

# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE



2016-17 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](http://www.northwestms.edu)**

**2016–2017 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](http://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. **The most current version of the *Bulletin* is available on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).**

In compliance with Title IV, of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Americans With Disabilities Act of 1990; Title II of the Age Discrimination Act 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. Further information is available on page 25 of this *Bulletin*.

### Safety Statement

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available in the college's *Student Guide* and upon request from the Campus Police Office (662-562-3314) in printed form and online at [www.northwestms.edu](http://www.northwestms.edu). The Annual Security Report is published in compliance with all applicable federal laws regarding campus safety and security.

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# FALL CALENDAR 2016

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<i>July 12-13, Tuesday-Wednesday</i> .....	Orientation/Registration for new students
<i>July 19-20, Tuesday-Wednesday</i> .....	Orientation/Registration for new students
<i>August 15, Monday</i> .....	Faculty Meeting Pre-registered students complete registration process online
<i>August 16, Tuesday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—evening classes/online classes: 4:30-7 p.m.
<i>August 17, Wednesday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Residence halls open for registered students
<i>August 18-19, Thursday-Friday</i> .....	Open Registration—traditional classes/mini-term classes: 8 a.m.-3:30 p.m.
<i>August 19, Friday</i> .....	Residence halls open for registered students
<i>August 22, Monday</i> .....	Day classes begin First session day mini-term classes begin
<i>August 26, Friday</i> .....	Evening classes begin Late registration begins
<i>September 5, Monday</i> .....	Last day to register
<i>September 16, Friday</i> .....	Last day to make schedule changes Labor Day Holiday
<i>September 30, Friday</i> .....	Last day to withdraw from a day mini-term course, if failing, and receive a “W” grade*
<i>October 6-7, Thursday-Friday</i> .....	Last day to withdraw from a day mini-term course passing and receive a “W” grade
<i>October 7, Friday</i> .....	First session day mini-term final exams Student Progress Reports due in Registrar’s Office by 3:30 p.m.
<i>October 10-11, Monday-Tuesday</i> .....	Fall Break
<i>October 12-14, Wednesday-Friday</i> .....	Open Registration—second session day mini-term classes
<i>October 17, Monday</i> .....	Second session day mini-term classes begin
<i>October 21, Friday</i> .....	Last day to withdraw from a course, if failing, and receive a “W” grade*
<i>October 28, Friday</i> .....	Last day to make application for Fall Graduation
<i>Oct. 31-Nov. 3, Monday-Thursday</i> .....	Pre-registration for Spring 2017 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.

November 4, Friday.....	Pre-registration for Spring 2017 semester—8:30 a.m.-3:30 p.m.
November 7-18, 28-30.....	Pre-registration by appointment
November 18, Friday.....	Residence halls close for Thanksgiving Holidays at 4 p.m.
	Last day to withdraw from a day mini-term course, if failing, and receive a “W” grade*
November 21-25, Monday-Friday .....	Thanksgiving Holidays
November 27, Sunday .....	Residence halls reopen at 2 p.m.
November 28, Monday.....	Classes resume
Nov. 30-Dec. 2, Wednesday-Friday .....	Clearance
December 2, Friday .....	Last day to withdraw from a traditional or mini-term course passing and receive a “W” grade
December 5-12, Monday-Monday .....	Final Examinations (traditional day/evening and mini-term classes)
December 9, Friday .....	Residence halls close at 4 p.m.
December 13, Tuesday.....	Semester grades due in Registrar’s Office by 10 a.m.
December 14, Wednesday.....	All offices close at noon

\*Does not apply to courses with “F” based on attendance policy.

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## SPRING CALENDAR 2017

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January 5, Thursday.....	Staff and Administration Offices open Pre-registered students complete registration process online Financial Aid and Registrar appeals
January 6, Friday .....	Pre-registered students complete registration process online Financial Aid, Registrar and Housing appeals
January 9, Monday.....	Faculty return Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—Evening Classes/ Online Classes: 4:30-7 p.m.
January 10, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Residence halls open for registered students
January 11-12, Wednesday-Thursday.....	Open Registration—traditional classes/mini-term classes: 8 a.m.-3:30 p.m. Residence halls open for registered students

<i>January 13, Friday .....</i>	Day classes begin
<i>January 16, Monday.....</i>	Late registration begins Martin Luther King Jr./Robert E. Lee Holiday
<i>January 17, Tuesday.....</i>	Evening classes begin First session day mini-term classes begin
<i>January 20, Friday .....</i>	Last day to register Last day to make schedule changes
<i>February 17, Friday.....</i>	Last day to withdraw from a day mini- term course, if failing, and receive a “W” grade*
<i>February 20, Monday.....</i>	President’s Day Holiday
<i>February 27, Monday.....</i>	Last day to withdraw from a day mini- term course passing and receive a “W” grade
<i>February 28, Tuesday.....</i>	Last day to make application for Spring Graduation
<i>March 1-2, Wednesday-Thursday .....</i>	First session day mini-term final exams
<i>March 8-10, Wednesday-Friday.....</i>	Open Registration—second session day mini-term classes
<i>March 10, Friday .....</i>	Student Progress Reports due in Registrar’s Office by 3:30 p.m. Residence halls close for Spring Break at 4 p.m.
<i>March 13-17, Monday-Friday .....</i>	Spring Break
<i>March 19, Sunday.....</i>	Residence halls reopen at 2 p.m.
<i>March 20, Monday.....</i>	Classes resume Second session day mini-term classes begin
<i>March 24, Friday .....</i>	Last day to withdraw from a course, if failing, and receive a “W” grade*
<i>April 3-6, Monday-Thursday.....</i>	Pre-registration for Summer 2017 and Fall 2017 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
<i>April 7, Friday.....</i>	Pre-registration for Summer 2017 and Fall 2017 semester—8:30 a.m.-3:30 p.m.
<i>April 10-28 .....</i>	Pre-registration by appointment
<i>April 13-14, Thursday-Friday .....</i>	Easter Holiday
<i>April 21, Friday.....</i>	Last day to withdraw from a day mini- term course, if failing, and receive a “W” grade*
<i>April 28, Friday.....</i>	Last day to withdraw from a traditional or mini-term course passing and receive a “W” grade
<i>May 2-4, Tuesday-Thursday.....</i>	Clearance
<i>May 3-5, Wednesday-Friday.....</i>	Second session day mini-term final exams
<i>May 5-11, Friday-Thursday .....</i>	Final Examinations
<i>May 11, Thursday.....</i>	Residence halls close at 4 p.m. (except for students participating in Graduation)



May 12, Friday .....	Semester grades due in Registrar's Office by 10 a.m. Graduation Exercises Residence halls close at 4 p.m. for students participating in Graduation
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\*Does not apply to courses with "F" based on attendance policy.

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# SUMMER CALENDAR 2017

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## Day Classes, First Term

May 22-26, Monday-Friday .....	Pre-registered students complete registration process online
May 30, Tuesday.....	Pre-registered students complete registration process on campus (8 a.m.-3:30 p.m.) Residence halls open for registered students
May 31, Wednesday .....	Open Registration: 8 a.m.-3:30 p.m.
June 1, Thursday.....	Classes begin Late registration begins
June 2, Friday.....	Last day to register or make schedule changes
June 16, Friday.....	Last day to withdraw from a course and receive a "W" grade
June 26, Monday.....	Final Examinations Semester grades due in Registrar's Office by 3:30 p.m. Summer residence halls close at 4 p.m.

## Day Classes, Second Term

June 30, Friday.....	Pre-registered students complete registration process online
July 3, Monday.....	Pre-registered students complete registration process online and on campus (8 a.m.-12 p.m.) Open Registration: 1-4 p.m. Residence halls open for registered students
July 4, Tuesday.....	Independence Day Holiday
July 5, Wednesday.....	Classes begin Late registration begins
July 6, Thursday.....	Last day to register or make schedule changes
July 14, Friday .....	Last day to withdraw from a course and receive a "W" grade
July 28, Friday .....	Final Examinations Semester grades due in Registrar's Office by 3:30 p.m. Summer residence halls close at 4 p.m.

