours credit) This course focuses on the various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Coding, indexing, equipment and materials are emphasized. Three hours lecture/lab per week.

BOA 2113. ADVANCED TYPEWRITING (3 hours credit) A continuation of BOA 1123.

BOA 2533. WORD PROCESSING I (3 hours credit) This course studies the development of today's modern office through the use of automated equipment and trained personnel. Emphasis is placed on the organizations of word processing from input through distribution, equipment available, and role of participants in word processing systems. Three lectures per week.

BOA 2553. DESKTOP PUBLISHING (3 hours credit) This course covers the writing, assembling and design of publications in a business or editorial office by the use of microcomputers. The course includes an introduction to traditional publishing terminology, completion of training software, and the production of various business documents and publications.

BOA 2613. BUSINESS COMMUNICATIONS (3 hours credit) Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Prerequisite: ENG 1113 or permission of instructor.

Business and Office and Related Technology (BOT)

Accounting Technology

Health-care Data Technology

Microcomputer Technology

Office Systems Technology

BOT 1013. INTRODUCTION TO KEYBOARDING (3 hours credit) This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture/lab per week.

BOT 1113. DOCUMENT FORMATTING AND PRODUCTION (3 hours credit) This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Three hours lecture/lab per week plus additional lab. Prerequisite: student must be able to key straight-copy material at a minimum of 35 GWPM on a five-minute timed writing or successfully complete Introduction to Keyboarding (BOT 1013).

BOT 1123. KEYBOARD SKILLBUILDING (3 hours credit) This course further develops keyboard techniques emphasizing speed and accuracy on the keyboard. Three hours lecture/lab per week plus additional lab. Prerequisite: Document Formatting and Production (BOT 1113) or instructor's permission.

BOT 1133. MICROCOMPUTER APPLICATIONS (3 hours credit) This course will introduce an operating system and word processing, spreadsheet, and database management software applications. Three hours lecture/lab per week plus additional lab. Prerequisite: Introduction to Keyboarding (BOT 1013) or instructor's permission.

BOT 1143. WORD PROCESSING (3 hours credit) This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skillbuilding. Three hours lecture/lab per week plus additional lab. Prerequisite: Document Formatting and Production (BOT 1113) with a grade of “C” or higher and Microcomputer Applications (BOT 1133) or instructor’s permission.

BOT 1213. PERSONAL AND PROFESSIONAL DEVELOPMENT (3 hours credit) This course develops an awareness of interpersonal skills essential for job success. Three hours lecture/lab per week.

BOT 1313. APPLIED BUSINESS MATH (3 hours credit) This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture/lab per week.

BOT 1413. RECORDS MANAGEMENT (3 hours credit) This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall—paper, image, and digital—and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture/lab per week.

BOT 1433. BUSINESS ACCOUNTING (3 hours credit) This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture/lab per week.

BOT 1443. ADVANCED BUSINESS ACCOUNTING (3 hours credit) This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three hours lecture/lab per week. Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 1513. MACHINE TRANSCRIPTION (3 hours credit) This course is designed to teach transcription of a wide variety of business communications from machine dictation. Three hours lecture/lab per week plus additional lab. Prerequisite: Word Processing (BOT 1143).

BOT 1613. MEDICAL OFFICE TERMINOLOGY I (3 hours credit) This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture/lab per week.

BOT 1623. MEDICAL OFFICE TERMINOLOGY II (3 hours credit) This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Health-care Data Technology. Three hours lecture/lab per week plus additional lab. Prerequisite: Medical Office Terminology I (BOT 1613) with a grade of “C” or higher.

BOT 1713. MECHANICS OF COMMUNICATION (3 hours credit) This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture/lab per week.

BOT 1813. ELECTRONIC SPREADSHEETS (3 hours credit) This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Three hours lecture/lab per week plus additional lab. Prerequisite: Microcomputer Applications (BOT 1133).

BOT 2133. DESKTOP PUBLISHING (3 hours credit) This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and application to create a variety of documents such as flyers, brochures,

newsletters, and business cards using advanced features of word processing software. Three hours lecture/lab per week. Prerequisite: Word Processing (BOT 1143).

BOT 2323. DATABASE MANAGEMENT (3 hours credit) This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Three hours lecture/lab per week plus additional lab. Prerequisite: Microcomputer Applications (BOT 1133).

BOT 2413. COMPUTERIZED ACCOUNTING (3 hours credit) This course applies basic accounting principles using a computerized accounting system. Three hours lecture/lab per week plus additional lab. Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2423. INCOME TAX ACCOUNTING (3 hours credit) This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Three hours lecture/lab per week plus additional lab. Prerequisites: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2463. PAYROLL ACCOUNTING (3 hours credit) This course provides an in-depth study of payroll accounting. Three hours lecture/lab per week plus additional lab. Prerequisites: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2473. COST ACCOUNTING (3 hours credit) This course provides an in-depth study of cost accounting for manufacturing business. Three hours lecture/lab per week plus additional lab. Prerequisites: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2523. MEDICAL MACHINE TRANSCRIPTION I (3 hours credit) This course is designed to teach transcription of various medical documents. Three hours lecture/lab per week plus additional lab. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623).

BOT 2533. MEDICAL MACHINE TRANSCRIPTION II (3 hours credit) This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. Three hours lecture/lab per week plus additional lab. Prerequisite: Medical Machine Transcription I (BOT 2523).

BOT 2643. CPT CODING (3 hours credit) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Three hours lecture/lab per week. Prerequisites: Medical Office Terminology I and II (BOT 1613 and BOT 1623).

BOT 2653. ICD CODING (3 hours credit) This course is an introduction to the field of diagnostic coding. Three hours lecture/lab per week. Prerequisites: Medical Office Terminology I and II (BOT 1613 and BOT 1623).

BOT 2663. ADVANCED CODING (3 hours credit) This course includes advanced analysis of diagnostic and procedural coding systems. Three hours lecture/lab per week. Prerequisites: CPT Coding (BOT 2643) and ICD Coding (BOT 2653).

BOT 2723. ADMINISTRATIVE OFFICE PROCEDURES (3 hours credit) This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures. Three hours lecture/lab per week plus additional lab. Prerequisite: Word Processing (BOT 1143).

BOT 2743. MEDICAL OFFICE CONCEPTS (3 hours credit) This course provides coverage and integration of medical office skills and issues using knowledge of medical

terminology. Problem solving will be emphasized. Three hours lecture/lab per week plus additional lab. Prerequisite: Document Formatting and Production (BOT 1113).

BOT 2753. MEDICAL INFORMATION MANAGEMENT (3 hours credit) This course continues coverage of medical office issues with emphasis on health insurance filing and medical office software. Three hours lecture/lab per week plus additional lab. Prerequisite: Medical Office Concepts (BOT 2743).

BOT 2813. BUSINESS COMMUNICATION (3 hours credit) This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. Three hours lecture/lab per week. Prerequisites: Document Formatting and Production (BOT 1113) and Mechanics of Communication (BOT 1713).

BOT 2823. COMMUNICATION TECHNOLOGY (3 hours credit) This course will present an overview of the resources available for communication using current technology. Three hours lecture/lab per week. Prerequisite: Word Processing (BOT 1143).

BOT 2833. INTEGRATED COMPUTER APPLICATIONS (3 hours credit) This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. Three hours lecture/lab per week plus additional lab. Prerequisites: Word Processing (BOT 1143), Electronic Spreadsheets (BOT 1813), and Database Management (BOT 2323).

BOT 2913. SUPERVISED WORK EXPERIENCE (3 hours credit) This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Business Technology. Must be at least 135 clock hours of on-the-job training. Prerequisite: successful completion of at least 30 semester hours in the program and consent of the instructor.

Cardiovascular Technology (CVT)

CVT 1113. FOUNDATIONS OF CARDIOVASCULAR TECHNOLOGY (3 hours credit) Designed to introduce the student to fundamental elements in cardiovascular technology including terminology important to the delivery of health care in a safe, efficient, and professional manner. Two hours lecture, two hours lab.

CVT 1214. CARDIOVASCULAR ANATOMY AND PHYSIOLOGY (4 hours credit) A study of anatomy and physiology in relation to the practice of cardiovascular technology. Three hours lecture, two hours lab.

CVT 1312. CARDIOVASCULAR PHARMACOLOGY (2 hours credit) Designed to provide students with the pharmacology needed to function in clinical experiences. This includes classifications of medications, modes of action, indications, contraindications, and their effect on cardiac output and its determinates. Two hours lecture.

CVT 2413. INVASIVE CARDIOLOGY I (3 hours credit) Introduces students to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart cath, and complications and treatment of cardiac catheterization. Two hours lecture, two hours lab.

CVT 2423. INVASIVE CARDIOLOGY II (3 hours credit) Designed to tie together cardiac diseases as well as to continue teaching students classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, arrhythmias, congenital anomalies, and repair procedures is used. Two hours lecture, two hours lab.

CVT 2512. CRITICAL CARE APPLICATIONS (2 hours credit) Designed to familiarize students with characteristics of critically ill cardiopulmonary patients and specific needs of such patients in relation to their particular illness. Two hours lecture.

CVT 2613. NON-INVASIVE CARDIOLOGY I (3 hours credit) An introduction to non-invasive cardiology and those tests performed in this area. In addition, normal and abnormal heart rhythm and patient safety is presented along with stress tests, Holter monitoring, and an introduction in echocardiography. Two hours lecture, two hours lab.

CVT 2623. NON-INVASIVE CARDIOLOGY II (3 hours credit) A continuation of CVT 2613 Non-invasive Cardiology I. More in-depth study is completed in the areas of non-invasive cardiac testing. Two hours lecture, two hours lab.

CVT 2718. CARDIOVASCULAR CLINICAL I (8 hours credit) Patient assessment and care plan formation are presented in the hospital environment. Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests, and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring, and introduction to echocardiography. Twenty-four hours clinical.

CVT 2727. CARDIOVASCULAR CLINICAL II (7 hours credit) Designed for students to gain more in-depth clinical experience in invasive cardiology including pre- and post-cath activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording, and manipulating the imaging equipment during both diagnosis and interventional catheterization procedures. Twenty-one hours clinical.

CVT 2736. CARDIOVASCULAR CLINICAL III (6 hours credit) Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases. Eighteen hours clinical.

CVT 2812. CARDIOVASCULAR TECHNOLOGY AS A PROFESSIONAL (2 hours credit) The professional relationship of the cardiovascular technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are also discussed. Students will also present case studies and receive instruction and testing in Advanced Cardiac Life Support (ACLS). Two hours lecture.

Chemistry (CHE)

CHE 1211. GENERAL CHEMISTRY I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213, General Chemistry I, Lecture. Corequisite: concurrent enrollment in CHE 1213.

CHE 1213. GENERAL CHEMISTRY I, LECTURE (3 hours credit) A lecture course that covers atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding, and gases. Prerequisite: previous credit or concurrent enrollment in MAT 1313. Corequisite: CHE 1211.

CHE 1221. GENERAL CHEMISTRY II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223, General Chemistry II, Lecture. Corequisite: concurrent enrollment in CHE 1223.

CHE 1223. GENERAL CHEMISTRY II, LECTURE (3 hours credit) A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Prerequisite: MAT 1313, CHE 1213, and CHE 1211 with grades of "C" or better. Corequisite: concurrent enrollment in CHE 1221.

CHE 1311. PRINCIPLES OF CHEMISTRY I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture. Corequisite: concurrent enrollment in CHE 1313.

CHE 1313. PRINCIPLES OF CHEMISTRY I, LECTURE (3 hours credit) A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Prerequisite: one year of high school algebra or previous credit or concurrent enrollment in MAT 1233. Corequisite: concurrent enrollment in CHE 1311.

CHE 1321. PRINCIPLES OF CHEMISTRY II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323, Principles of Chemistry II, Lecture. Corequisite: concurrent enrollment in CHE 1323.

CHE 1323. PRINCIPLES OF CHEMISTRY II, LECTURE (3 hours credit) A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Prerequisite: successful completion of CHE 1313/1311 with grades of "C" or better. Corequisite: CHE 1321.

CHE 2420. ORGANIC CHEMISTRY I, LABORATORY A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 2424, Organic Chemistry I, Lecture. Corequisite: concurrent enrollment in CHE 2424.

CHE 2424. ORGANIC CHEMISTRY I, LECTURE (4 hours credit) A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Prerequisite: successful completion of CHE 1223/1221 with grade of "C" or better. Corequisite: concurrent enrollment in CHE 2420.

CHE 2430. ORGANIC CHEMISTRY II, LABORATORY A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 2434, Organic Chemistry II, Lecture. Corequisite: concurrent enrollment in CHE 2434.

CHE 2434. ORGANIC CHEMISTRY II, LECTURE (4 hours credit) A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions, reaction mechanisms and nomenclature. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisite: successful completion of CHE 2424 with a grade of "C" or better. Corequisite: concurrent enrollment in CHE 2430.

Civil Engineering Technology (CIT)

CIT 1114. ROUTE SURVEYING (4 hours credit) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture, four hours lab. Prerequisite: Elementary Surveying (DDT 1413).

CIT 1213. ROAD DESIGN AND CONSTRUCTION METHODS AND MATERIALS (3 hours credit) A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures. Three hours lecture.

CIT 1223. ROAD CONSTRUCTION PLANS AND SPECIFICATIONS

(3 hours credit) A course to provide students with an introduction to the plans, and specifications for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. Three hours lecture.

DDT/CIT 1413. ELEMENTARY SURVEYING (3 hours credit) Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours lab. Prerequisite: None.

CIT 2113. LEGAL PRINCIPLES OF SURVEYING (3 hours credit) A study of the legal aspects of boundary controls for the survey and resurvey of real property. Two hours lecture, two hours lab. Prerequisite: Land Surveying Lab (CIT 2434).

CIT 2124. ADVANCED SURVEYING PRACTICES (4 hours credit) A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses. Two hours lecture, four hours lab. Prerequisites: Elementary Surveying (DDT 1413), Route Surveying (CIT 1114), Land Surveying Lab (CIT 2434).

CIT 2313. SOIL MECHANICS (3 hours credit) Elementary study of exploring, sampling, testing, and evaluating subsurface materials and their effect on types of foundations and construction. Two hours lecture, two hours lab.

CIT 2413. CONCRETE AND HOT MIX ASPHALT TESTING (3 hours credit) A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures. Two hours lecture, two hours lab.

DDT/CIT 2423. MAPPING AND TOPOGRAPHY LAB (3 hours credit) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. One hour lecture, four hours lab. Prerequisites: Fundamentals of Drafting (DDT 1114), and Principles of CAD (DDT 1313).

CIT 2424. GPS/GIS SURVEYING (4 hours credit) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful data base. Three hours lecture, two hours lab. Prerequisites: Elementary Surveying (DDT 1413), Route Surveying (CIT 1114), and Land Surveying Lab (CIT 2434).

CIT 2434. LAND SURVEYING LAB (4 hours credit) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. One hour lecture, six hours lab. Prerequisite: Elementary Surveying (DDT 1413).

CIT 2513. WATER AND WATER DISTRIBUTION (3 hours credit) A study of the hydrological principles in the distribution and movement of water on and under the earth's surface and in water distribution systems. Two hours lecture, two hours lab.

CIT 291 (1-3). SPECIAL PROJECT (CIVIL ENGINEERING TECHNOLOGY) (1-3 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Engineering Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours lab. Prerequisites: Minimum of 12 credit hours Civil Engineering Technology related courses.

Collision Repair Technology (ABT)

ABT 1143. STRUCTURAL ANALYSIS AND DAMAGE REPAIR I (3 hours credit) A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time and correct use of reference manuals. Two hours lecture, two hours lab.

ABT 1153. STRUCTURAL ANALYSIS AND DAMAGE REPAIR II (3 hours credit) This course is a continuation of ABT 1143, Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two hours lecture, Two hours lab.

ABT 1223. NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I (3 hours credit) A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time and correct use of reference manuals. Two hours lecture, two hours lab.

ABT 1233. NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II (3 hours credit) This course is a continuation of ABT 1223, Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. One hour lecture, four hours lab.

ABT 1314. REFINISHING I (4 hours credit) A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. Two hours lecture, four hours lab.

ABT 1323. REFINISHING II (3 hours credit) A continuation of ABT 1314, Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture, four hours lab.

ABT 1443. MECHANICAL AND ELECTRICAL COMPONENTS I (3 hours credit) A course designed to provide theory and practice in the areas of restraint systems, cooling systems and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computer information and record systems. Also included are financial responsibilities, shop layout, inventory and employee-employer relations. Three hours lecture.

ABT 1453. MECHANICAL AND ELECTRICAL COMPONENTS II (3 hours credit) A course designed to provide theory and practice in the area of brakes and electrical. Three hours lecture.

Commercial Truck Driving (DTV)

DTV 1119. COMMERCIAL TRUCK DRIVING I (9 hours credit) An eight-week course to provide fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Six hours lecture, 24 hours lab.

Communications/Broadcasting (COM)

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

COM 2483. INTRODUCTION TO MASS COMMUNICATION (3 hours credit) A study of the history, organization, mechanics and issues facing the various mass media. Designed to help the student understand the role of mass media in society and how it affects everyday life.

Computer Science (CSC)

CSC 1113. COMPUTER CONCEPTS (3 hours credit) A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab.

CSC 1123. COMPUTER APPLICATIONS I (3 hours credit) This course is designed to teach computer applications to include word processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. Three hours lecture/lab.

CSC 1133. COMPUTER APPLICATIONS II (3 hours credit) This course is a continuation of CSC 1123 with concentration in advanced computer applications to include web design, OLE, Macros, and emerging technology. Three hours lecture/lab.

CSC 1213. VISUAL BASIC PROGRAMMING I (3 hours credit) This course is designed to introduce the writing of event-driven programs using the Visual BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Three hours lecture/lab.

CSC 1223. VISUAL BASIC PROGRAMMING II (3 hours credit) This course is a continuation of CSC 1213 with advanced event-driven programming concepts using the Visual BASIC computer programming language with emphasis on functions, modules, search and sort algorithms, sequential access, random access, and external file management. Three hours lecture/lab. Prerequisite: CSC 1213.

CSC 1613. COMPUTER PROGRAMMING I (JAVA) (3 hours credit) Introduction to problem solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three hours lecture/lab. Prerequisite or corequisite: MAT 1313 or permission of instructor.

CSC 2134. COMPUTER PROGRAMMING I WITH "C++" (4 hours credit) An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in the C++ language with a variety of applications including I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing. Four hours lecture/lab. Prerequisite or corequisite: MAT 1313 or permission of instructor.

CSC 2144. COMPUTER PROGRAMMING II WITH "C++" (4 hours credit) Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using the C++ language. Four hours lecture/lab. Prerequisite: CSC 2134.

CSC 2623. COMPUTER PROGRAMMING II (JAVA) (3 hours credit) Continuation of the object-oriented language from CSC 1613 and advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging and testing of large programs. Three hours lecture/lab. Prerequisite: CSC 1613.

CSC 2844. DATA STRUCTURES (4 hours credit) Advanced data structures and their representation; advanced data abstraction and corresponding algorithms; memory management; trees and graphs; search and sort techniques; symbol tables and indexes; classes of algorithms. Three hours lecture and required lab. Prerequisite: CSC 2144 or CSC 2623.

Cosmetology (COV)

COV 1122. COSMETOLOGY ORIENTATION (2 hours credit) This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations, and communicating for success in the cosmetology industry. Two hours lecture, two hours lab.

COV 1245. COSMETOLOGY SCIENCES I (5 hours credit) This course consists of the study of bacteriology, sterilization, and sanitation. Three hours lecture, six hours lab.

COV 1426. HAIR CARE I (6 hours credit) This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Two hours lecture, 12 hours lab.

COV 1522. NAIL CARE I (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. One hour lecture, three hours lab.

COV 1436. HAIR CARE II (6 hours credit) This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Two hours lecture, 12 hours lab.

COV 1532. NAIL CARE II (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. One hour lecture, three hours lab.

COV 1722. SALON BUSINESS I (2 hours credit) This course will cover preparing to operate a successful salon. One hour lecture, three hours lab.

COV 1255. COSMETOLOGY SCIENCES II (5 hours credit) This course consists of the study of anatomy and physiology. Three hours lecture, four hours lab.

COV 1622. SKIN CARE I (2 hours credit) This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. One hour lecture, three hours lab.

COV 1632. SKIN CARE II (2 hours credit) This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. One hour lecture, three hours lab.

COV 1443. HAIR CARE III (3 hours credit) This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Nine hours lab.

COV 1542. NAIL CARE III (2 hours credit) This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Six hours lab.

COV 1263. COSMETOLOGY SCIENCES III (3 hours credit) This course consists of the application and demonstration of chemistry, and electricity. Two hours lecture, three hours lab.

COV 1732. SALON BUSINESS II (2 hours credit) This course will cover operating a successful salon and seeking employment. One hour lecture, three hours lab.

COV 1642. SKIN CARE III (2 hours credit) This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Six hours lab.

Criminal Justice (CRJ)

CRJ 1313. INTRODUCTION TO CRIMINAL JUSTICE (3 hours credit) History, development, and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; and career orientation.

CRJ 1323. POLICE ADMINISTRATION AND ORGANIZATION (3 hours credit) Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior.

CRJ 1353. INTERNSHIP IN CRIMINAL JUSTICE (3 hours credit) Internship is with an approved criminal justice agency under supervision of the agency concerned and college instructor. Written report required of agency.

CRJ 1363. INTRODUCTION TO CORRECTIONS (3 hours credit) An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects.

CRJ 1373. INTRODUCTION TO HOMELAND SECURITY (3 hours credit) The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international.

CRJ 1383. CRIMINOLOGY (3 hours credit) The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior are covered.

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

CRJ 2323. CRIMINAL LAW (3 hours credit) Basic elements of criminal law under the Constitution of the United States, state Constitutions, and federal and state statutes.

CRJ 2333. CRIMINAL INVESTIGATION (3 hours credit) Fundamentals, search and recording, collections and preservation of evidence, finger printing, photography, sources of information, interviews, and interrogation. Follow up.

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

CRJ 2713. FOUNDATIONS OF TERRORISM (3 hours credit) Survey of the role of the criminal justice professional in combating terrorism in the modern world.

Drafting and Design Engineering Technology (DDT)

DDT 1114. FUNDAMENTALS OF DRAFTING (4 hours credit) A course designed to give drafting majors the background needed for all other drafting courses. Two hours lecture, four hours lab. Corequisite: DDT 1313.

DDT 1133. MACHINE DRAFTING I (3 hours credit) Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, detail and assembly drawings, and other drafting room procedures. One hour lecture, four hours lab. Prerequisites: DDT 1114 and DDT 1313.

DDT 1153. DESCRIPTIVE GEOMETRY (3 hours credit) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space. One hour lecture, four hours lab. Prerequisites: DDT 1114 and DDT 1313.

DDT 1213. CONSTRUCTION MATERIALS (3 hours credit) A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two hours lecture, two hours lab.

DDT 1313. PRINCIPLES OF CAD (3 hours credit) This course will introduce the student to the operating system and how to perform basic drafting skills on the CAD. Two hours lecture, two hours lab. Corequisite: DDT 1114.

DDT 1323. INTERMEDIATE CAD (3 hours credit) This course is designed as a continuation of Principles of CAD to expand the knowledge of CAD drawing capabilities. Two hours lecture, two hours lab. Prerequisites: DDT 1313 and DDT 1114.

DDT 1413. ELEMENTARY SURVEYING (3 hours credit) Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours lab.

DDT 1513. BLUEPRINT READING I (3 hours credit) Terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. Two hours lecture, two hours lab.

DDT 1613. ARCHITECTURAL DESIGN I (3 hours credit) This course includes room design and layout. Development of floor plans with structural and foundation details. One hour lecture, four hours lab. Prerequisites: Fundamentals of Drafting (DDT 1114) and Principles of CAD (DDT 1313).

DDT 2153. CIVIL DRAFTING (3 hours credit) Course deals with basic principles of surveying and the development of topographical maps. Prerequisite: DDT 1114.

DDT 2163. MACHINE DRAFTING II (3 hours credit) A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerancing and dimensioning techniques. Two hours lecture, two hours lab.

DDT 2223. STRUCTURAL DRAFTING (3 hours credit) Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture, four hours lab. Prerequisites: DDT 1133 and DDT 1323.

DDT 2243. COST ESTIMATING (3 hours credit) Preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture, two hours lab.

DDT 2343. ADVANCED CAD (3 hours credit) This course is designed as a continuation of Intermediate CAD. Emphasis is placed on attributes, slide shows, the user co-

ordinate system, 3-D surface modeling, and 3-D solid modeling. One hour lecture, four hours lab. Prerequisite: DDT 1323.

DDT 2423. MAPPING AND TOPOGRAPHY LAB (3 hours credit) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours lab. Prerequisites: DDT 1114 and DDT 1313.

DDT 2623. ARCHITECTURAL DESIGN II (3 hours credit) This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. One hour lecture, four hours lab. Prerequisite: DDT 1613.

DDT 2913. SPECIAL PROJECTS IN DRAFTING (1-3 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours lab. Prerequisite: Sophomore standing and consent of instructor.

DDT 292(1-6). SUPERVISED WORK EXPERIENCE IN DRAFTING AND DESIGN ENGINEERING TECHNOLOGY (1-6 hours credit) Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

Early Childhood Education Technology (CDT)

CDT 1113. EARLY CHILDHOOD PROFESSION (3 hours credit) This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are some of the topics explored. Three hours lecture.

CDT 1214. CHILD DEVELOPMENT I (4 hours credit) This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler caregiving in group settings through classroom laboratory or collaborative centers. Three hours lecture, two hours lab.

CDT 1224. CHILD DEVELOPMENT II (4 hours credit) The cognitive, physical, emotional, and social developmental characteristics of young children (ages 3 through 8). Three hours lecture, two hours lab.