### Evening School Classes

May 30, Tuesday.....	Pre-registered students complete registration process on campus (8 a.m.-3:30 p.m.)
May 31, Wednesday.....	Open Registration: 4:30-7 p.m.
June 1, Thursday.....	Open Registration: 8 a.m.-3:30 p.m.
June 2, Friday.....	Classes begin
June 23, Friday.....	Late registration begins
June 24, Saturday.....	Last day to register or make schedule changes
June 25, Sunday.....	Last day to withdraw from a course and receive a “W” grade
July 4, Tuesday.....	Independence Day Holiday
July 24, Monday.....	Final Examinations (MW lectures)
July 25, Tuesday.....	Final Examinations (TTH lectures)
July 24-27, Monday-Thursday.....	Final Examinations (all labs)
July 28, Friday.....	Semester grades due in Registrar’s Office by 3:30 p.m.

\*Does not apply to courses with “F” based on attendance policy.

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## ONLINE CALENDAR 2016-17

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### FALL 2016 REGULAR SESSION

August 16, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
August 17, Wednesday.....	Open Registration—eLearning classes: 4:30-7 p.m.
August 18-19, Thursday-Friday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
August 22, Monday.....	Open registration—eLearning classes: 8 a.m.-3:30 p.m.
August 22-23, Monday-Tuesday.....	Classes begin (course sites open)
August 22-26, Monday-Friday.....	Drop/Add for MSVCC classes
August 26, Friday.....	Late registration
October 21, Friday.....	Last day to register
November 4, Friday.....	Last day to withdraw from a course, if failing, and receive a “W” grade*
Nov. 16-18, Nov. 28-Dec. 2.....	Last day to withdraw from MSVCC online classes passing and receive a “W” grade
December 2, Friday.....	Final Exams
	Last day of classes

## FALL 2016 FIRST MINI-TERM

<i>August 16, Tuesday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning classes: 4:30-7 p.m.
<i>August 17, Wednesday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open registration
<i>August 18-19, Thursday-Friday</i> .....	Classes begin (course sites open)
<i>August 22, Monday</i> .....	Drop/Add for MSVCC classes
<i>August 22-23, Monday-Tuesday</i> .....	Late registration
<i>August 22-26, Monday-Friday</i> .....	Last day to register
<i>August 26, Friday</i> .....	Last day to withdraw from a mini-term course
<i>September 30, Friday</i> .....	Fall First Mini-Term Final Exams
<i>October 6-7, October 12-14</i> .....	Last day of Fall First Mini-Term classes

## FALL 2016 SECOND MINI-TERM

<i>October 12-14, Wednesday-Friday</i> .....	Open registration
<i>October 17, Monday</i> .....	Classes begin (course sites open)
<i>October 17-18, Monday-Tuesday</i> .....	Drop/Add for MSVCC classes
<i>November 18, Friday</i> .....	Last day to withdraw from a mini-term course
<i>December 5-9, Monday-Friday</i> .....	Fall Second Mini-Term Final Exams
<i>December 9, Friday</i> .....	Last day of Fall Second Mini-Term classes

## SPRING 2017 REGULAR SESSION

<i>January 5, Thursday</i> .....	Pre-registered students complete registration process online
<i>January 6, Friday</i> .....	Pre-registered students complete registration process online
<i>January 9, Monday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning Classes: 4:30-7 p.m.
<i>January 10, Tuesday</i> .....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning classes: 8 a.m.-3:30 p.m.
<i>January 11-12, Wednesday-Thursday</i> .....	Late registration begins
<i>January 13, Friday</i> .....	Classes begin (course sites open)
<i>January 17, Tuesday</i> .....	Drop/Add for MSVCC classes
<i>January 17-18, Tuesday-Wednesday</i> .....	Last day to register
<i>January 20, Friday</i> .....	Last day to withdraw from a course, if failing, and receive a “W” grade*
<i>March 24, Friday</i> .....	

April 3, Monday.....	Last day to withdraw from MSVCC online classes passing and receive a “W” grade
April 18-28 .....	Final Exams
April 28, Friday.....	Last day of classes

### SPRING 2017 FIRST MINI-TERM

January 5, Thursday.....	Pre-registered students complete registration process online
January 6, Friday .....	Pre-registered students complete registration process online
January 9, Monday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning Classes: 4:30-7 p.m.
January 10, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
January 11-12, Wednesday-Thursday .....	Open Registration—eLearning classes: 8 a.m.-3:30 p.m.
January 13, Friday .....	Late registration begins
January 17, Tuesday.....	Classes begin (course sites open)
January 17-18, Tuesday-Wednesday .....	Drop/Add for MSVCC classes
January 20, Friday .....	Last day to register
February 24, Friday.....	Last day to withdraw from a mini-term course
March 6-10, Monday-Friday .....	Spring First Mini-Term Final Exams
March 10, Friday .....	Last day of Spring First Mini-Term classes

### SPRING 2017 SECOND MINI-TERM

March 6-10, Monday-Friday .....	Open registration
March 13, Monday.....	Classes begin (course sites open)
March 13-14, Monday-Tuesday .....	Drop/Add for MSVCC classes
April 21, Friday.....	Last day to withdraw from a mini-term course
May 1-5, Monday-Friday .....	Spring Second Mini-Term Final Exams
May 5, Friday .....	Last day of Spring Second Mini-Term classes

### SUMMER 2017 REGULAR SESSION

May 22-26, Monday-Friday .....	Pre-registered students complete registration process online
May 30-31, Tuesday-Wednesday .....	Open registration
May 30, Tuesday.....	Classes begin (course sites open)
July 7, Friday .....	Last day to withdraw from MSVCC classes
July 17-21, Monday-Friday .....	Final Exams
July 21, Friday .....	Last day of classes

\*Does not apply to courses with “F” based on attendance policy.

# Chief Executives of Northwest Mississippi Community College 1927–present

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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

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## Northwest President

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### *Dr. Gary Lee Spears*

Dr. Gary Lee Spears is serving as the college's eighth president. Under his leadership, the main campus has seen a transformation with the construction of new academic and career-technical buildings and beautification of green and common areas. The next phase of construction includes an allied health building and football field house. New academic pathways and career-tech programs have also been introduced at all campuses.





# GENERAL INFORMATION

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# GENERAL INFORMATION

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## 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 Southern Association of Colleges and Schools Commission on Colleges 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 SACSCOC accreditation was in 2007. The college is also a member of the American Association of Community 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 Accreditation Commission for Education in Nursing (ACEN) 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 Associate of Applied Science degree in Funeral Service Technology at Northwest Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097: phone (816) 233-3747; fax (856) 579-7354; website [www.abfse.org](http://www.abfse.org).

The Automotive Technology program and the Chrysler Mopar CAP program are each MASTER accredited by NATEF, the National Automotive Technicians Education Foundation.

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](http://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

In keeping with the National Educators Association's recommendations for the skills needed for the 21st century, the College's general education curriculum focuses on the "Four C's": critical thinking, communication, collaboration, and creativity. Northwest believes these skills are necessary for a successful transition from high school to a four-year university, as well as success in the work place.

- **Critical Thinking:** Students will use critical thinking to analyze evidence and solve problems.

Learning Outcomes:

- Students will demonstrate an understanding of the basic principles, concepts, discovery process, power, and limitations of the life and/or physical sciences. **(Natural Science)**
- Students will apply arithmetical, algebraic, and/or statistical methods to solve problems. **(Math)**
- **Communication:** Students will articulate thoughts and ideas effectively in written and oral form, in a variety of contexts.

Learning Outcomes:

- Students will deliver an oral presentation that uses appropriate research, as well as credible and appropriate supporting evidence. **(Public Speaking)**
- Students will write compositions containing a focused thesis supported by a logical sequence of well-developed paragraphs. **(English Composition)**

- Students will organize, manage, query and present information, using contemporary software applications such as spreadsheets, word processing, and electronic presentation software. (**Computer Skills**)
- **Collaboration:** 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.  
Learning Outcome:
  - Students in history classes will describe major ideas, forces, events, and people that have shaped American history in the context of time, space, and culture. (**Social Science**)
- **Creativity:** Students will understand and appropriately apply modes of expression—descriptive, expositive, narrative, and self-expression—in written, visual, and/or oral communication, and respond critically to such works.  
Learning Outcome:
  - Students will describe the formal elements of the fine art(s), and develop an awareness of both the values and functions of works within their historical and/or social contexts. (**Fine Arts**)

## 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 154,885 square feet.

### College Parallel Programs

Students at DeSoto Center can take the courses needed for the majority of the pathways for academic transfer offered by the College. All of the courses required in the core curriculum are offered at the Center. In addition, courses for the first two years of the four-year degree offered through the 2+2 Program with the University of Mississippi-DeSoto are available in the following areas: Accountancy, Business Administration, Education, Criminal Justice and General Studies.