CDT 1314. CREATIVE ARTS FOR YOUNG CHILDREN (4 hours credit) Planning and developing creative art activities with children birth to age 8. Activities will be implemented during Student Teaching I and II. Three hours lecture, two hours lab.

CDT 1343. CHILD HEALTH AND SAFETY (3 hours credit) Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. Three hours lecture.

CDT 1513. NUTRITION FOR YOUNG CHILDREN (3 hours credit) A course focusing on fundamental principles of child nutrition and the practical application of this knowledge in the selection of balanced diets. Two hours lecture, two hours lab.

CDT 1713. LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN (3 hours credit) A study of language development and the implementa-

tion of a developmentally appropriate language arts curriculum for young children. Three hours lecture.

CDT 2233. GUIDING SOCIAL AND EMOTIONAL BEHAVIOR (3 hours credit) Identifying and practicing positive and effective techniques in guiding young children's behavior. Lab activities will be implemented during Student Teaching I and II. Three hours lecture.

CDT 2413. ATYPICAL CHILD DEVELOPMENT (3 hours credit) A course that provides information concerning growth and development, identification, intervention strategies, and management of atypical children. Legal, ethical, legislative and family issues will be explored. Three hours lecture.

CDT 2613. METHODS AND MATERIALS (3 hours credit) Appropriate methods and materials for young children in a learning environment. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture.

CDT 2714. SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN (4 hours credit) Planning developmentally appropriate activities in social studies, math, and science for the young child. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture, two hours lab.

CDT 2813. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN (3 hours credit) Development and administration of programs for young children to include an emphasis on evaluation of policies and procedures, organizational structure, and management. Three hours lecture.

CDT 2915. STUDENT TEACHING I (5 hours credit) This course allows child development students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the childhood settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. Five hours lab.

CDT 2925. STUDENT TEACHING II (5 hours credit) This course is a continuation of Student Teaching I allowing advanced child development students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two student teaching courses. Five hours lab.

Economics (ECO)

ECO 2113. PRINCIPLES OF MACROECONOMICS (3 hours credit) The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade.

ECO 2123. PRINCIPLES OF MICROECONOMICS (3 hours credit) The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

Education (EPY)

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

EPY 2523. ADOLESCENT PSYCHOLOGY (3 hours credit) A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development.

EPY 2533. HUMAN GROWTH AND DEVELOPMENT (3 hours credit) A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professionals and others who work with people.

Electrical Technology (ELT)

ELT 1192. FUNDAMENTALS OF ELECTRICITY (2 hours credit) This course is designed to provide fundamental skills associated with all electronics courses. Includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two hours lecture, one hour lab.

ELT 1191. FUNDAMENTALS OF ELECTRICITY LABORATORY (1 hour credit) Selected projects to illustrate and cover topics in ELT 1192.

ELT 1343. FUNDAMENTALS OF INSTRUMENTATION (3 hours credit) This course provides students with a general knowledge of instrumentation principles as they relate to industrial devices and their application for the purpose of observation, measurement, and control of industrial processes. Two hours lecture, two hours lab. Prerequisite: DC Circuits (EET 1114) and AC Circuits (EET 1123).

ELT 2623. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (3 hours credit) A course that provides instruction in the advanced features, programming functions and instructions, network communications, PLC report processing, and system troubleshooting of programmable logic controllers. Two hours lecture, two hours lab. Prerequisite: Programmable Logic Controllers (EET 2363) and Motor Control Systems (EET 1343).

Emergency Medical Technology-Paramedic (EMS)

EMS 1122. INTRODUCTION TO EMS SYSTEMS (2 hours credit) This course introduces the student to the EMS systems, roles and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical-legal issues, ethical issues, therapeutic communications, and life span development. One hour lecture, two hours lab.

EMS 1314. AIRWAY MANAGEMENT: RESPIRATIONS & OXYGENATION (4 hours credit) This course will provide the student with the essential knowledge to attain a patent airway and manage the respiratory system using advanced techniques. Two hours lecture, six hours lab.

EMS 1414. PATIENT ASSESSMENT (4 hours credit) This course will teach comprehensive history taking and physical exam techniques. Two hours lecture, six hours .

EMS 1513. EMS PRACTICUM I (3 hours credit) This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites with a preceptor.

EMS 1825. CARDIOLOGY (5 hours credit) This course will teach a comprehensive approach to the care of the patient with acute and complex cardiovascular compromise. Two hours lecture, six hours lab.

EMS 1613. PHARMACOLOGY (3 hours credit) This course will teach comprehensive pharmacodynamics and pharmacokinetics. One hour lecture, four hours lab.

EMS 2855. MEDICAL (5 hours credit) This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, hematology, neurology, endocrinology, toxicology, and environmental emergencies. Two hours lecture and six hours lab. Two hours lecture and six hours lab.

EMS 1523. EMS PRACTICUM II (3 hours credit) This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites with a preceptor.

EMS 2714. TRAUMA (4 hours credit) This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. Two hours lecture, four hours lab.

EMS 2423. PEDIATRICS AND OBSTETRICS (3 hours credit) This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in pediatric emergencies as well as gynecological/obstetrical emergencies. Two hours lecture, two hours lab.

EMS 2412. NEW MATERNAL/CHILD EMERGENCIES (2 hours credit) This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in new maternal and child emergencies. One hour lecture, two hours lab.

EMS 2913. EMS OPERATIONS (3 hours credit) This course teaches the skills necessary to manage complex and/or multipatient situations. One hour lecture, four hours lab.

EMS 1423. SPECIAL PATIENT POPULATIONS (3 hours credit) This course will provide a comprehensive overview of providing care for the patient with special needs. One hour lecture, four hours lab.

EMS 2555. EMS PRACTICUM III (5 hours credit) This course provides clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. This will be supervised activity carried out in the field setting at approved sites with a preceptor.

Engineering (EGR)

EGR 2413. ENGINEERING MECHANICS I: STATICS (3 hours credit) A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Prerequisite: PHY 2513.

EGR 2433. MECHANICS OF MATERIALS (3 hours credit) A lecture course covering free body diagrams, equilibrium of simple structures, shear and moment bending diagrams, analysis of stress and strain, and deflections of beams.

English (ENG)

ENG 0113. BEGINNING ENGLISH (3 hours credit) Instruction and practice in the habitual use of Standard English in writing on the sentence and paragraph levels. Required for students whose preparation is inadequate for ENG 1113 English Composition I. Placement is based on the English ACT sub-score or performance on the NWCC English Writing Exam. Three lecture hours. For institutional credit only. Hours do not count toward graduation and will not transfer. A grade of “C” or better is required to pass and to move on into ENG 1113. Students making a “D” or “F” must remain in ENG 0113.

ENG 1113. ENGLISH COMPOSITION I (3 hours credit) A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings and frequent themes required.

ENG 1123. ENGLISH COMPOSITION II (3 hours credit) A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Prerequisite: ENG 1113.

ENG 2133. CREATIVE WRITING I (3 hours credit) Writing poetry, short fiction, creative non-fiction and drama. Prerequisite: ENG 1113.

ENG 2143. CREATIVE WRITING II (3 hours credit) A continuation of writing poetry, short fiction, creative non-fiction, and drama. Elective. Prerequisite: ENG 1113.

ENG 2223. AMERICAN LITERATURE I (3 hours credit) A survey of representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisite: ENG 1123.

ENG 2233. AMERICAN LITERATURE II (3 hours credit) A survey of representative prose and poetry of the United States from the Civil War to the present. Prerequisite: ENG 1123.

ENG 2323. BRITISH LITERATURE I (3 hours credit) A survey of British Literature from the Anglo-Saxon Period through the Restoration and 18th Century. Prerequisite: ENG 1123.

ENG 2333. BRITISH LITERATURE II (3 hours credit) A survey of British Literature from the Romantic Period through the 20th Century. Prerequisite: ENG 1123.

ENG 2513. SURVEY OF AFRICAN-AMERICAN LITERATURE (3 hours credit) Selected Afro-American prose, poetry, fiction, and drama, with emphasis on African origins and influences, major themes, periods, and movements. Prerequisite: ENG 1113.

ENG 2613. THE FILM AS LITERATURE (3 hours credit) An introduction to the aesthetic elements of film through the study of current and classic motion pictures as forms of literary and cinematic expression. Elective. Prerequisite: ENG 1113.

Family & Consumer Science (FCS)

FCS 1253. NUTRITION (3 hours credit) A study of nutrients required for growth and optimal health emphasizing recommended nutrient intake, food selection, digestion, absorption, transport, metabolism and body functions. (Same as BIO 1613)

Funeral Service Technology (FST)

FST 1113. MORTUARY ANATOMY I (3 hours credit) A study of human anatom-

ical structure with orientation to the embalming process. Three hours lecture, one hour lab.

FST 1123. MORTUARY ANATOMY II (3 hours credit) Emphasis on circulatory, excretory, endocrine, and digestive systems. Three hours lecture, one hour lab. Prerequisite: Mortuary Anatomy I (FST 1113).

FST 1213. EMBALMING I (3 hours credit) Basic orientation to embalming. Included are the physical and chemical changes in the dying process; the study of the vascular system, or case analysis and the moral and ethical considerations in preparation of human remains; and a study of the chemical compositions of embalming fluid. Three hours lecture, one hour lab.

FST 1224. EMBALMING II (4 hours credit) Emphasis on special problems encountered in embalming. Procedures and techniques for preservation, disinfection, and restoration of the dead human body. Participate in 10 clinical embalming cases. Three hours lecture, one hour lab, and one hour clinical. Prerequisite: Embalming I (FST 1213).

FST 1313. FUNERAL DIRECTING (3 hours credit) The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director. Three hours lecture.

FST 1413. FUNERAL SERVICE ETHICS AND LAW (3 hours credit) Comprehensive review of the legal aspects involved in funeral services. Three hours lecture, one hour lab.

FST 1523. RESTORATIVE ART/COLOR AND COSMETICS (3 hours credit) An in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory, cosmetics, and application of restorative techniques in the funeral setting. Three hours lecture, one hour lab.

FST 2323. FUNERAL MERCHANDISING AND MANAGEMENT (3 hours credit) Study of merchandising and general business procedures necessary to operate a successful funeral practice. Three hours lecture, one hour lab.

FST 2623. MICROBIOLOGY (3 hours credit) Microbiology is the study that concentrates on those organisms that are related to disease formation and in particular, those that are of interest to the mortuary service. Three hours lecture, one hour lab.

FST 2633. PATHOLOGY (3 hours credit) Pathology is the study of disease—specifically, the study of the structure and function of the body as it is affected by disease. Three hours lecture, one hour lab.

FST 2713. PSYCHOSOCIAL ASPECTS OF GRIEF (3 hours credit) A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution. Three hours lecture.

FST 2812. COMPREHENSIVE REVIEW (2 hours credit) Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Two hours lab. Prerequisites: Student must be in their final semester, have a GPA of 2.0 or better and permission from the program director.

Geographical Information Technology (GIT)

GIT 2113. DATABASE CONSTRUCTION AND MAINTENANCE (3 hours credit) A course designed to teach database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods of organizing and accessing data. (3,2,2).

GIT 2123. FUNDAMENTALS OF GEOGRAPHICAL INFORMATION SYSTEMS (3 hours credit) This course includes the use of computer mapping and database in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. (3,2,2).

GIT 2273. REMOTE SENSING (3 hours credit) This course includes a discussion of a variety of remote sensing data collections methods. The course deals with manual interpretation data from photographs and other imagery (3,2,4).

GIT 2333. INTRODUCTION TO ARCVIEW (3 hours credit) This course provides the foundation for developing a geographic information system using ArcView software. The course gives students the conceptual overview and hands-on experience needed to take full advantage of ArcView software's display analysis and presentation mapping functions. Students learn basic ArcView functionality and become familiar with the components of the ArcView graphical user interface.

Geography (GEO)

GEO 1113. WORLD GEOGRAPHY (3 hours credit) A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture.

GEO 1123. PRINCIPLES OF GEOGRAPHY (3 hours credit) A course which deals with the basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of man's physical and cultural landscapes. Three hours lecture.

Graphic Design Technology (CAT)

CAT 1113. GRAPHIC DESIGN AND PRODUCTION I (3 hours credit) An introduction to the skills of layout, typography and the fundamentals needed for the graphic artist. The course will provide selected experiences involving layout, pasteup, simple renderings, printing processes, camera ready layouts, mechanicals, and layout formats. Six hours lab.

CAT 1143. TYPOGRAPHY (3 hours credit) A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on computer. Two hours lecture, two hours lab.

CAT 1213. FUNDAMENTALS OF GRAPHIC COMPUTERS (3 hours credit) An introduction to graphic interface computers related to the graphic design/commercial art industry, utilizing current software and related hardware. One hour lecture, four hours lab.

CAT 2133. GRAPHIC DESIGN STUDIO (3 hours credit) A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story boards, etc., according to industry needs. One hour lecture, four hours lab.

CAT 2223. BASIC PHOTOGRAPHY (3 hours credit) An introduction to 35mm black and white photography, with emphasis on the camera, exposure, composition,

lighting, and basic darkroom techniques involving negative development and print making. Six hours lab.

CAT 2313. BASIC ADVERTISING DESIGN (3 hours credit) Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related hardware. Six hours lab.

CAT 2413. RENDERING TECHNIQUES (3 hours credit) A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished art work. Six hours lab.

CAT 2323. ADVANCED ADVERTISING DESIGN (3 hours credit) A continuation of Basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in industry. Six hours lab.

CAT 2334. PRACTICAL ADVERTISING TECHNIQUES (4 hours credit) Performance skills needed for productive employment in the graphic design/commercial art field. Two hours lecture, four hours lab.

CAT 291 (1-6). SPECIAL PROJECT IN GRAPHIC DESIGN TECHNOLOGY I (1-6 hours credit) Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experience. Four to five contact hours.

CAT 292 (1-6). SUPERVISED WORK EXPERIENCE IN GRAPHIC DESIGN TECHNOLOGY (1-6 hours credit) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship. Prerequisites: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program.

CAT 293 (1-6). SPECIAL PROJECT IN GRAPHIC DESIGN TECHNOLOGY II (1-6 hours credit) Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experience. Four to five contact hours.

WDT 1123. WEB DEVELOPMENT (3 hours credit) Introduces the Internet and its uses in the world of business, including basic and advanced features of the Internet, World Wide Web, browsers, and creating web pages. Upon completion of this course, students will be able to send e-mail messages, download files using a browser and an FTP program and create web pages using HTML.

WDT 1314. CLIENT SIDE PROGRAMMING (4 hours credit) This course offers an introduction to Javascript programming and CSS. Upon completion students will be able to create Javascript programs, insert them into web pages and use CSS to control the appearance of a web page.

WDT 1414. WEB DESIGN APPLICATIONS (4 hours credit) This course offers skills and strategies to create various professional web pages and complete websites using WYSIWYG editors (Dreamweaver, Wordpress). Upon completion the student will be able to construct and maintain professional standard websites.

WDT 2723. E-COMMERCE AND INTERNET MARKETING (3 hours credit) Provides the opportunity to develop strategies and skills to build e-commerce websites and understand their role in business infrastructures. Also offers an introduction into Internet marketing. On completion the student will be able to create an e-commerce website and develop an Internet marketing strategy.

Graphics and Drawing (GRA)

GRA 1140. GRAPHIC COMMUNICATIONS LABORATORY (0 hours credit)

As a continuation of the GRA 1143 Graphic Communications course, the laboratory portion contains instruction and practical applications necessary for the utilization of CAD (Computer Aided Drawing) software to reinforce and apply the principles, standards and techniques to produce technical drawings as discussed in the lecture portion of the course.

GRA 1143. GRAPHIC COMMUNICATIONS (3 hours credit) Orthographic projections, multi-view projections, general use of instruments, points, lines, planes and identities. Computer-assisted design and drawing on computer.

Health Care Assistant (HCA)

HCA 1115. BASIC HEALTH CARE ASSISTING (5 hours credit) This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. Two hours lecture, four hours lab, three hours clinical.

HCA 1125. SPECIAL CARE PROCEDURES (5 hours credit) This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident; and CPR/first aid. Safety is emphasized throughout each procedure. Prerequisite: Basic Health Care Assisting (HCA 1115). Two hours lecture, two hours lab, six hours clinical.

HCA 1214. BODY STRUCTURE AND FUNCTION (4 hours credit) This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. Prerequisite: Basic Health Care Assisting (HCA 1115). Three hours lecture, two hours lab.

HCA 1312. HOME HEALTH AIDE AND HOMEMAKER SERVICES (2 hours credit) This course includes basic knowledge and skills required to care for the home-bound patient; and basic knowledge and skills required to provide homemaker services. Prerequisite: All core courses. One hour lecture, two hours lab.

Health, Physical Education and Recreation (HPR)

HPR 1131. VARSITY SPORT (1 hour credit) Restricted only to those individuals who participate in this varsity sport.

HPR 1141. VARSITY SPORT (1 hour credit) Restricted only to those individuals who participate in this varsity sport.

HPR 1213. PERSONAL AND COMMUNITY HEALTH I (3 hours credit) Applications of principles and practices of healthful living to the individual and community; major health problems and mutual responsibilities of home, school and health agencies.

HPR 1512. VOLLEYBALL TECHNIQUES (Majors only) (2 hours credit) Extra assignments are given which will enable prospective teachers to learn the rules, develop their skills, officiate the game, and teach the sport.

HPR 1513. FITNESS WALKING (1 hour credit) An exercise and activity class emphasizing walking to develop and maintain fitness, weight control, and flexibility.

HPR 1541. TENNIS (1 hour credit) Instruction is given on how to play tennis in good form. Emphasis is placed on fundamental techniques, rules for doubles and singles play, elementary strategy, and terms used in tennis. The universal popularity of this sport gives it social as well as recreational values. Offered first and second semesters. Meets two periods per week.

HPR 1542. TENNIS/BADMINTON TECHNIQUES (2 hours credit) Extra assignments are given which will enable prospective teachers to learn the rules, develop their skills, officiate the game, and teach the sports.

HPR 1551. FITNESS AND CONDITIONING TRAINING (1 hour credit) The basic knowledge and techniques involved in conditioning and training, safety, and use of equipment are taught in this class.

HPR 1561. FITNESS AND CONDITIONING TRAINING II (1 hour credit) The advanced knowledge and techniques involved in conditioning and training, safety and use of equipment. There are no pre-requisites for this course.

HPR 1571. PILATES II (1 hour credit) The Pilates system of dance/exercise is based on focused concentration and conscious flowing breath. Movement is carried out with balance and precision. There are no pre-requisites for this course.

HPR 1581. PILATES (1 hour credit) The Pilates system of dance/exercise is based on focused concentration and conscious flowing breath. Movement is carried out with balance and precision maintaining a constant connection between mind and body.

HPR 1591. FUNDAMENTALS OF GOLF (1 hour credit) Instruction is given on how to play golf. Emphasis is placed on fundamental techniques, scoring, and terms used in golf. Meets two periods per week.

HPR 1751. NUTRITION AND WELLNESS (1 hour credit) This course is designed to expose the student to the importance and significance of nutrition and wellness and the practices necessary to enhance one's personal lifestyle. Upon successful completion of the course, the student will demonstrate an understanding of these topics.

HPR 2131. VARSITY SPORT (1 hour credit) Restricted to only those students who participate in this varsity sport.

HPR 2141. VARSITY SPORT (1 hour credit) Restricted to only those students who participate in this varsity sport.

HPR 2213. FIRST AID & CPR (3 hours credit) Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lectures per week.

HPR 2571. AEROBICS (1 hour credit) This is an activity class which meets twice per week for 50 minutes each time. The class stresses cardiorespiratory function and muscle tone of various muscle groups. Routines are choreographed to music for a continuous workout.

HPR 2581. AEROBICS II (1 hour credit) This activity class uses dance and routines choreographed to music for a continuous workout. The class stresses cardiorespiratory function and muscle tone of various muscle groups. There are no pre-requisites for this course.

Heating, Air Conditioning and Refrigeration Technology (ACT)

ACT 1125. BASIC COMPRESSION REFRIGERATION (5 hours credit) An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, heat transfer, recovery, and lubricants. Two hours lecture, six hours lab.

ACT 1133. TOOLS AND PIPING (3 hours credit) Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture, two hours lab.

ACT 1213. CONTROLS (3 hours credit) Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture, two hours lab.

ACT 1313. REFRIGERATION SYSTEM COMPONENTS (3 hours credit) An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture, two hours lab.

ACT 1713. ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (3 hours credit) Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture, two hours lab.

ACT 1813. PROFESSIONAL SERVICE PROCEDURES (3 hours credit) Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Three hours lecture.

ACT 2324. COMMERCIAL REFRIGERATION (4 hours credit) A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 2414. AIR CONDITIONING I (4 hours credit) Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 2424. AIR CONDITIONING II (4 hours credit) An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 2433. REFRIGERANT, RETROFIT, AND REGULATIONS (3 hours credit) Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EOA regulations, local, and state codes. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 2514. HEATING SYSTEMS (4 hours credit) Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture, four hours lab. Prerequisite: must complete freshman courses. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 2623. HEAT LOAD AND AIR PROPERTIES (3 hours credit) Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

ACT 291 (1-3). SPECIAL PROJECT IN HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (1-3 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two to six hours lab.

History (HIS)

HIS 1113. WESTERN CIVILIZATION I (3 hours credit) A general survey of European history from ancient times to the mid-17th century.

HIS 1123. WESTERN CIVILIZATION II (3 hours credit) A general survey of European civilization since the 17th century.

HIS 1163. WORLD CIVILIZATION I (3 hours credit) A general survey of the World History from Ancient times to the 1500s.

HIS 1173. WORLD CIVILIZATION II (3 hours credit) A general survey of World History from the 1500s to modern times.

HIS 2213. AMERICAN (U.S.) HISTORY I (3 hours credit) This course is a survey of American (U.S.) history from pre-history through Reconstruction.

HIS 2223. AMERICAN (U.S.) HISTORY II (3 hours credit) This course is a survey of U.S. history from Reconstruction to the present.

Hotel and Restaurant Management Technology (HRT)

HRT 1114. CULINARY PRINCIPLES I (4 hours credit) Introduction to the food service industry emphasizing sanitation and safety, tools and equipment, basic cooking principles, the recipe (its structure and use), the menu, and fundamentals of food preparation and cookery emphasizing high standards for preparation of, but not limited to such foods as stocks, sauces, soups, and meats. Four hours lecture, two hours lab.

HRT 1123. HOSPITALITY AND TOURISM INDUSTRY (3 hours credit) An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

HRT 1213. SANITATION AND SAFETY (3 hours credit) Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning material and procedures, general safety regulations, food processing methods, first aid, and fire prevention. Two hours lecture, two hours lab.

HRT 1224. RESTAURANT AND CATERING OPERATIONS (4 hours credit) This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Four hours lecture, two hours lab. Prerequisite: Culinary Principles I (HRT 1114).

HRT 1413. ROOMS DIVISION MANAGEMENT (3 hours credit) A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture, two hours lab.

HRT 1511 OR HRT 1514. HOSPITALITY SEMINAR (1 to 4 hours credit) Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. Two hours lecture, four hours lab.

HRT 1833. TRAVEL AND TOURISM GEOGRAPHY (3 hours credit) Location, currency, ports of entry, and form of governments in various countries around the world. Exercises involve itinerary planning, knowledge of time zones, and familiarity with the countries' natural, cultural, and entertainment attractions. Two hours lecture, two hours lab.

HRT 2233. FOOD AND BEVERAGE CONTROL (3 hours credit) Principles and

procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. Two hours lecture, two hours lab.

HRT 2323. HOSPITALITY FACILITIES MANAGEMENT AND DESIGN (3 hours credit) Design and manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. Two hours lecture, two hours lab.

HRT 2423. SECURITY MANAGEMENT (3 hours credit) Issues surrounding the need for individualized security programs. Examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. Two hours lecture, two hours lab.

HRT 2613. HOSPITALITY SUPERVISION (3 hours credit) Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture, two hours lab.

HRT 2623. HOSPITALITY MANAGEMENT (3 hours credit) Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Two hours lecture, two hours lab.

HRT 2713. MARKETING HOSPITALITY SERVICES (3 hours credit) Practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. Two hours lecture, two hours lab.

HRT 2723. HOSPITALITY SALES AND MARKETING (3 hours credit) Advertising, sales, and promotional techniques as related to the hospitality industry. Two hours lecture, two hours lab.

HRT 2913. SUPERVISED WORK EXPERIENCE (3 hours credit) A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

Industrial Electronics Engineering Technology (EET)

EET 1114. DC CIRCUITS (4 hours credit) A course designed to familiarize the student with the principles and theories associated with DC circuits. It includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture, four hours lab. A grade of "C" or better is required to progress to Solid State Devices (EET1334). Pre/Corequisite: MAT 1233.

EET 1123. AC CIRCUITS (3 hours credit) A course designed to familiarize the student with principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture, two hours lab. A grade of "C" or better is required to progress to Solid State Devices (EET1334). Pre/Corequisites: DC Circuits (EET 1114) and MAT 1233.

EET 1133. ELECTRICAL POWER (3 hours credit) This course covers electrical motors, electrical motor installation, and offers instruction and practice in using different types of motors, transformers, and alternators. Two hours lecture, two hours lab. Prerequisite: DC Circuits (EET 1114) and AC Circuits (EET1123).

EET 1154. EQUIPMENT MAINTENANCE, TROUBLESHOOTING AND REPAIR (4 hours credit) A course of instruction in maintenance and troubleshooting

techniques, use of technical manuals, test equipment, and inspection/evaluation/repair of equipment. One hour lecture, six hours lab.

EET 1174. FLUID POWER (4 hours credit) A course that provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three hours lecture, two hours labs.