## **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 (Management: HR, Marketing, Managerial Finance, & MIS), Liberal Studies, Education (Elementary Education), Accountancy, General Studies, Journalism (Integrated Marketing Communications), Social Work, Paralegal Studies and Criminal Justice (Law Enforcement, Corrections, & Homeland Security). Master's degrees are offered in Education (Curriculum & Instruction-Elementary and K-12 Administration), Accountancy, Criminal Justice, and Journalism (Integrated Marketing Communications).

## **Technical Programs**

DeSoto Center/Southaven offers the following technical programs: Accounting Technology, Business Management Technology, Cardiovascular Technology, Funeral Service Technology, Hotel and Restaurant Management Technology, Business and Marketing Management Technology, Medical Office Technology, Computer Technology, Administrative Office Technology, Respiratory Therapy, and two career programs, Practical Nursing and EMT-Basic.

## **DeSoto Center-Olive Branch**

In an effort to meet the training needs of the citizens of DeSoto County and surrounding areas, a vocational-technical off-campus site was established in the Olive Branch Metro Industrial Park. The site 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 opened in the fall of 1983. The original 25,000-square-foot building was located on seven acres in the city of Oxford. An additional 11 acres of land was purchased for a 31,000-square-foot expansion completed in the fall of 2002. A complete renovation of the original building was completed in 2005 and included an addition for Physical Plant operations and incorporated a truck dock. The third addition to the complex, completed in 2009 adds 11,000 square feet for expansion and relocation of the Cosmetology program, additional classrooms, computer lab and faculty offices. The current facility has wireless capabilities throughout, sits on 17.6 acres and totals 69,000 square feet.

## **College Parallel Programs**

Students at Lafayette-Yalobusha Technical Center can take the courses needed for the majority of the pathways for academic transfer offered by the College. All of the courses required in the core curriculum are offered at the Center.

## **Technical Programs**

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

## The Main Campus

Fifty-six buildings totaling 1,013,000 square feet are scattered over 190 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, Vice President of Education, Dean of Career, Technical and Workforce Education, the Business Office, Personnel Office, Office of Institutional Research and Effectiveness, Computer Center, and the Foundation & Alumni Office. 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, an open student computer lab, and small group study rooms. Offices for Campus Police, SSS TRIO Academic Program-TAP, Help Desk, Math Lab, Intramurals, Telecommunications and Network Support are located in the Union. The Commons, completed in 1988, houses the campus Post Office and Ranger Bookstore. McLendon Center was extensively renovated in 2012, including the addition of a second gymnasium and athletic 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 that serves resident and commuter students. 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 expositions, 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 residence building (c. 1915) was demolished to allow for a new multiservice facility. Reconstruction of this building on its original site was completed in 2013. This facility houses the Student Development Center and Counseling Services, the offices of the Vice President for Student Services, Campus Life and Housing, and the Division of eLearning. Computer labs for the Learning Resource Center are located on the first floor adjoining the library at the south entrance.

**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 WIOA 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 offices of the Director of ABE and GED and GED Testing Center.

**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 Education 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 connections and wireless Internet are provided as well. Laundry facilities are located on site in a separate building.

**Bobo Hall**, built in 1965 was named for Estelle H. Bobo, who served the college from 1937 to 1965 in many capacities, including dean of Women and supervisor of Housekeeping. The two story women's residence has a capacity for 68 students, featuring two bedroom suites with spacious bathroom accommodations between rooms. Each student has a study desk, built in bed, and closet with drawers and storage. Each room is equipped with climate controlled thermostats, cable TV con-

nections and wireless Internet. Laundry and snack vending is located on the first floor and a student lounge on the second floor. The building was completely renovated in 1996 and recently upgraded for energy efficiency in the spring of 2014. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/ monitored access and video surveillance for enhanced security.

**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. Cable TV connections and wireless Internet are provided as well. Deluxe apartments are similarly equipped with the addition of a study lounge and an additional half bath. The complex features an enclosed courtyard and is monitored by video surveillance.

**Gainey Hall** was built in 1966. Named for Andrew G. Gainey, first president of Tate County Agricultural High School, the two story men's residence is home for 90 students. The facility features two bedroom suites with bathroom accommodations between rooms. Each student has a study desk, built in bed, and closet with drawers and storage. Each room is equipped with climate controlled thermostats, cable TV connections and wireless Internet. Laundry and snack vending is located on the first floor and a quiet study lounge on the second floor. The building was completely renovated in 1995 and recently upgraded for energy efficiency in the spring of 2014. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhanced security.

**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, and a washer/dryer. Cable TV connections and wireless Internet are provided as well. This complex features a central office/lounge area, ample parking, and is monitored by video surveillance and smoke detection.

**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. Climate controlled thermostats, cable TV connections and wireless Internet are provided in each bedroom. A lounge, vending area with microwave, and laundry facilities are 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 260 men, was built in 1968 and completely renovated in 1991. Bedrooms have built-in beds, chests, study desks and closets. Each room is equipped with climate controlled thermostats, cable TV connections and wireless internet. Laundry and snack vending is located on the first floor with additional laundry facilities on the third floor. The building was upgraded for energy efficiency in the spring of 2015. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhance security.

**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 connections and wireless Internet 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 174 women built in 1968 and completely renovated in 1994. Bedrooms have built-in beds, chests, study desks, and closets. Each room is equipped with climate controlled thermostats, cable TV connections, and wireless internet. The building was upgraded for energy efficiency in the spring of 2016. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access and video surveillance for enhanced security. Laundry facilities and resident lounges are available on the first and second floors.

**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.

**Mechanical Technology Building** was completed in 2015. The 33,300 square-foot building was designed for the departments of Precision Manufacturing and Machining Technology, Heating, Air Conditioning, and Refrigeration Technology and Welding and Cutting. It contains faculty offices, classrooms, computer labs and state of the art training labs for each program.

**R.C. Pugh Library/Learning Resource Center**, built in 1953 and renovated in 1989, is named for the late President (1936-1953) in recognition of his service to the college. The structure features large reading rooms, viewing room, three staffed computer labs with classroom capabilities, quiet study room, nursing study room, separate music and law library, and open stacks.

**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 and partially renovated in 2014, houses Civil Engineering Technology, Practical Nursing, Career Center, Related Studies Lab, administrative office for Workforce Development, Continuing Education, and the Assistant Dean of Career, Technical and Workforce Education.

Technical Education Building No. Two, built in 1963 and completely renovated in 2015, houses the departments of Collision Repair Technology, Automotive Technology and an enlarged and enhanced center for Cosmetology.

Technical Education Building No. Three, built in 1966 and renovated in 1996, houses laboratories and classrooms for the departments of 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 home of Adult Basic Education, Tate County Literacy Council, and offices of the MI-Best Grant Coordinator and Student Navigator on the second floor.

**The Physical Science Complex** is a multi-story, two building facility. The *Physical Science Building*, built in 1984, houses classrooms and laboratories for chemistry and physics, as well as private faculty offices for those departments. The *Mathematics and Biological Science Building*, completed in 2009, adjoins the original Physical Science Building through a common lobby and 150 seat raised-floor lecture hall. The new structure includes six state-of-the-art biology laboratories, nine multimedia-ready classrooms, and three computer labs, as well as private offices for the mathematics and biology faculty. As part of the 2009 addition, a detached greenhouse was added to provide a location for a variety of local and exotic plants to be grown throughout the year.

## 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.

## eLearning

Northwest offers students the option of taking many college courses online. Students can choose to complete select programs totally 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. All pathways and programs that can be attained fully online are listed below. 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. The eLearning office is located on the second floor in Tate Hall.

Transfer pathways leading to an Associate of Arts degree that can be earned fully online are:

- \* Accountancy—see page 95
- \* Business Administration—see page 95
- \* Business and Computer Teacher Education—see page 95
- \* Marketing Communications/Public Relations Management—see page 95
- \* Office Administration—see page 95
- \* Elementary Education—see page 99
- \* Secondary Education—see pages 99-100
- \* Criminal Justice—see page 111
- \* General College—see page 111
- \* Psychology—see page 111
- \* Social Work—see page 111

Programs leading to an Associate of Applied Science degree that can be earned fully online are:

- \* Administrative Office Technology—see page 144

- \* Business Management Technology—see page 145
- \* Computer Technology—see pages 145-146
- \* Medical Office Technology—see pages 146-147
- \* Paralegal Technology—see pages 161-162

## Notice of Non-Discrimination, Equal Opportunity & Title IX Compliance

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address [gbeard@northwestms.edu](mailto:gbeard@northwestms.edu).