EET 1214. DIGITAL ELECTRONICS (4 hours credit) A course designed to introduce students to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture, two hours lab.

EET 1324. MICROPROCESSORS (4 hours credit) A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembler languages, timing, interfacing and other hardware applications associated with microprocessor systems. Two hours lecture, four hours lab per week. Prerequisite: EET 1214.

EET 1334. SOLID STATE DEVICES AND CIRCUITS (4 hours credit) A course designed to introduce the student to active devices that include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low-frequency application and troubleshooting. Two hours lecture, four hours lab. Prerequisite: DC Circuits (EET 1114) and AC Circuits (EET 1123).

EET 1343. MOTOR CONTROL SYSTEMS (3 hours credit) This course covers installation of motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the circuits and mechanical control devices. Two hours lecture and two hours lab.

EET 1713. DRAFTING FOR ELECTRONIC TECHNOLOGY (3 hours credit) This course is designed to provide instruction on the preparation and interpretation of schematics. One hour lecture, four hours lab.

EET 2354. SOLID STATE MOTOR CONTROLS (4 hours credit) This course covers the principles and operation of solid state motor controls as well as the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture, four hours lab. Prerequisite: Motor Control Systems (EET 1343) and Programmable Logic Controllers (EET2363).

EET 2363. PROGRAMMABLE LOGIC CONTROLLERS (3 hours credit) A course to provide instruction and practice in the use of programmable logic controllers (PLCs) in modern industrial settings. It includes instruction in the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two hours lecture, two hours lab. Prerequisite: Digital Electronics (EET 1214).

EET 2423. FUNDAMENTALS OF FIBER OPTICS (3 hours credit) This course is designed to provide skills and knowledge concerning the use of fiber optic cable in modern industry applications. Two hours lecture, two hours lab. Corequisite: EET 1334.

EET 2514. INTERFACING TECHNIQUES (4 hours credit) A study of data acquisition devices and systems including their interface with microprocessors and other control systems. Two hours lecture, four hours lab. Prerequisite: EET 1214.

EET 2923. SUPERVISED WORK EXPERIENCE IN INDUSTRIAL ELECTRONICS ENGINEERING TECHNOLOGY (3 hours credit) This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Three hours of credit is awarded on the basis of 135 industrial contact hours. Prerequisites: Consent of the instructor and completion of at least two semesters of electronics coursework.

Information Systems Technology (IST)

IST 1123. IT FOUNDATIONS (3 hours credit) This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture, two hours lab.

IST 1133. FUNDAMENTALS OF DATA COMMUNICATIONS (3 hours credit) This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture, two hours lab.

IST 1143. SECURITY PRINCIPLES AND POLICIES (3 hours credit) This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two hours lecture, two hours lab.

WDT 1123. WEB DEVELOPMENT CONCEPTS (3 hours credit) This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of creating Web pages. Upon completion of this course, students will be able to create a personalized home page. Two hours lecture, two hours lab.

CPT 1143. PROGRAMMING DEVELOPMENT CONCEPTS (3 hours credit) This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Two hours lecture, two hours lab.

IST 1163. CONCEPTS OF DATABASE DESIGN (3 hours credit) This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture, two hours lab.

IST 1213. CLIENT INSTALLATION AND CONFIGURATION (3 hours credit) This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture, two hours lab.

IST 1223. NETWORK COMPONENTS (3 hours credit) This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two hours lecture, two hours lab. Prerequisite: Fundamentals of Data Communications (IST 1133).

IST 1244. NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER (4 hours credit) This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture, four hours lab.

IST 2213. NETWORK SECURITY (3 hours credit) This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two hours lecture, two hours lab. Prerequisites: Network Components (IST 1223).

IST 2224. NETWORK PLANNING AND DESIGN (4 hours credit) Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two hours lecture, four hours lab. Prerequisites: Network Components (IST 1223).

IST 2234. NETWORK IMPLEMENTATION (4 hours credit) This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture, four hours lab. Prerequisite: Network Planning and Design (IST 2224).

IST 2254. ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER (4 hours credit) This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture, four hours lab. Prerequisites: Network Administration Using Microsoft Windows Server (IST 1244).

IST 1314. VISUAL BASIC PROGRAMMING LANGUAGE (4 hours credit) This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Two hours lecture, four hours lab.

IST 1714. JAVA PROGRAMMING (4 hours credit) This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Two hours lecture, four hours lab.

CPT 1323. SURVEY OF MICROCOMPUTER APPLICATIONS (3 hours credit) Introduces microcomputer operation, word processing, spreadsheets, and database management. Two hours lecture, two hours lab.

IST 2313. SYSTEMS ANALYSIS AND DESIGN (3 hours credit) This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture, two hours lab.

IST 2324. SCRIPT PROGRAMMING LANGUAGE (4 hours credit) This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture, four hours lab. Prerequisite: Web and Programming Concepts (IST 1154) or consent of instructor.

IST 2334. ADVANCED VISUAL BASIC PROGRAMMING LANGUAGE (4 hours credit) This course is a continuation of the Visual BASIC programming language. Two hours lecture, four hours lab. Prerequisite: Visual BASIC Programming Language (IST 1314).

IST 2344. DATABASE PROGRAMMING AND DESIGN (4 hours credit) This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two hours lecture, four hours lab. Prerequisites: Advanced Visual Basic Programming Language (IST 2334) or permission of instructor.

IST 2374. "C" PROGRAMMING LANGUAGE (4 hours credit) This course is designed to introduce the student to the C programming language and its basic functions. Two hours lecture, four hours lab. Prerequisite: Successful completion of any IST programming language course or permission of instructor.

IST 292(1-3). SPECIAL PROBLEM IN INFORMATION SYSTEMS TECHNOLOGY (1-3 hours credit) This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours lab. Prerequisites: Consent of instructor.

Journalism (JOU)

JOU 1111. COLLEGE PUBLICATIONS I (1 hour credit) The laboratory course is designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising, and photography will be emphasized according to student need.

JOU 1121. COLLEGE PUBLICATIONS II (1 hour credit) A continuation of JOU 1111.

JOU 1313. NEWS WRITING AND REPORTING I (3 hours credit) An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials.

JOU 1323. NEWS WRITING AND REPORTING II (3 hours credit) An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. Prerequisite: News Writing and Reporting I (JOU 1313) or consent of the instructor.

JOU 2111. COLLEGE PUBLICATIONS III (1 hour credit) Open to journalism majors only who have successfully completed JOU 1111, 1121, and 1313. Consent of instructor. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skill of headline writing, copy editing, and make-up and design will also be stressed.

JOU 2121. COLLEGE PUBLICATIONS IV (1 hour credit) Open to journalism majors only who have successfully completed JOU 1111, 1121, 1313, and 2111. Consent of instructor. Laboratory work will include coverage of news events on campus, photography, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed.

Leadership (LEA)

LEA 1811. LEADERSHIP AND ORGANIZATIONAL SKILLS I (1 hour credit) This course is designed for emerging leaders to participate in Student Government. Topics include a brief history of Northwest Mississippi Community College, the role of a student government on a college campus, studies of leadership skills, qualities, and philosophies, effective communication, time management and solution-focused proposals. Student must be in good academic and disciplinary standing.

LEA 1821. LEADERSHIP AND ORGANIZATIONAL SKILLS II (1 hour credit) A study of leadership styles and continued study of LEA 1811. Topics include ice breakers, traits of members, non-verbal communication, role functions in groups, time management, stress management, role of the constitution and passing the gavel. Prerequisite: LEA 1811.

LEA 1831. LEADERSHIP AND ORGANIZATIONAL SKILLS III (1 hour credit) A study of leadership styles, skills, roles and functions of officers in student organizations. Students serve as officers/chairman of student government committee. Prerequisites: LEA 1811, LEA 1821.

Learning and Life Skills (LLS)

LLS 0113. ESSENTIAL COLLEGE SKILLS (3 hours credit) This course is designed to aid in the development of student potential in four fundamental areas: improving self-image and awareness, setting life goals (decision making, value clarification, setting

personal priorities), developing effective study skills and habits, and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, and personal and social adjustment. Institutional credit only.

LIS 1121. THE ELECTRONIC LIBRARY (1 hour credit) This course is designed to provide information concerning the development of books and libraries and give instruction in and practice with the skills necessary for selecting, locating and using library materials in a variety of formats. Online library catalog searching, using MAGNOLIA and MELO databases, reading e-books, evaluating websites, and using style manuals, print resources and library databases will be covered.

LLS 1311. ORIENTATION (1 hour credit) This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life.

LLS 1321. CAREER EXPLORATION (1 hour credit) This course is designed to assist students in determining career goals. Interest tests, personality inventories and aptitude tests are given to help students determine career choices.

LLS 1331. INTRODUCTION TO HEALTH PROFESSIONS (1 hour credit) This course looks at specific allied health professions, describes the education necessary, certification requirements and expected salary. The course discusses all levels of health care professionals from those requiring a certificate or diploma to those requiring an associate, bachelor's or doctoral degree.

LLS 1411. IMPROVEMENT OF STUDY (1 hour credit) Effective study and reading techniques.

LLS 1421. COLLEGE STUDY SKILLS (1 hour credit) An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate.

LLS 1721. EMPLOYMENT READINESS (1 hour credit) This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics and job retention skills.

Mathematics (MAT)

MAT 1213. COLLEGE MATHEMATICS I (3 hours credit) This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. The student may be counseled and/or tested prior to enrollment in this course. Placement is also made with an Enhanced ACT math score below 17.

MAT 1233. INTERMEDIATE ALGEBRA (3 hours credit) Topics include linear equations and their graphs, inequalities and number line graphs, rational expressions, factoring, exponents, radicals and polynomials. Prerequisite: One year of high school algebra and demonstrated proficiency on placement test, MAT 1213 with grade of "C" or higher or Enhanced ACT math score of 17 or 18.

MAT 1313. COLLEGE ALGEBRA (3 hours credit) This course includes a study of inequalities, functions, linear and quadratic equations, circles and their graphs, applications, polynomial and rational functions, logarithmic and exponential functions, and systems of equations. Prerequisite: Two years of high school algebra (Algebra I, II) and Enhanced ACT math score of at least 19, two years of high school algebra and demonstrated proficiency on a placement test or MAT 1233 with grade of "C" or higher.

MAT 1323. TRIGONOMETRY (3 hours credit) A study of trigonometric functions and their graphs, functions of composite angles, fundamental relations, trigonometric equations, radian measurement, solutions of right and oblique triangles, inverse trigonometric functions and applications. Prerequisite: MAT 1313 with grade of “C” or higher or Enhanced ACT math score of 20 or higher.

MAT 1343. PRE-CALCULUS (3 hours credit) A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations. Prerequisite: MAT 1313 with grade of “C” or higher or Enhanced ACT math score of 20 or higher.

MAT 1513. BUSINESS CALCULUS I (3 hours credit) A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: MAT 1313 with grade of “C” or higher or Enhanced ACT math score of 22 or higher.

MAT 1523. BUSINESS CALCULUS II (3 hours credit) A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Prerequisite: MAT 1513 with grade of “C” or higher.

MAT 1613. CALCULUS I (3 hours credit) Includes limits, continuity, the definition of the derivative, differentiation, applications, and antiderivatives. Prerequisite: Enhanced ACT math score of 22 or higher and high school trigonometry or high school pre-calculus, or MAT 1313 and MAT 1323 with grades of “C” or higher or MAT 1343 with a grade of “C” or higher.

MAT 1623. CALCULUS II (3 hours credit) This course includes a study of the definite integral, differentiation and integration of transcendental functions, techniques of integration, and applications. Prerequisite: MAT 1613 with grade of “C” or higher.

MAT 1723. REAL NUMBER SYSTEM (3 hours credit) Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: Enhanced ACT math score of 17 or higher and two years of high school algebra, MAT 1233 with grade of “C” or higher or demonstrated proficiency on a placement test.

MAT 1733. GEOMETRY, MEASUREMENT, AND PROBABILITY (3 hours credit) Designed for elementary and special education majors, this course includes study of geometric definitions, shapes and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: Enhanced ACT math score of 17 or higher and two years of high school algebra, MAT 1233 with grade of “C” or higher or demonstrated proficiency on placement test.

MAT 2113. INTRODUCTION TO LINEAR ALGEBRA (3 hours credit) This course includes the study of systems of linear equations, matrices, vector spaces, determinants, linear transformation, Eigenvalues and Eigenvectors. Prerequisite: MAT 1623 with grade of “C” or higher.

MAT 2323. STATISTICS (3 hours credit) Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1233 or higher with grade of “C” or higher or an Enhanced ACT math score of 18 or higher.

MAT 2513. ELEMENTARY MATHEMATICAL ANALYSIS (3 hours credit) Selected topics in quantitative methods with an emphasis on business applications. Topics include Gauss-Jordan elimination, simplex methods for linear programming models, and transportation and assignment algorithms. Prerequisite: MAT 1513 with grade of “C” or higher.

MAT 2613. CALCULUS III (3 hours credit) This course includes study in analytical

geometry, parametric equations, polar coordinates, improper integrals, and infinite series. Prerequisite: MAT 1623 with grade of “C” or higher.