Compliance with Title II of the Age Discrimination Act as well as non-discrimination and affirmative action matters are coordinated by Mr. Gary Mosley, Vice President for Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address [gmosley@northwestms.edu](mailto:gmosley@northwestms.edu).

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997 and e-mail address [dsmith@northwestms.edu](mailto:dsmith@northwestms.edu). The following individuals have been designated as deputy Title IX coordinators: for Housing, Ms. Aime Anderson, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address [aanderson@northwestms.edu](mailto:aanderson@northwestms.edu); for DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address [pgardner@northwestms.edu](mailto:pgardner@northwestms.edu); for Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Counselor, 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address [dgreenlee@northwestms.edu](mailto:dgreenlee@northwestms.edu). Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/>

OCR/contactus.cfm for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

## 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 admis-

sions, financial assistance, employment, residence hall 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 Services 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 Services.

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.

Students and members of the public wishing to file a written complaint, as opposed to a formal grievance, 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. 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 laws will be maintained in several offices on the Senatobia campus: the Vice President for Student Services, Campus Police, and Meg Ross, Drug Prevention Coordinator, Student Development Center. 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 *Student Guide*.

# STUDENT ACTIVITIES & SERVICES

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# STUDENT ACTIVITIES AND SERVICES

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## 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), women's softball and tennis. 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, table tennis, billiards, card games, kickball, dodge ball, pickle ball, badminton, horseshoes, ultimate frisbee and others.

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 and at [www.issuu.com](http://www.issuu.com).

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 borrowing privileges to students, instructors and the community.



# 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 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 on the first floor in Tate Hall. The Beverly Brewer Stark Career Center is located in Technical Education Building I. Counseling services are also available at the Northwest campuses in Oxford and Southaven and at the Ashland off-campus site.

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 the Career Center provides information for the graduating student as well as the student without a career plan. The Center is staffed with a professional career counselor 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, mock interviewing and assistance with resumes, as well as college transfer information and workshops.

## **SSS TRIO Academic Program-TAP**

SSS TRIO Academic Program-TAP, located on the second floor of the McLendon Center, is federally funded by the U.S. Department of Education and works with students who meet at least one of the following criteria: first-generation college student (neither parent/guardian has a bachelor's degree), and/or a Pell Grant recipient, and/or a disabled student with documentation. Students must be full-time and seeking to obtain a bachelor's degree after Northwest. For students who qualify, the following free services are available: transfer assistance, including visits to four-year universities; tutoring; information on financial aid; FAFSA completion assistance; personal, career, and academic counseling; peer mentoring; workshops on college-related topics; and scholarships. Participation is limited to 160 students. Students should visit the SSS-TAP office for an initial interview.

## **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 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.

## Technology Resources

Computing facilities are provided to students, faculty and staff for educational and administrative activities. These facilities provide computing resources and Internet accessibility for outside assignments given in the classroom. Wireless Internet access is provided in the residence halls on the Senatobia campus and is available on all campuses. Students are assigned a Northwest network login and email account upon completing their registration. Students may also access personal information from the time their admissions application is received such as required documents for admission acceptance, financial aid documents required, financial aid awards, degree plans, course schedules and fee information through myNWCC on the Northwest Web site. All students, faculty and staff must utilize these systems in an efficient and legal manner. Use of these facilities and resources must be consistent with Northwest's Acceptable Use Policy for Computing as described in the Northwest *Student Guide*.

The computing facilities provided are located in the Libraries/Learning Resource Centers on each campus. There are also facilities on the second floor of the McLendon Center on the Senatobia campus. A Help Desk is located in the McLendon Center lab for students using the facilities as well as to assist faculty and staff.

## 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, special programs, and during the spring semester if there is available space after all in-state students are housed).

Northwest operates nine residence halls housing approximately 1,069 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 or via the Housing page of the Northwest web-site. Completed housing applications should be submitted to the Housing Office, located on the first floor in Tate Hall, 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 Dean of Students on the Senatobia campus or the Dean at the other campuses for assistance.

Students who need professional care or treatment are referred to local physicians or to the local hospital. In emergency situations, the college will obtain the services of Emergency Medical Services and then contact parents or nearest relatives. Expenses for 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 cafeteria that operates on a modified la carte basis, as well as a catering service.

All students living in the residence halls are required to purchase at minimum, Meal Plan B. Meal plans are also available for commuting students and faculty/staff. (See page 49 for more information.)

The cafeteria opens with the dinner meal on the evening before the first day of classes and closes with the lunch meal on the last day of final exams each semester.

Cafeteria hours are as follows for the fall and spring semesters:

Breakfast: Monday through Friday, 7-9 a.m.

Lunch: Monday through Thursday, 11 a.m.-1:30 p.m.; Friday, 11 a.m.-1 p.m.

Dinner: Sunday, 5-7 p.m.; Monday through Thursday, 4:30 -7:00 p.m.

For those students who purchase Meal Plan A, the cafeteria is open during the following weekend hours:

Dinner: Friday and Saturday, 5-5:30 p.m.

Brunch: Saturday and Sunday, 11:30 a.m.-noon

Cafeteria hours are as follows for the summer semester terms:

Breakfast: Monday through Friday, 7:30-8:30 a.m.

Lunch: Monday through Friday, Noon-1 p.m.

Dinner: Monday through Thursday, 5-6 p.m.

*Hours are subject to change with notice.*

The cafeteria is closed for the following holidays: Labor Day (to include the weekend prior), Fall Break (to include the weekend prior), Thanksgiving (to include the weekend prior, the week of, and the weekend after), Martin Luther King Jr. Holiday (to include the weekend prior), Spring Break (to include the weekend prior, the week of, and the weekend after), Easter (to include the weekend after), and Independence Day. Specific closing dates are posted in the cafeteria and residence halls at least one week in advance of closing.

# ADMISSIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# ADMISSIONS

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## 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 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 letter of acceptance.

**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 college admissions procedures are followed and 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).

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

## 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**

Students who are 21 years of age or older at time of registration are not required to submit ACT or SAT scores unless their program of study requires a certain score on the ACT or SAT for admittance. However, students without ACT or SAT scores will be required to take the Northwest placement tests in English, Math, and Reading before being allowed to register for classes (unless they are registering for a program that requires no academic classes at all).

## **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. 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. 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 ac-



ceptable essay on a test administered and graded by the Division of Languages and Communications at Northwest.

6. Use of CLEP credit in a Northwest degree program is subject to the approval of the Vice President for Education 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 program of study. 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.

### **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 23 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, surgical technology and paramedic programs.

### (1) Admission to the **Associate Degree Nursing Program**

See page 116 for special admissions requirements

### (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.

**AGRICULTURAL TECHNOLOGY/JOHN DEERE TECH** – see page 139

**AUTOMOTIVE TECHNOLOGY/MOPAR COLLEGE AUTOMOTIVE PROGRAM (CAP)** – see page 140

**AVIATION MAINTENANCE TECHNOLOGY** – see page 141

**CARDIOVASCULAR TECHNOLOGY** – see page 147

**EMT-PARAMEDIC** – see page 151

**FUNERAL SERVICE TECHNOLOGY** – see page 153

**GRAPHIC DESIGN TECHNOLOGY** – see page 155

**HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY** – see page 156

**INDUSTRIAL ELECTRONICS ENGINEERING TECHNOLOGY** – see page 158

**MANUFACTURING TECHNOLOGY** – see page 160

**PRECISION MANUFACTURING AND MACHINING TECHNOLOGY** – see page 162

**RESPIRATORY THERAPY** – see page 163

**SURGICAL TECHNOLOGY** – see page 165

- (3) **Career Programs** with admission requirements that vary from the normal procedure are as follows:
- COLLISION REPAIR TECHNOLOGY** – see page 167
  - COMMERCIAL TRUCK DRIVING** – see page 168
  - COSMETOLOGY** – see page 169
  - COSMETOLOGY INSTRUCTOR TRAINEE PROGRAM** – see page 170
  - EMERGENCY MEDICAL TECHNOLOGY-BASIC** – see page 152
  - HEALTH CARE ASSISTANT** – see page 170
  - PRACTICAL NURSING** – see page 171
  - WELDING AND CUTTING** – see page 174

## 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 allowed 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. NOTE: Academic Restart does not reset a student's GPA or completion rate under Satisfactory Academic Progress (SAP) for financial aid purposes. All prior classes and previous GPA must still be considered when awarding financial aid per federal guidelines prohibiting "amnesty".