MAT 2623. CALCULUS IV (3 hours credit) A study including partial differentiation, multiple integration, vector calculus, and quadric surfaces. Prerequisite: MAT 2613 with grade of “C” or higher.

MAT 2913. DIFFERENTIAL EQUATIONS (3 hours credit) This course includes study in solution of first and higher order differential equations, existence theorems, Laplace transforms, and applications. Prerequisite: MAT 2613 with grade of “C” or higher or permission of instructor.

Modern Foreign Language (MFL)

MFL 1113. FRENCH I (3 hours credit) This course is designed to develop the four basic language skills: listening, speaking, reading, and writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory.

MFL 1123. FRENCH II (3 hours credit) A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises.

MFL 1213. SPANISH I (3 hours credit) An introduction to Spanish designed to begin to develop the four basic language skills: listening, speaking, reading, and writing; and to introduce Hispanic cultures. Three hours lecture and six hours of outside assignments per week, including writing and listening to audio.

MFL 1223. SPANISH II (3 hours credit) A continuation of MFL 1213. Prerequisites: MFL 1213 or the equivalent and consent of instructor. Three hours of lecture and six hours of outside assignments.

MFL 2113. FRENCH III (3 hours credit) A continuation of MFL 1123. A review of French grammar, and continued development of basic language skills. Reading materials of literary and cultural value are used.

MFL 2123. FRENCH IV (3 hours credit) A continuation of MFL 2113 with literary and cultural readings and compositions as well as a review of essential elements of grammar.

MFL 2213. SPANISH III (3 hours credit) A continuation of MFL 1223. Prerequisites: MFL 1223 or the equivalent and consent of instructor. Three hours lecture and six hours of outside assignments.

MFL 2223. SPANISH IV (3 hours credit) A continuation of MFL 2213. Prerequisites: MFL 2213 or the equivalent and consent of instructor. Three hours lecture and six hours of outside assignments.

Music Applied (MUA)

MUA 1141, 1151, 2141, 2151. BRASS FOR NON-MAJORS (1 hour credit) Elective Brass I, II, III, IV.

MUA 1172, 1182, 2172, 2182. BRASS FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1211, 1221, 2211, 2221. CLASS GUITAR (1 hour credit) I, II, III, IV.

MUA 1241, 1251, 2241, 2251. GUITAR FOR NON-MAJORS (1 hour credit) Elective guitar, I, II, III, IV.

MUA 1272, 1282, 2272, 2282. GUITAR FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1441, 1451, 2441, 2451. PERCUSSION FOR NON-MAJORS (1 hour credit) Elective percussion, I, II, III, IV.

MUA 1472, 1482, 2472, 2482. PERCUSSION FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1511, 1521, 2511, 2521. CLASS PIANO (1 hour credit) I, II, III, IV.

MUA 1541, 1551, 2541, 2551. PIANO FOR NON-MAJORS (1 hour credit) Elective Piano, I, II, III, IV.

MUA 1572, 1582, 2572, 2582. PIANO FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1672, 1682, 2672, 2682. STRINGS FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1711, 1721, 2711, 2721. CLASS VOICE (1 hour credit) I, II, III, IV.

MUA 1741, 1751, 2741, 2751. VOICE FOR NON-MAJORS (1 hour credit) I, II, III, IV.

MUA 1772, 1782, 2772, 2782. VOICE FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

MUA 1841, 1851, 2841, 2851. WOODWINDS FOR NON-MAJORS (1 hour credit) Elective Woodwinds I, II, III, IV.

MUA 1872, 1882, 2872, 2882. WOODWINDS FOR MUSIC MAJORS (2 hours credit) I, II, III, IV.

Music (MUS)

MUS 1113. MUSIC APPRECIATION (3 hours credit) Listening course designed to give the student, through aural perception, understanding, and appreciation of music as a moving force in Western Culture.

MUS 1133. FUNDAMENTALS OF MUSIC (3 hours credit) Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1123. MUSIC SURVEY (MAJORS) (3 hours credit) Listening course designed to acquaint the Music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 1214. MUSIC THEORY I (4 hours credit) Recognition and part writing. Diatonic intervals, major and minor triads, and rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. (For Music majors only or with permission of instructor.)

MUS 1224. MUSIC THEORY II (4 hours credit) A continuation of MUS 1214.

MUS 1910. RECITAL CLASS (0 hour credit) Required performance of solo and ensemble literature by students majoring in music.

MUS 1920. RECITAL CLASS (0 hour credit) A continuation of MUS 1910.

MUS 2214. MUSIC THEORY III (4 hours credit) A continuation of MUS 1224.

MUS 2224. MUSIC THEORY IV (4 hours credit) A continuation of MUS 2214.

MUS 2910. RECITAL CLASS (0 hour credit) A continuation of MUS 1920.

MUS 2920. RECITAL CLASS (0 hour credit) A continuation of MUS 2910.

Music Organizations (MUO)

MUO 1111, 1121, 2111, 2121. BAND (1 hour credit) I, II, III, IV. Prerequisite: Audition.

MUO 1141, 1151, 2141, 2151. SMALL BAND GROUPS (1 hour credit) Percussion Ensemble I, II, III, IV. Prerequisite: audition.

MUO 1171, 1181, 2171, 2181. STAGE BAND (1 hour credit) Jazz Band I, II, III, IV. Prerequisite: Audition and participate in NWCC Band.

MUO 1211, 1221, 2211, 2221. CHOIR (1 hour credit) Northwest Singers I, II, III, IV. Prerequisite: Audition.

MUO 1241, 1251, 2241, 2251. ENTERTAINERS I, II, III, IV AND/OR CHAMBER CHOIR I, II, III, IV (1 hour credit) Entertainers I, II, III, IV. Prerequisite: Audition and participate in Northwest Singers.

Nursing (NRS)

NRS 1117. NURSING I — FUNDAMENTALS OF NURSING (7 hours credit) This course introduces the principles of professional nursing practice and the nursing role on the health care team. It includes the concepts of the nursing process, infection control, nutrition, elimination, immobility, stress, coping, oxygenation, safety/sensory needs, teaching/learning principles, medication administration, communication skills, assessment techniques, informatics, pain management, culture and health promotion in the aging client. The course focuses on the utilization of critical thinking skills to meet the basic needs of the client and the provision of safe, effective, evidence-based care. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies. A grade of “C” or above is required for the theory component and a “satisfactory” is required on the clinical component in order to progress in the program. If this does not occur, both the theory and the clinical components must be retaken together. Prerequisites: Admission to the Nursing Program, BIO 2513, BIO 2511, BIO 2523, BIO 2521 (MAT 1313 if the Math ACT is < 19). Corequisite: NRS 1211. Four theory hours and nine clinical hours per week.

NRS 1129. NURSING II — BASIC MEDICAL-SURGICAL NURSING (9 hours credit) This course provides students with both didactic and clinical learning experiences designed to provide nursing care to adult clients who are experiencing acute and chronic medical-surgical health problems. It builds on the principles presented in NRS 1117. Alterations in the cardiovascular, respiratory, endocrine, neurovascular, sensory, hepatic, musculoskeletal, genitourinary and gastrointestinal system concepts are presented. The course focuses on the utilization of critical thinking skills to meet the basic needs of clients and the provision of safe, effective, evidence-based care. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of “C” or above is required for the theory component and a “satisfactory” is required in the clinical component in order to progress to the next course. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NRS 1117 and NRS 1211. Six theory hours and nine clinical hours per week.

NRS 1211. PHARMACOLOGY IN NURSING (1 hour credit) This course provides an introduction to pharmacodynamics and use of drugs, with emphasis on the application of mathematical calculations to drug problems. One hour theory credit per week. (Corequisite for NRS 1117.)

NRS 1212. NUTRITION FOR NURSES (2 hours credit) This independent study is designed to offer supplemental nutrition knowledge for the student enrolled in the

nursing curriculum. Emphasis is placed on nutrition and diet therapy as it relates to specific disease processes. This course is designed to enhance other concepts taught throughout the program and is an elective not required for graduation. Prerequisite: NRS 1117.

NRS 2132. TRANSCULTURAL NURSING (2 hours credit) This course utilizes cultural nursing theories to survey world views of cultural phenomena in a variety of ethnic groups. The concepts of biological variations, communication, environmental control, space, social organization and time are examined for nursing coordination of care in diverse populations. Prerequisites: NRS 1117, CSC 1113 (Computer Concepts) or previous enrollment in an online course.

NRS 2114. MATERNITY NURSING (4 hours credit) This course provides students with both didactic and clinical learning experiences designed to teach the provision of nursing care to the family during the childbearing years. Normal pregnancy and birth, high-risk pregnancy, and care of the healthy and high-risk infant are presented, as well as other reproductive issues. The course focuses on care of families during the antepartum, intrapartum, postpartum, and newborn periods. Concepts of wellness, culture, growth and development, psychosocial factors, teaching/learning, family integrity, and patient advocacy are used as a basis for the provision of care. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies to promote evidence-based knowledge and critical thinking skills in the nursing care of childbearing families and clients with reproductive health issues. (A grade of “C” or above is required for the theory component with a “satisfactory” in the clinical component in order to progress to the next course. If this does not occur, both the theory and the clinical components must be retaken together). Prerequisites: NRS 1117, NRS 1211, and NRS 1129. This course is completed in eight weeks. Four theory hours and 12 clinical hours per week.

NRS 2124. PEDIATRIC NURSING (4 hours credit) This course provides students with both didactic and clinical learning experiences designed to assist in the provision of nursing care to the well child and to children with acute and chronic illnesses. It utilizes the core concepts of growth and development, well child care, family structure, environment, teaching/learning, psychosocial factors, spirituality, culture, socioeconomic status, and health beliefs. The course provides supervised learning experiences in the college nursing laboratory and selected clinical agencies to promote evidence-based knowledge and critical thinking skills for the planning and provision of comprehensive nursing care of children along the health-illness continuum. A grade of “C” or above is required for the theory component with a “satisfactory” in the clinical component in order to progress to the next course. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NRS 1117, NRS 1211, NRS 1129 and EPY 2533. This course is completed in eight weeks. Four hours of lecture and 12 hours clinical practice per week.

NRS 2212. PHARMACOLOGY FOR NURSES (2 hours credit) This independent study course is designed to offer supplemental pharmacological knowledge for the student enrolled in the nursing curriculum. Emphasis is placed on the principles of drug administration as well as knowledge of classes of drugs and information specific to them. This course is designed to enhance other concepts taught throughout the program and is an elective not required for graduation. Corequisites: Sophomore I or II nursing courses.

NRS 2214. PSYCHIATRIC NURSING (4 hours credit) This course provides students with both didactic and clinical learning experiences related to the role of the professional nurse in the care of clients and their families in various psychiatric settings. Emphasis is placed on therapeutic communication and psychosocial assessment skills, client advocacy, and the implementation of current psychiatric treatment modalities for clients from diverse backgrounds. Provides supervised learning experiences in the nursing laboratory and selected clinical agencies to promote evidence-based knowledge and critical thinking in the provision of nursing care to psychiatric clients across the lifes-

pan. (A grade of “C” or above is required for the theory component with a “satisfactory” required in the clinical component in order to successfully complete the course). If this does not occur, both the theory and the clinical components must be retaken together. Prerequisites: NRS 2114, NRS 2124, BIO 2924 and BIO 2920. This course must be taken in conjunction with NRS 2224 and NRS 2222. This course lasts eight weeks. Four theory hours and 12 clinical hours per week.

NRS 2222. NURSING SEMINAR (2 hours credit) This seminar course provides a basis for leadership in nursing practice. Emphasis is placed upon leadership theory and skills, application of the problem-solving process to issues and trends affecting the practice of nursing and health care of individuals, families and the community; and preparation for assumption of responsibility and accountability as an associate degree graduate nurse. Prerequisites: NRS 2114 and NRS 2124. Two theory hours per week.

NRS 2224. ADVANCED MEDICAL-SURGICAL NURSING (4 hours credit) This course builds on NRS 1129 and provides students with both didactic and clinical learning experiences designed to assist the student in providing comprehensive nursing care to clients with complex alterations in health. Emphasis is placed on leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. The student focuses on developing skills appropriate to a competent entry-level professional nurse. Provides supervised learning experiences in the nursing laboratory and selected clinical agencies to promote evidence-based knowledge and critical thinking in the provision of nursing care to adult clients from diverse backgrounds. A grade of “C” or above is required for the theory component with a “satisfactory” required in the clinical component in order to successfully complete the course. If this does not occur, both the theory and the clinical components must be retaken together. This course must be taken in conjunction with NRS 2114 and NRS 2222. Prerequisites: NRS 2114 and NRS 2124, BIO 2924 and BIO 2920. This course is completed in eight weeks. Four theory hours and 12 clinical hours per week.

Paralegal Technology (LET)

LET 1113. INTRODUCTION TO LAW (3 hours credit) This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three hours lecture.

LET 1213. LEGAL RESEARCH (3 hours credit) This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two hours lecture, two hours lab.