# 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:

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

Please refer to [www.northwestms.edu](http://www.northwestms.edu), Financial Aid, Veterans Affairs for instructions on using your VA Education Benefits at Northwest.

## 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.<sup>1</sup> 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 Finance 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 School Certifying Official.

### 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,<sup>2</sup>
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 received 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 School Certifying Official. 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 School Certifying Official 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.<sup>3</sup>

#### 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 School Certifying Official 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 School Certifying Official is informed. The Registrar's Office will assist the School Certifying Official 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	Jennifer Luna	VA School Certifying Official
Admission and Grades	Larry Simpson	Vice President/Registrar
Fiscal Related	Gary Mosley	Vice President for Finance
Disciplinary Records	Dan Smith	Vice President for Student Services

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<sup>1</sup> 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.

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<sup>2</sup> 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.

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<sup>3</sup> 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

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# FINANCIAL INFORMATION

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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

Tuition (Full-Time per semester) .....	1,400.00
Out-of-State Fee (Full-Time per semester) .....	1,200.00
Part-Time	
In-State - per semester hour .....	120.00
Out-of-State - per semester hour .....	220.00

## SPECIAL FEES

Deferred Payment Fee .....	25.00
Nursing Program Fee (per semester) .....	200.00
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. Some courses may require a mandatory eBook fee payable at the time of registration. Fee amounts will vary depending on the cost of each book.

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) .....	600.00
DeSoto Hall (Men or Women) Standard .....	775.00
Deluxe.....	825.00
Gainey Hall (Men) .....	600.00
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 cafeteria 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. There are no roll over credits.

<b>PLAN A</b> .....	1,000.00
19 meals per week: PLAN B plus 4 weekend meals (Friday and Saturday dinner, Saturday and Sunday brunch)	
<b>PLAN B (required of all resident students)</b> .....	875.00
15 meals per week: beginning with dinner on Sunday and ending with lunch on Friday	
<b>PLAN C</b> .....	350.00
5 lunch meals per week	
<b>PLAN D</b> .....	250.00
3 lunch meals per week	
<b>PLAN E (Summer Term—Per Session)</b> .....	275.00
14 meals per week: beginning with breakfast on Monday and ending with lunch on Friday	

## TOTAL CHARGES COMBINED

	Commuting Students In-State	Commuting Students Out-of-State	Resident Students In-State	Resident Students Out-of-State
<b>FEES</b>				
Tuition	1,400.00	1,400.00	1,400.00	1,400.00
Out-of-State		1,200.00		1,200.00
Base Room Rent*			525.00	525.00
Board			875.00	1,000.00
Semester Total	\$1,400.00	\$2,600.00	\$2,800.00	\$4,125.00

\*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 \$110 per semester hour in-state and \$210 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 Evening) – General Fees and Room Rent

The refund policy on these items is as follows:

- a. 100% refund if official withdrawal is made during regular registration (prior to 3 p.m. on Friday, Aug. 19, 2016 for Fall and prior to 3 p.m. on Thursday, Jan. 12, 2017 for Spring).
- b. 75% refund if official withdrawal is made during the first week after regular registration (prior to 3 p.m. on Friday, Aug. 26, 2016 for Fall and prior to 3 p.m. on Friday, Jan. 20, 2017 for Spring).
- c. 50% refund if official withdrawal is made during the second week after regular registration (prior to 3 p.m. on Friday, Sept. 2, 2016 for Fall and prior to 3 p.m. on Friday, Jan. 27, 2017 for Spring).
- d. 25% refund if official withdrawal is made during the third week after regular registration (prior to 3 p.m. on Friday, Sept. 9, 2016 for Fall and prior to 3 p.m. on Friday, Feb. 3, 2017 for Spring).

**NO REFUND WILL BE MADE AFTER THE END OF THE THIRD WEEK AFTER REGULAR REGISTRATION** (3 p.m. on Friday, Sept. 9, 2016 for Fall and 3 p.m. on Friday, Feb. 3, 2017 for Spring).

Mini term sessions offered by the college during the Fall and Spring semesters will follow the refund policy for Summer School due to the short length of the courses.

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 & Mini Terms – General Fees and Room Rent – The refund policy on these items is as follows:

- a. 100% refund if official withdrawal is made on the day of regular registration (Fall first session mini term: prior to 3 p.m. on Friday, Aug. 19, 2016; Fall second session mini term: prior to 3 p.m. on Friday, Oct. 14, 2016; Spring first session mini term: prior to 3 p.m. on Thursday, Jan. 12, 2017; Spring second session mini term: prior to 3 p.m. on Friday, March 10, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Wednesday, May 31, 2017; Summer 2: prior to 3 p.m. on Monday, July 3, 2017).
- b. 75% refund if official withdrawal is made on the first day after regular registration (Fall first session mini term: prior to 3 p.m. on Monday, Aug. 22, 2016; Fall second session mini term: prior to 3 p.m. on Monday, Oct. 17,

2016; Spring first session mini term: prior to 3 p.m. on Friday, Jan. 13, 2017; Spring second session mini term: prior to 3 p.m. on Monday, March 20, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Thursday, June 1, 2017; Summer 2: prior to 3 p.m. on Wednesday, July 5, 2017).

- c. 50% refund if official withdrawal is made on the second day after regular registration (Fall first session mini term: prior to 3 p.m. on Tuesday, Aug. 23, 2016; Fall second session mini term: prior to 3 p.m. on Tuesday, Oct. 18, 2016; Spring first session mini term: prior to 3 p.m. on Tuesday, Jan. 17, 2017; Spring second session mini term: prior to 3 p.m. on Tuesday, March 20, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Friday, June 2, 2017; Summer 2: prior to 3 p.m. on Thursday, July 6, 2017).
- d. 25% refund if official withdrawal is made on the third day after regular registration (Fall first session mini term: prior to 3 p.m. on Wednesday, Aug. 24, 2016; Fall second session mini term: prior to 3 p.m. on Wednesday, Oct. 19, 2016; Spring first session mini term: prior to 3 p.m. on Wednesday, Jan. 18, 2017; Spring second session mini term: prior to 3 p.m. on Wednesday, March 21, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Monday, June 5, 2017; Summer 2: prior to 3 p.m. on Friday, July 7, 2017).

NO REFUND WILL BE MADE AFTER THE END OF THE THIRD DAY AFTER REGULAR REGISTRATION (Fall first session mini term: prior to 3 p.m. on Wednesday, Aug. 24, 2016; Fall second session mini term: prior to 3 p.m. on Wednesday, Oct. 19, 2016; Spring first session mini term: prior to 3 p.m. on Wednesday, Jan. 18, 2017; Spring second session mini term: prior to 3 p.m. on Wednesday, March 21, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Monday, June 5, 2017; Summer 2: prior to 3 p.m. on Friday, July 7, 2017).

3. Room Rent – Room reservation is considered final upon completion of registration for each semester.
4. 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 and cancels their room assignment prior to the first day of open registration for the semester. Cancellations after this time frame result in forfeit of full room deposit. 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.
5. Meal Plan – A pro-rated portion of a meal plan is refunded when a student officially withdraws, or officially vacates their assigned residence hall room and requests that their meal plan be canceled. Meal plans are pro-rated on a weekly basis for the future weeks of the semester. NO MEAL PLAN REFUNDS WILL BE MADE AFTER THE LAST DAY TO WITHDRAW FROM A COURSE PASSING AND RECEIVE A “W” GRADE (Fall Semester: 3 p.m. on Friday, Dec. 2, 2016; Spring Semester: 3 p.m. on Friday, April 28, 2017; Summer 1: prior to 3 p.m. on Friday, June 16, 2017; Summer Evening & Summer 2: prior to 3 p.m. on Friday, July 14, 2017).
6. Institutional Scholarships will only cover direct costs to attend Northwest, such as tuition, room and meal plan. Scholarships cannot be used to cover the costs of textbooks or other expenses above tuition, room and meal plan. Scholarships cannot exceed cost of attendance minus other aid received. Scholarships will not “stack” against any Federal aid awarded. Federal aid overrides all scholarships with the exception of a Foundation Scholarship. Students receiving scholarships must attend Northwest for a minimum of six weeks during the semester

in which they are awarded a scholarship. Any student who officially or unofficially withdraws prior to the six week requirement shall not receive the scholarship previously awarded. Each student shall also be required to maintain specific academic standards relative to the scholarship awarded. These standards are included on the acceptance letter which is signed by the student at the beginning of each academic year.

7. Special Fees – Other than required deposits, these fees are not refundable.
8. 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. Business Office
  4. Registrar's 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.

9. 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.
10. 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 FAFSA application filing process is provided on the Financial Aid section of the Northwest website at [northwestms.edu](http://northwestms.edu) under FAFSA.

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 Sup-



plemental 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 visit the Northwest Financial Aid website at [northwestms.edu/financialaid](http://northwestms.edu/financialaid) to complete the FAFSA application process or for additional 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
- Student Loans
- SEOG
- Work-Study
- 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 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 within 150% of the published length (according to the Northwest *Bulletin*). For example, a pathway or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). 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
90	67%	60	2.00
91 or more	generally not eligible	generally not eligible	generally not eligible

Students attempted hours, earned hours and cumulative (overall) GPA is displayed on their Northwest transcript. Students can view their transcript by logging into their myNWCC account.

**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 38 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 required transcripts from previously attended colleges. No financial aid will be awarded if all required 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).

**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 be counted only once in hours attempted and in hours earned. 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 with Admissions. Likewise, being readmitted through the Admissions Office will not automatically remedy your Financial Aid Suspension.

**FREQUENCY OF SAP CALCULATION:** Beginning with the 2014-2015 Academic Year, student SAP will be checked at the end of the Spring term.

**NOTIFICATION OF INELIGIBILITY:** Students will be notified through their myNWCC student portal under Financial Aid Status and/or Financial Aid Requirements.

**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 year. At the end of the Spring 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 Appeals Committee. We advise students who find themselves needing to use the appeals process to review their Northwest transcript and read the SAP Policy, before completing the SAP Appeal form.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified through their myNWCC student portal. Appeals will generally be reviewed within 45 days after they have been received. See the Financial Aid section of the Northwest website under SAP Appeal Policy for the deadlines.

How to file an appeal:

Submit your appeal online at [www.northwestms.edu](http://www.northwestms.edu) under *Financial Aid*, and *Financial Aid SAP Appeal Form and Policy*.

You must explain in your appeal the reason why you failed to maintain SAP and provide documentation such as accident reports, physician's statements, third party affidavits, etc. to support your reason. Explain what has changed in your situation that will allow you to improve your academic standing and return to SAP by the end of the next term, if your appeal is approved.

**You will be notified through your myNWCC student portal 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](http://www.fafsa.gov). For further information visit the Financial Aid section of the Northwest website at [northwestms.edu](http://northwestms.edu).

## 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 <sup>th</sup> Calendar Day of Semester . . . . .	.9%
20 <sup>th</sup> Calendar Day of Semester . . . . .	.17%
30 <sup>th</sup> Calendar Day of Semester . . . . .	.26%
40 <sup>th</sup> Calendar Day of Semester . . . . .	.35%
50 <sup>th</sup> Calendar Day of Semester . . . . .	.43%
60 <sup>th</sup> Calendar Day of Semester . . . . .	.52%
69 <sup>th</sup> 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 2016-2017 award year (July 1, 2016 to June 30, 2017) may range from \$727 to \$5,815 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 IRS tax return transcript or use the IRS Data Retrieval Tool when filing their FAFSA application.

Work-study monies are paid to students every 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 submit a work-study application found under the Financial Aid work-study section of the Northwest website at [northwestms.edu](http://northwestms.edu) 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 a Federal Direct Loan acceptance form can be processed by the institution, the results of the FAFSA must be received and completed by 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 visit the Financial Aid loan section of the Northwest website at [northwestms.edu](http://northwestms.edu) to submit their online loan acceptance form, master promissory note, and entrance 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, MESG)

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 MESG 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](http://www.fafsa.gov)) each year as well as complete an updated MTAG/MESG online application at [www.riseupms.com](http://www.riseupms.com).
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](http://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](http://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 resident 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 enroll in 15 semester hours and 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 600 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 Cheer Sponsor.

**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 studying 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 studying 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. The basic guidelines are as follows:

1. The scholarship is for tuition per semester.
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](http://www.northwestms.edu). Each application must be accompanied by a resume and one letter of recommendation. The application must be received by the Foundation Office no later than 5 p.m. on April 1. 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, call (662) 560-1103 or email [srcanon@northwestms.edu](mailto:srcanon@northwestms.edu).

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 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 Toyota-Haley Barbour Scholarship  
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

### **Adult Basic Education Graduates**

The Al Simmons Adult Basic Education Endowment  
The Sue Wilson 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 Cecil Gene Howell 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 Scott Potts Endowment  
The J.E. Spurlock Endowment  
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

### **Aviation Maintenance Technology**

Mississippi Airport Association Scholarship

### **Business Administration**

The Debbie Poston Scholarship  
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 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  
The Scott Potts Endowment

### **Early Childhood Education Technology**

The Mary Elizabeth Walker Lewis Endowment  
The Marilyn R. Spears Endowment

### **Economics**

The Toyota-Haley Barbour Scholarship

### **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 Elizabeth Wynne Lewis 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 (Tate or DeSoto County)  
The Delores Sanders Stewart Endowment (Tate County)  
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)

### **EMT-Paramedic**

The Alice Hammersmith Endowment  
The Beverly Brewer Stark Endowment

### **Engineering**

The Ed and Grace Dandridge Endowment  
The Anita Stratton Wilborn Graham Endowment  
The Mildred and Robert Redding Endowment (Lafayette, Marshall, or Yalobusha Counties)

The Toyota-Haley Barbour Scholarship  
The Wesley and Alice Williams Family 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  
The Bluff City Funeral Directors and Morticians Association Endowment

### **Graphic Design Technology**

The Dickson, Tyson and Associates Endowment  
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  
The Toyota-Haley Barbour 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  
The Taste of DeSoto Endowment

### **Industrial Electronics Engineering Technology**

The Bill Beck Endowment  
The Olin-Winchester Endowment  
The Toyota-Haley Barbour Scholarship

### **Journalism**

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

### **Languages and Communications**

The Elizabeth Wynne Lewis Endowment  
The W. Jean Moore Endowment

**Library Science**

The Jordan Antoine Jarjoura Endowment

**Mathematics**

The Khalid Khouri Endowment

The Anita Stratton Wilborn Graham Endowment

The Toyota-Haley Barbour Scholarship

The C. Chad Williams Endowment

**Medical, Pharmacy, Associate Degree Nursing**

The Maxine Dunn Nichols Endowment (Olive Branch)

The Dr. Ethelyn Smith Endowment

**Associate Degree Nursing**

The Samuel M. and Ruth Ann Allison Endowment

The John and Stelloise Basinger Nursing 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 Holli Pond Day 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 Jessica Gresham Memorial Endowment

The Lucille Tidwell Hollister Endowment (non-traditional  
Licensed Practical Nurse)

The Pennie Pullen McKinney Memorial Endowment

The Mississippi Organization of Associate Degree Nursing (M-OADN) Endowment

The Sam Meacham Endowment

The Michael E. Shaheen, M.D. Memorial Nursing Endowment

The Smith and Nephew Scholarship

The Dr. Ellen Williams Endowment

The Baxter H. Murphree and Virginia Murphree Willis Endowment

The Keith Wilson Endowment

**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

The Oxford Center Practical Nursing Endowment (Oxford Campus)

The Jayne E. River Endowment

**Precision Manufacturing and Machining Technology**

The Toyota-Haley Barbour Scholarship

**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 Sarah Garner Ainsworth Endowment (must be in top 25% of class)

The Marcus L. and Sue C. Burks Endowment

The Rita Carol Chance Endowment (Physical Science)

The Dr. Jerry Hollis Endowment

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

**STEM (Science, Technology, Engineering, Mathematics)**

The Dr. Jerry Hollis Endowment

The Dr. Augustinus Rinaldy Endowment

**Veterinary Medicine**

The Wesley and Alice Williams Family 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