LET 1513. FAMILY LAW (3 hours credit) This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.

LET 1523. WILLS AND ESTATES (3 hours credit) This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture.

LET 1713. LEGAL WRITING (3 hours credit) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture, two hours lab.

LET 2313. CIVIL LITIGATION I (3 hours credit) This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi court system and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Two hours lecture, two hours lab.

LET 2323. TORTS (3 hours credit) This course provides instruction in the area of law

which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, types of tort, damages, ethics, and remedies. Three hours lecture.

LET 2333. CIVIL LITIGATION II (3 hours credit) This course is designed to continue the study of the litigation process from discovery through appeal. Three hours lecture.

LET 2453. REAL PROPERTY I (3 hours credit) This course is an introduction to real property law including ownership and transfer, employing ethics. Two hours lecture, two hours lab.

LET 2463. REAL PROPERTY II (3 hours credit) This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Two hours lecture, two hours lab.

LET 2523. BANKRUPTCY LAW (3 hours credit) This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms. Three hours lecture.

LET 2633. LAW OFFICE MANAGEMENT. (3 hours credit) This course provides practical application of daily legal office skills needed in the legal field, professional presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management.

LET 2923. INTERNSHIP FOR PARALEGAL (3 hours credit) Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. 135 clock hours.

Philosophy (PHI)

PHI 1113. OLD TESTAMENT SURVEY (3 hours credit) The student will survey the Hebrew Bible (Old Testament) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

PHI 1133. NEW TESTAMENT SURVEY (3 hours credit) A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts and other New Testament books.

PHI 2113. INTRODUCTION TO PHILOSOPHY (3 hours credit) An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking.

PHI 2143. ETHICS (3 hours credit) An introduction to moral philosophy with the investigation of some selected moral problems.

PHI 2613. WORLD RELIGIONS (3 hours credit) Examination of the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions.

PHI 2713. LOGIC (3 hours credit) An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills.

Physics (PHY)

PHY 1111. INTRODUCTION TO ASTRONOMY, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113, Introduction to Astronomy.

PHY 1113. INTRODUCTION TO ASTRONOMY (3 hours credit) A lecture course that includes surveys of the solar system, our galaxy and the universe. Three hours lecture.

PHY 1213. SURVEY OF PHYSICS I (3 hours credit) Lectures and demonstrations covering classical and modern physics. Three hours lecture.

PHY 2241. PHYSICAL SCIENCE I, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243, Physical Science I, Lecture.

PHY 2243. PHYSICAL SCIENCE I, LECTURE (3 hours credit) A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Corequisite: MAT 1233, Intermediate Algebra or ACT math sub-score of 19 or higher.

PHY 2251. PHYSICAL SCIENCE II, LABORATORY (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253, Physical Science II, Lecture.

PHY 2253. PHYSICAL SCIENCE II, LECTURE (3 hours credit) A lecture course that includes studies of chemistry, geology, and meteorology.

PHY 2411. PHYSICS LABORATORY I (1 hour credit) Laboratory experiments coordinated with lecture topics in PHY 2413.

PHY 2413. GENERAL PHYSICS I (3 hours credit) Deals with mechanics, heat, and sound. Prerequisite: Two years high school algebra and trigonometry or MAT 1313 and MAT 1323. Satisfies physics requirement for pre-pharmacy and pre-medical students. (PHY 2413 and PHY 2411 must be taken concurrently.)

PHY 2421. PHYSICS LABORATORY II (1 hour credit) Laboratory experiments coordinated with lecture topics in PHY 2423.

PHY 2423. GENERAL PHYSICS II (3 hours credit) Deals with electricity, magnetism, light, and modern physics. A continuation of Physics 2413. Prerequisite: PHY 2413. (PHY 2423 and PHY 2421 must be taken concurrently.)

PHY 2511. PHYSICS LABORATORY FOR SCIENCE AND ENGINEERING I (1 hour credit) This laboratory accompanies PHY 2513. Corequisite: PHY 2513.

PHY 2513. PHYSICS FOR SCIENCE AND ENGINEERING I (3 hours credit) (Taught with aid of calculus.) Designed primarily for students intending to major in physics or mathematics; required of all students in the pre-engineering curriculum and recommended for those who plan to teach physics in the secondary schools. Prerequisite: MAT 1613. (PHY 2513 and PHY 2511 must be taken concurrently.)

PHY 2521. PHYSICS LABORATORY FOR SCIENCE AND ENGINEERING II This laboratory accompanies PHY 2523. Corequisite: PHY 2523.

PHY 2523. PHYSICS FOR SCIENCE AND ENGINEERING II (3 hours credit) A continuation of PHY 2513. Deals with electricity, magnetism, light, and modern physics. Corequisite: MAT 1623. (PHY 2523 and PHY 2521 must be taken concurrently.)

Political Science (PSC)

PSC 1113. AMERICAN NATIONAL GOVERNMENT (3 hours credit) Survey of the organizations, political aspects of, and basis of national government.

Practical Nursing (PNV)

PNV 1213. BODY STRUCTURE AND FUNCTION (3 hours credit) This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three hours lecture.

PNV 1426. FUNDAMENTALS OF NURSING (6 hours credit) This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1436 and requires a passing grade in PNV 1426 and PNV 1436 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1436. FUNDAMENTALS OF NURSING LAB/CLINICAL (6 hours credit) This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. Nine hours lab, four 1/2 hours clinical. A passing grade in PNV 1426 and PNV 1436 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1524. IV THERAPY CONCEPTS (4 hours credit) This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical nursing program, will receive a certificate to indicate that he/she have completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification. Four hours lecture, two hours lab. Pre-requisites: all first semester courses.

PNV 1614. MEDICAL/SURGICAL NURSING (4 hours credit) This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included. Prerequisites: all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1622. MEDICAL/SURGICAL CLINICAL (2 hours credit) This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process. Six hours clinical. Prerequisites: all first semester courses. Concurrent registration in PNV 1614 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1634. ALTERATIONS IN ADULT HEALTH (4 hours credit) This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included. Prerequisites: all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is re-

quired in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1642. ALTERATIONS IN ADULT HEALTH CLINICAL (2 hours credit) This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process. Six hours clinical. Prerequisites: all first semester courses. Concurrent registration in PNV 1634 is required. A passing grade in PNV 1634 and PNV 1642 are required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1715. MATERNAL-CHILD NURSING (5 hours credit) This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood. Four hours lecture, one hour clinical. Prerequisites: all first semester courses.

PNV 1813. MENTAL HEALTH CONCEPTS (3 hours credit) This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory. Two hours lecture, one hour clinical. Prerequisites: all first semester courses.

PNV 1914. NURSING TRANSITION (4 hours credit) This course promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Two hours lecture, three hours clinical.

Psychology (PSY)

PSY 1513. GENERAL PSYCHOLOGY (3 hours credit) An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality, and abnormal behavior.

PSY 1523. GENERAL PSYCHOLOGY II (3 hours credit) A continuation of PSY 1513, emphasizing applied psychological methods and principles. Includes motivation and emotion, abnormal behavior, mental health and therapy, group processes, mass communication and persuasion and industrial psychology.

Reading (REA)

REA 0113. BEGINNING READING (3 hours credit) A course designed to offer reading instruction to students demonstrating a need to proficiency in reading skills at the college level. Institutional elective credit only. (Reading Placement-ACT COMPOSITE of 12 or below) A grade of A, B or C advances the student to REA 1213. A grade of D or F in REA 0113 requires the student to repeat REA 0113.

REA 1213. READING ENHANCEMENT I (3 hours credit) A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. (Reading Placement-ACT COMPOSITE of 13-15) A grade of A, B or C exits the student from reading courses. A grade of D or F requires the student to repeat REA 1213.

Respiratory Therapy (RCT)

RCT 1114. RESPIRATORY CARE SCIENCE (4 hours credit) Designed to introduce the student respiratory care practitioner to fundamental elements important to the

delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized. Three hours lecture, two hours lab. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523); program admission; or program director's approval.

RCT 1213. PATIENT ASSESSMENT AND PLANNING (3 hours credit) Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture, two hours lab.

RCT 1313. CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (3 hours credit) A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. Three hours lecture. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523); program admission; or program director's approval.

RCT 1322. PULMONARY FUNCTION TESTING (PFT) (2 hours credit) This course is an introduction to pulmonary function technique and testing equipment. Prerequisites: Respiratory Care Practitioner I (RCT 1414) or instructor's approval.

RCT 1414. RESPIRATORY CARE PRACTITIONER I (4 hours credit) A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. Two hours lecture, eight hours lab. Prerequisite: program admission.

RCT 1424. RESPIRATORY CARE PRACTITIONER II (4 hours credit) A continuation of Respiratory Care Practitioner I. A study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture, two hours lab. Prerequisite: Respiratory Care Practitioner I (RCT 1414).

RCT 1515. CLINICAL PRACTICE I (5 hours credit) Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Twelve hours clinical. Prerequisites: Anatomy and Physiology I and II (BIO 2513 and BIO 2523), Respiratory Care Science (RCT 1114), Patient Assessment and Planning (RCT 1213), and Cardiopulmonary Anatomy and Physiology (RCT 1313).

RCT 1523. CLINICAL PRACTICE II (3 hours credit) Students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care. Nine hours clinical. Prerequisites: Clinical Practice I (RCT 1515) and Respiratory Care Practitioner II (RCT 1424).

RCT 1613. RESPIRATORY CARE PHARMACOLOGY (3 hours credit) Designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture. Prerequisites: Anatomy and Physiology I (BIO 2513) and Anatomy and Physiology II (BIO 2523); program admission; or program director's approval.

RCT 2333. CARDIOPULMONARY PATHOLOGY (3 hours credit) A study of the cardiopulmonary pathophysiology. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Three hours lecture. Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313), Respiratory Care Practitioner III (RCT 2434), and Clinical Practice III (RCT 2536), or instructor's approval.

RCT 2434. RESPIRATORY CARE PRACTITIONER III (4 hours credit) A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life

support. Three hours lecture, two hours lab. Prerequisites: Clinical Practice II (RCT 1523); program progression.

RCT 2536. CLINICAL PRACTICE III (6 hours credit) Students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Six hours clinical, no lecture. Prerequisites: Clinical Practice I (RCT 1515) and Clinical Practice II (RCT 1523); program progression.

RCT 2546. CLINICAL PRACTICE IV (6 hours credit) Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Six hours clinical, no lecture. Prerequisites: Clinical Practice I (RCT 1515), Clinical Practice II (RCT 1523), Clinical Practice III (RCT 2536).

RCT 2613. NEONATAL/PEDIATRICS MANAGEMENT (3 hours credit) A study of fetal development and the transition to the extrauterine environment. Includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment. Three hours lecture. Prerequisite: Respiratory Care Practitioner II (RCT 1424) or instructor's approval.

RCT 2712. RESPIRATORY CARE SEMINAR (2 hours credit) Designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. One hour lecture, two hours lab. Prerequisite: Respiratory Care Practitioner III (RCT 2434) or instructor's approval.

Social Work (SWK)

SWK 1113. SOCIAL WORK: A HELPING PROFESSION (3 hours credit) The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry.

Sociology (SOC)

SOC 2113. INTRODUCTION TO SOCIOLOGY I (3 hours credit) This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined.

SOC 2123. INTRODUCTION TO SOCIOLOGY II (3 hours credit) This is a continuation of Sociology 2113.

SOC 2133. SOCIAL PROBLEMS (3 hours credit) This course is designed to be a study of the major problems confronting American society and the conditions which have produced these problems. Current and relevant problems are selected as areas of study.

SOC 2143. MARRIAGE AND FAMILY (3 hours credit) A study of the family as a cultural unit, the institution of marriage, and the problems of parenthood and of social-economic adjustments to society.

Speech and Theatre (SPT)

SPT 1113. PUBLIC SPEAKING I (3 hours credit) Study and practice in making informative and persuasive presentations in professional and personal settings. Major emphasis on research and organization of material, as well as practice in conversational speech delivery style before groups.

SPT 1153. VOICE, DICTION AND PHONETICS (3 hours credit) A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

SPT 1213. FUNDAMENTALS OF THEATRE PRODUCTION (3 hours credit) A basic course in the theatre arts. An introduction of the cultural, historical, and social aspects of drama; investigation of essential elements of play production. Three hours lecture.

SPT 1233. ACTING I (3 hours credit) An introduction to the training of the voice, body and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, mime, monologue, and scene work.

SPT 1241, 1251, 2241, 2251. DRAMA PRODUCTION I, II, III, IV (1 hour credit) Participation in college drama productions.

SPT 1273. THEATRICAL MAKEUP (3 hours credit) Techniques in the application of makeup for the stage.

SPT 2143. ORAL INTERPRETATION (3 hours credit) Training is given in the techniques of oral interpretative reading, its theories and practices. Emphasis is placed on studies of the backgrounds of the authors and selections and upon reading the printed page. Recitations and lectures three hours a week.