**Coffeeville 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 Central High School**

The James L. "Trey" Sylvester III Endowment

**DeSoto County and/or DeSoto Center Campus**

The Jimmy Neal Andrews Endowment

The William Hoytte Austin, Jr. Endowment

The BancorpSouth Share the Future Scholarship

The Ethan Eric Bayless Endowment

The Joey Boldreghini Endowment

The A.W. and LaNelle 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 Patridge Buntin 2+2 Endowment

The Elizabeth Hilliard Burns Endowment

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

The Frank and Marilyn Canada Endowment

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 Shrine Club Endowment

The Keith S. Godbold / DeSoto Center Endowment

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

The Clay and Elinor Herrington 2+2 Endowment

The Indomitable Spirit Endowment (student with a catastrophic illness and/or  
disability; may be awarded to a part-time student)

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

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

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 Alan Beevers Endowment

The Chris Brannon Endowment

**Lafayette County**

The R.L. Brown Endowment

The Judge Anthony T. Farese Endowment

The Mechanics Bank Endowment

**Magnolia Heights School**

The Frank and Marilyn Canada Endowment

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)

The Brenda Gentry Holmes Endowment

The Oxford Center Practical Nursing Endowment

The Jayne E. River Endowment (Practical Nursing program)

The Tim Shorter Endowment

**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 pathway)

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 Katherine (Kitty) Lee Jenkins Endowment  
The Jones-Pointer Endowment  
The Max and Evelyn Lee Family Endowment  
The George Max Lee, Jr. 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  
The Stella K. Young Endowment

**Senatobia and Surrounding Area**

The Perrin and Eone Caldwell Endowment (single-parent or no-parent households)  
The James Jackson Endowment  
The Mississippi Land Bank Scholarship (Agriculture, Forestry, Business  
and Business Administration pathways)  
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 Deward and Pauline Bloodworth 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  
The Venable-Cummings Endowment

#### **Tate County**

The Frank and Marilyn Canada Endowment  
The Bob and Ann Darnell Endowment  
The Joe and Carolyn Floyd Scholarship  
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)  
The Delores Sanders Stewart Endowment  
The Tate County Fair Association Endowment (active in 4-H Club)

#### **Thyatira Community**

The Winfred and Virginia Oglesby Endowment  
The Wesley and Alice Williams Family Endowment (limited to students in  
Accountancy, Agriculture, Business Administration, Engineering, or  
Veterinary Science pathways)

#### **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 Deward and Pauline Bloodworth Endowment  
The Sammy Higdon 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  
The Venable-Cummings 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)

The Rangers Run This Scholarship

**Catastrophic Illness and/or Disability**

The Indomitable Spirit Endowment (DeSoto Center student; may be awarded to a part-time student)

**DeSoto County Farm Bureau**

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

**Financial Need**

The AT&T of Mississippi Endowment

The Sarah Garner Ainsworth Endowment

The Charles Alan (Charlie) Baldwin, Jr. Endowment

The Howard Carpenter Endowment

The Henry I. and Westelle M. Copeland Endowment

The Pamela Joyce Day Endowment

The Enterger of Mississippi Scholarship (must have 2.5 GPA in high school)

The Faust Farms Endowment

The Faust, Hall, and Douglas Families 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 Jim and Angelé McClure Endowment

The Reese D. and Corinne McLendon Endowment

The W.C. (Firpo) and Josephine Miller Endowment

The Heinz H. Molsen, Jr. Endowment

The Kenneth M. Murphree Endowment

The Ronnie and Melody Musgrove 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 Lena Rivers Harris Riley 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 Lois F. Veazey Endowment  
The Roe Alma Weeks Endowment  
The Garnett B. West, Sr. Endowment  
The Joe R. and Mary Dunn Williams 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

**Members of Independence Presbyterian Church, Batesville**

The Independence Presbyterian Church Endowment

**Family Members of Active-Duty Military Personnel or Veterans**

The American Legion Post No. 19 Endowment (residents of Tate County)  
The Audrey Daron Lunsford Endowment  
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 Tommy Brown Endowment  
The J.K. and Norma Mote Endowment (graduates of Magnolia Heights)  
The Tony Roberson Endowment

**Ranger Rodeo Team**

The Scott Potts Endowment  
The Lawrence “Bud” Young Endowment  
The Steve Everette Watson 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

**ThyssenKrupp Elevator Manufacturing**

The ThyssenKrupp Elevator Manufacturing Scholarship (children of Mississippi employees)

# ACADEMIC REGULATIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# ACADEMIC REGULATIONS

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## 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 (60) semester hours to include the thirty-five (35) semester hours listed in the Academic Core Curriculum.
2. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
3. Complete the remaining courses designated by the chosen academic pathway.
4. Earn not more than eighteen (18) semester hours through the College Level Examination Program (CLEP) or Advanced Placement Examination.
5. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.

### 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 (60) semester hours to include the fifteen (15) 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 all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.



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 minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours 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.

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 curriculum contains the core curriculum required by all colleges and universities under the State Board of Trustees, Institutions of Higher Learning.

English Composition .....	6 semester hours
Humanities/Fine Arts .....	9 semester hours
Social/Behavioral Science .....	6 semester hours
Natural Sciences .....	6 semester hours
Natural Sciences Laboratory .....	2 semester hours
Mathematics.....	3 semester hours
Basic Computer Skills.....	3 semester hours
Total .....	35 semester hours

Approved courses for the Academic Core Curriculum are as follows:

English Composition 6 Semester Hours  
ENG 1113 and ENG 1123

Humanities/Fine Arts 9 Semester Hours  
(Approved Choices)

SPT 1113 Public Speaking I (REQUIRED) = 3 Semester Hours

Fine Arts Electives

ART 1113 Art Appreciation  
MUS 1113 Music Appreciation  
SPT 2233 Theatre Appreciation

Humanities Electives

ENG 2323 British Literature I  
ENG 2333 British Literature II  
ENG 2223 American Literature I  
ENG 2233 American Literature II  
ENG 2423 World Literature I  
ENG 2433 World Literature II  
ENG 2513 Survey of African-American Literature  
ENG 2613 Film as Literature  
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

= 3 or 6 Semester Hours

(At least 3 Semester Hours MUST BE TAKEN from these courses)

*Other Approved Humanities Electives*

ENG 2133 Creative Writing I  
 ENG 2143 Creative Writing 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  
 MFL 2513 Occupational Spanish  
 SPT 1163 Argumentation and Debate  
 SPT 2173 Interpersonal Communication

= 3 Semester Hours

(3 Semester Hours  
 MAY BE TAKEN  
 from these courses)

Social/Behavioral Science

6 Semester Hours

(Approved Choices)

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 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  
 EPY/PSY 2533 Human Growth and Development  
 EPY/PSY 2513 Child Psychology

Natural Sciences

Laboratory

8 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 1533 Survey of Anatomy & Physiology	BIO 1531
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 2923 Microbiology	BIO 2921
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 1113 Introduction to Astronomy, Lecture	PHY 1111
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 students in the Art pathway only)

## 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
Total .....	15 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	
<i>Humanities Electives</i>	

ENG 2323 British Literature I		
ENG 2333 British Literature II		
ENG 2223 American Literature I		
ENG 2233 American Literature II		
ENG 2423 World Literature I		
ENG 2433 World Literature II		
ENG 2513 Survey of African-American Literature		
ENG 2613 Film as Literature		
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		
<i>Other Approved Humanities Electives</i>		
ENG 2133 Creative Writing I		
ENG 2143 Creative Writing 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		
MFL 2513 Occupational Spanish		
Social/Behavioral Science (Approved Choices)		3 Semester Hours
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		
EPY/PSY 2533 Human Growth and Development		
EPY/PSY 2513 Child Psychology		
Natural Sciences/Mathematics (Approved Choices)	Laboratory	3 Semester Hours
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 1533 Survey of Anatomy & Physiology	BIO 1531
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 2923 Microbiology	BIO 2921
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 1113 Introduction to Astronomy, Lecture	PHY 1111
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	

## 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 for placement in English, Math, and Reading classes.

**ENGLISH:** Students with an English ACT sub-score of 17 or above are placed in ENG 1113 English Composition. Students with an English ACT sub-score of 16 or below are placed in ENG 0123 Intermediate English and Reading (a prerequisite to ENG 1113). Students with an English ACT sub-score of 15 or 16 may choose to be placed into an alternate corequisite pathway (if sections/seats are available); these students take both ENG 1113 and ENG 1013 in the same semester, with the same

instructor for both, with the corequisite ENG 1013 class period immediately following the ENG 1113 class period.