SPT 2223. STAGECRAFT (3 hours credit) Stagecraft, lighting, make-up, acting, and production techniques. Students are required to participate in assigned plays. Three lectures plus laboratory in actual play production.

SPT 2233. THEATRE APPRECIATION (Non-majors) (3 hours credit) Appreciation of the theatre as performance art; developing audience standards through demonstration of the unique characteristics of theatre. Three hours lecture.

SPT 2283. ADVANCED ACTING (3 hours credit) Continued training in the techniques of role preparation and character development through concentrated monologue and scene work.

Surgical Technology (SUT)

SUT 1113. FUNDAMENTALS OF SURGICAL TECHNOLOGY (3 hours credit) This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia.

SUT 1216. PRINCIPLES OF SURGICAL TECHNIQUE (6 hours credit) This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques.

SUT 1314. SURGICAL ANATOMY (4 hours credit) Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience.

SUT 1413. SURGICAL MICROBIOLOGY (3 hours credit) This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection.

SUT 1518. BASIC AND RELATED SURGICAL PROCEDURES (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Prerequisites: CPR-Health Care Provider and all first semester courses.

SUT 1528. SPECIALIZED SURGICAL PROCEDURES (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Prerequisites: CPR-Health Care Provider and all first semester courses.

SUT 1538. ADVANCED SURGICAL PROCEDURES (8 hours credit) This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination. Prerequisites: CPR-Health Care Provider and all second semester courses.

Technical Mathematics (TMA)

TMA 1833. TECHNICAL TRIGONOMETRY (3 hours credit) A study of the solutions of right and oblique triangle, identities, trigonometric equations, and polar and parametric equations. Three lectures per week.

TMA 2143. INTRODUCTION TO CALCULUS (3 hours credit) Broad coverage of the most widely accepted areas of college level calculus with special application for technicians. Topics covered are functions, analytic geometry, differential and integral calculus. Three lectures per week.

Tool and Die Technology (TDT)

TDT 1113. FUNDAMENTALS OF DIE FABRICATION (3 hours credit) Fundamentals of tool and die fabrication procedures including an orientation to metallurgy and instruction of die fabrication. One hour lecture, four hours lab.

TDT 1123. DIE REPAIR (3 hours credit) Repair and maintenance of industrial dies, including practice using industrial dies. One hour lecture, four hours lab.

TDT 1133. DIE DESIGN I (3 hours credit) Basic design of industrial dies which includes instruction and practice in calculations and process of die design. Two hours lecture, two hours lab.

TDT 1144. DIE FABRICATION I (4 hours credit) Die fabricating procedures which includes instruction and safe practice in fabrication, heat treatment, and finishing dies. One hour lecture, six hours lab.

TDT 2153. DIE DESIGN II (3 hours credit) Continuation of Die Design I which includes instruction and practice in designing different types of dies used in industry. One hour lecture, four hours lab.

TDT 2164. DIE FABRICATION II (4 hours credit) Continuation of Die Fabrication I with emphasis on safe fabrication of complex types of dies. One hour lecture, six hours lab.

TDT 2174. DIE FABRICATION III (4 hours credit) Specialized skills associated with the design and fabrication of work holding devices including jibs, fixtures and other tools. Two hours lecture, four hours lab.

TDT 2183. JIGS, FIXTURES, AND TOOLS (3 hours credit) Specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures and other tools. One hour lecture, four hours lab.

TDT 2233. COMPUTER NUMERICAL CONTROL OPERATIONS III (3 hours credit) Continuation of Computerized Numerical Operations II with special emphasis

on die fabrication. The course includes instruction and safe practices in the use of the wire electrical discharge machine (WEDM). One hour lecture, four hours lab.

TDT 291 (1-3). SPECIAL PROBLEM IN TOOL AND DIE TECHNOLOGY (1-3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Tool and Die Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two to six hours lab.

TDT 2923. SUPERVISED WORK EXPERIENCE IN TOOL AND DIE TECHNOLOGY (3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Tool and Die Technology courses. The instructor and student work closely together to select a topic and establish a project. Three-18 hour internship.

MST 1115. POWER MACHINERY I (5 hours credit) This course provides instruction of general shop safety as well as the operation of power machinery that includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture, six hours lab.

MST 1124. POWER MACHINERY II (4 hours credit) A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills and precision grinders. Two hours lecture, four hours lab.

MST 1413. BLUEPRINT READING (3 hours credit) Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. Two hours lecture, two hours lab.

MST 2714. COMPUTER NUMERICAL CONTROL OPERATIONS I (4 hours credit) An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines. Two hours lecture, four hours lab.

MST 2725. COMPUTER NUMERICAL CONTROL OPERATIONS II (5 hours credit) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture, six hours lab.

MST 2812. METALLURGY (2 hours credit) Concepts of metallurgy include instruction and practice in safety, metal identification, heat treatment, and hardness testing. One hour lecture, two hours lab.

Welding and Cutting (WLV)

WLV 1116. SHIELDED METAL ARC WELDING I (6 hours credit) This course is designed to teach students welding techniques using E-6010 electrodes. One hour lecture, 10 hours lab.

WLV 1124. GAS METAL ARC WELDING (GMAW) (4 hours credit) This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. One hour lecture, six hours lab.

WLV 1136. GAS TUNGSTEN ARC WELDING (GTAW) (6 hours credit) This course is designed to give the student experience in various welding applications with the GTAW welder. One hour lecture, 10 hours lab.

WLW 1143. FLUX CORED ARC WELDING (FCAW) (3 hours credit) This course is designed to give the student experience in FCAW. One hour lecture, four hours lab.

WLW 1155. PIPE WELDING (5 hours credit) This course is designed to give the student experience in pipe welding procedures. One hour lecture, eight hours lab.

WLW 1162. GAS METAL ARC ALUMINUM WELDING (2 hours credit) This course is designed to give the student experience in Gas Metal Aluminum Welding. One hour lecture, two hours lab.

WLW 1171. WELDING INSPECTION AND TESTING PRINCIPLES (1 hour credit) This course is designed to give the student experience in inspection and testing of welds. Two hours lab.

WLW 1226. SHIELDED METAL ARC WELDING II (6 hours credit) This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture, 10 hours lab.

WLW 1232. DRAWING AND WELDING SYMBOL INTERPRETATION (2 hours credit) This course is designed to give the student advanced experience in reading welding symbols. One hour lecture, two hours lab.

WLW 1252. ADVANCED PIPE WELDING (2 hours credit) This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. One hour lecture, two hours lab.

WLW 1314. CUTTING PROCESSES (4 hours credit) This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two hours lecture, four hours lab.

WLW 191 (1-3). SPECIAL PROBLEMS IN WELDING AND CUTTING (1-3 hours credit) A course designed to provide the student with practical application of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours lab.

WLW 292 (1-6). SUPERVISED WORK EXPERIENCE IN WELDING AND CUTTING (1-6 hours credit) This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 contact hours. Three to 18 hour externship.

Work-Based Learning (WBL)

WBL 1913. WORK-BASED LEARNING I (3 hours credit) This course consists of structured worksite learning that parallels the student's chosen major curriculum.

WBL 1923. WORK-BASED LEARNING II (3 hours credit) A continuation of WBL I.

WBL 1933. WORK-BASED LEARNING III (3 hours credit) A continuation of WBL II.

WBL 2913. WORK-BASED LEARNING IV (3 hours credit) A continuation of WBL III.

Note: The number of semester hours received is directly related to the number of hours the student works in the worksite.

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ELLIS BROWN	Construction Worker
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JERRY CATHEY	Groundswoker
LESTER CATHEY	Housekeeping
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JOHNNY CLEMONS	Housekeeping
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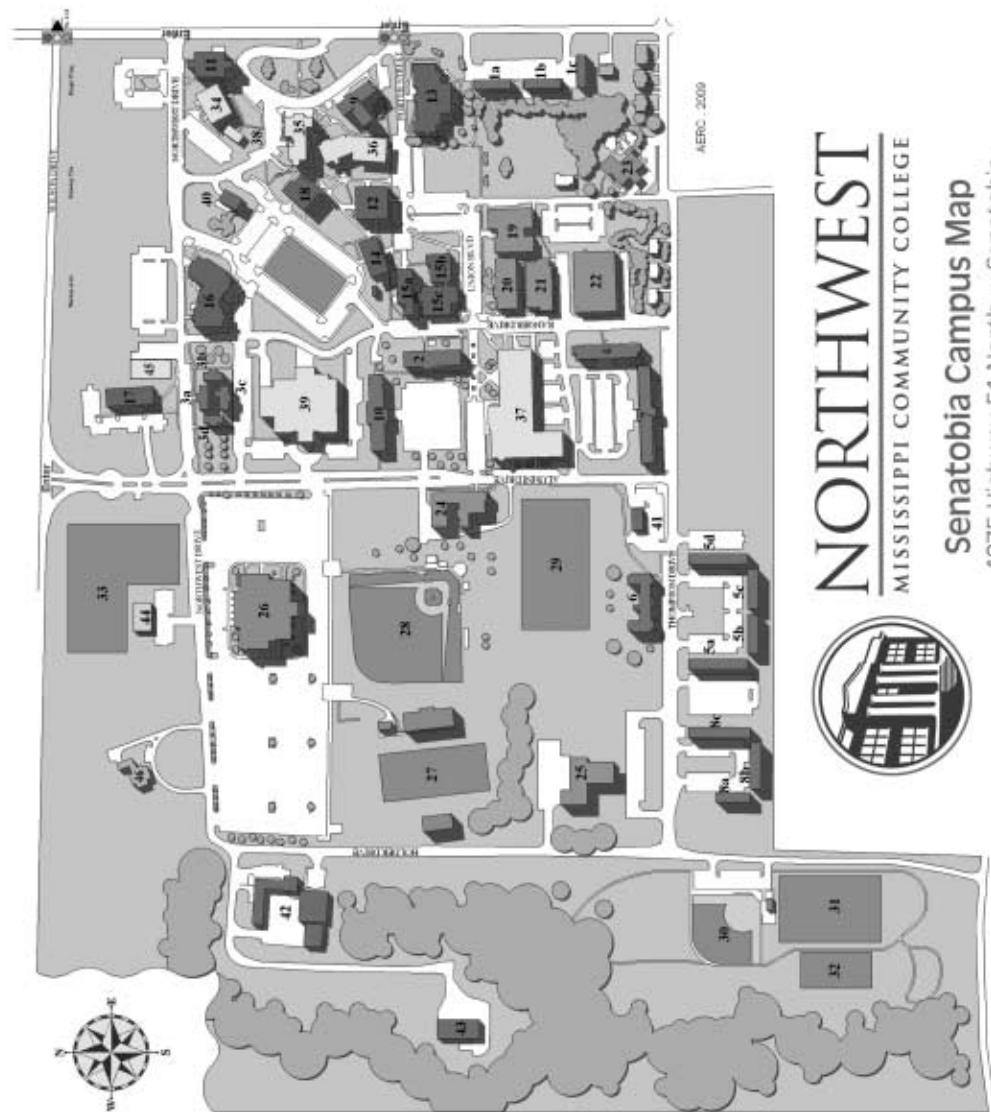
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Residence Halls

- 1. Benton Hall
- 2. Boone Hall
- 3. Bradley Hall
- 4. Brown Hall
- 5. Coker Hall
- 6. Dumas Hall
- 7. Evans Hall
- 8. Gentry Hall
- 9. Hamilton Hall
- 10. Jones Hall
- 11. Keith Hall
- 12. Lester Hall
- 13. Miller Hall
- 14. Nelson Hall
- 15. Owen Hall
- 16. Parker Hall
- 17. Roberts Hall
- 18. Taylor Hall
- 19. White Hall
- 20. Young Hall

Academic Buildings

- 1. Academic Building
- 2. Business Administration
- 3. Criminal Justice
- 4. Health Services
- 5. Information Systems
- 6. Law Enforcement
- 7. Physical Sciences
- 8. Public Administration
- 9. Social Sciences
- 10. Technical Education
- 11. Workforce Development

Career-Technical Buildings

- 1. Automotive
- 2. Culinary Arts
- 3. Cosmetology
- 4. Criminal Justice
- 5. Fire Service
- 6. Health Services
- 7. Information Systems
- 8. Law Enforcement
- 9. Public Administration
- 10. Social Sciences
- 11. Technical Education
- 12. Workforce Development

Athletic Facilities

- 1. Baseball
- 2. Basketball
- 3. Football
- 4. Golf
- 5. Soccer
- 6. Tennis
- 7. Track and Field
- 8. Volleyball
- 9. Wrestling

Support Facilities

- 1. Administration
- 2. Bookstore
- 3. Cafeteria
- 4. Computer Center
- 5. Counseling Center
- 6. Development Center
- 7. Financial Aid
- 8. Health Services
- 9. Information Systems
- 10. Library
- 11. Maintenance
- 12. Physical Plant
- 13. Transportation

Service Buildings

- 1. Bookstore
- 2. Cafeteria
- 3. Physical Plant
- 4. Transportation

Residences

- 1. President's Home

Other Facilities

- 1. Digital Student Union

NORTHWEST
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