**MATH:** 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 a Math ACT sub-score of 17 or 18 are placed into MAT 1233 Intermediate Algebra. Students with a Math ACT sub-score of 16 or below are placed into ENG 0123 Beginning Algebra.

**READING:** Students with a Reading ACT sub-score of 17 or above are not required to take Reading. Students with a Reading ACT sub-score of 13-16 are placed in REA 1223 Reading Enhancement II. Students with a Reading ACT sub-score of 12 or below are placed in REA 1213 Reading Enhancement I.

**STUDENTS WITHOUT ACT SCORES:** Students who do not have ACT scores are required to take the local placement tests in English, Math, and Reading (unless they are registering for a program that requires no academic classes at all). These placement tests are administered via the Accuplacer system.

**CHALLENGE TO ACT PLACEMENT:** Students who wish to challenge their ACT placement in order to try to be placed higher in a particular area must take the appropriate local placement test in Accuplacer.

## The Semester Hour

The unit of credit is the semester hour. A semester hour, as defined by the Mississippi Community College Board, 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.

\* For certain classes, a "D" is not passing in terms of being able to exit the course and move on to the next course in the sequence. For most of these classes, students must earn a "C" or better in order to exit or to pass and move on to the next course in the sequence. Examples are developmental classes (such as ENG 0123, MAT 0123 and MAT 1233, and REA 1213 and REA 1223) and certain math and science classes. Details are provided in the course descriptions in the back of this Bulletin and in the standard syllabi for the relevant courses.

## **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 Northwest website at [www.northwestms.edu](http://www.northwestms.edu) under the Information tab, Documents/Forms & Instructor Login.
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 Associate Vice President for Education, Career-Technical District Dean or center dean for approval.
5. The Associate Vice President for Education, Career-Technical District 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, Associate Vice President for Education or appropriate dean within 15 days from the date the grade was received.
- (2) The Division Director, Associate Vice President for Education 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 Associate Vice President for Education or appropriate dean.
- (3) If the complaint is not resolved in step 2, the student may submit the complaint to the Associate Vice President for Education or appropriate dean's office within 15 days from the date of the dissolution of step 2.
- (4) If the Associate Vice President for Education or appropriate dean does not resolve the complaint the student may appeal in writing to the Vice President for Education 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 Education 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 are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Education.

## **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 Academic Pathway or Career-Technical Program**

Every student must indicate an intended academic pathway or Career-Technical program during the registration process.

## **Change of Academic Pathway or Career-Technical Program**

Students who wish to change their academic pathway or Career-Technical program should contact their adviser or the Registrar's Office for advisee assignment. Stu-



dents must recognize that changing their pathway or program could result in having completed courses that will not apply to their new pathway or program. 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 Education.

### **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 Education 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 55-57.

## 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 in the Business Office. The cashier will sign the form and turn it in to the Registrar's Office.
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:

**Schedule changes can be made up to the second week of class by the Associate Vice President for Education, Center Dean, or the student's adviser. Please see the college calendar for the exact dates.**

### Adding a Course

1. A new course cannot be added after the end of late registration.

### Dropping a Course

1. A new course cannot be dropped after the end of late registration. After late registration, the student must use the withdrawal process to withdraw from a course.

### 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 Withdrawing from a Course

1. Go to the Student Development Center in Tate Hall (on the Senatobia campus) 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 Education.

## 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 Services

- 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. 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

## Graduation 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.

## Hall of Fame

An honor that may be conferred on a student is selection for the annual Hall of Fame, which is the highest honor that a Northwest student can achieve. Selection is based on a minimum GPA of 3.0 and high qualities of leadership, character, scholarship, and participation in college activities. Members must have sophomore standing.

## Outstanding Student

One outstanding student may be chosen for each academic pathway or Career-Technical program. The choice is made by faculty within the department. The student must attend full-time, and only one outstanding student may be chosen for each pathway or program.

## Who's Who Among Students in American Universities and Colleges

Students who have made outstanding efforts or achievements in educational and extracurricular activities are nominated by faculty and rated according to the following criteria:

1. The student must be a sophomore student in a two-year curriculum.
2. The student must have at least a 3.0 cumulative grade point average.
3. The student's conduct record shall be reviewed for final approval.

## President's List and Dean's 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

## 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.

# ACADEMIC EDUCATION

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**NORTHWEST**  

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MISSISSIPPI COMMUNITY COLLEGE

# ACADEMIC EDUCATION

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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 from the community college to over 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.

Northwest offers classes in eight academic divisions: Division of Business, Division of Education, Division of Fine Arts, Division of Languages and Communications, Division of Social Science, Division of Nursing, Division of Mathematics and Division of Natural Sciences. Students in the A.A. Degree Program (with the exception of the Division of Nursing), follow educational pathways leading to transfer to a four-year university or college. Pathways for specific four-year programs are listed under the corresponding academic division. Course requirements for each pathway may be found at the College’s website, [www.northwestms.edu](http://www.northwestms.edu). Also listed are the academic advisers for each campus in each of the eight divisions, as well as the division-specific courses offered by the College.

Please refer to the listing below for abbreviations of four-year universities and colleges in Mississippi:

ASU	Alcorn State University
BMC	Blue Mountain College
DSU	Delta State University
JSU	Jackson State University
MI	Millsaps College
MC	Mississippi College
MSU	Mississippi State University
MUW	Mississippi University for Women
MVSU	Mississippi Valley State University
UM	University of Mississippi
UMMC	University of Mississippi Medical Center
USM	University of Southern Mississippi
WC	William Carey University

Abbreviations for other area colleges:

MCA	Memphis College of Art (Memphis, TN)
ME	University of Memphis (Memphis, TN)
BC	Baptist College of Health Sciences (Memphis, TN)
BN	Baptist School of Nursing (Memphis, TN)
UT	University of Tennessee Health Sciences (Memphis, TN)



# DIVISION OF BUSINESS

The Division of Business offers several pathways of study that provide a solid educational foundation for students planning to transfer to a senior institution. Business students will utilize modern computer labs to get hands-on experience using the most up-to-date software applications. Students can also get involved on campus through division clubs and organizations including Phi Beta Lambda, a national business organization.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN BUSINESS-RELATED FIELDS:**

Accountancy (university undecided/general pathway)

Accountancy at ASU

Accountancy at DSU

Accountancy at JSU

Accountancy at MSU

Accountancy at MUW

Accountancy at MVSU

Accountancy at UM

Accountancy at USM

Business Administration (university undecided/general pathway)

Business Administration at ASU

Business Administration at DSU

Business Administration at JSU

Business Administration at MSU

Business Administration at MUW

Business Administration at MVSU

Business Administration at UM

Business Administration at USM

Business and Computer Teacher Education (university undecided/general pathway)

Business and Computer Teacher Education at MSU

Business and Computer Teacher Education at USM

Computer/Management Information Systems (university undecided/general pathway)

Business Information Systems at MSU

Computer Information Systems at DSU

Management Information Systems at MUW

Management Information Systems at UM

Computer Science (university undecided/general pathway)

Computer Science at ASU, JSU, MVSU

Computer Science at MSU

Computer Science at UM

Computer Science at USM—option 1

Computer Science at USM—option 2

Health Informatics & Information Management (university undecided/general pathway)

Health Informatics & Information Management at UM

Marketing Communications (university undecided/general pathway)

Marketing Communications at UM

Office Administration (no university preference)

Office Administration at MSU

Office Administration at MVSU

*See the Northwest website for course requirements for each specific pathway.*

## **DIVISION OF BUSINESS ACADEMIC ADVISERS:**

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*Accountancy*

## **BUSINESS-SPECIFIC COURSES OFFERED:**

### **Accounting (ACC)**

ACC 2213	Principles of Accounting I
ACC 2223	Principles of Accounting II

*(see page 176 for course descriptions)*

### **Business Administration (BAD)**

BAD 1313	Business Mathematics
BAD 2323	Business Statistics
BAD 2413	Legal Environment of Business
BAD 2523	Personal Financial Management
BAD 2713	Principles of Real Estate
BAD 2723	Real Estate Law
BAD 2733	Real Estate Finance
BAD 2743	Real Estate Appraisal
BAD 2763	Property Management

*(see page 185 for course descriptions)*

### **Business and Office Administration (BOA)**

BOA 1313	Filing Records Management
BOA 1413	Keyboarding
BOA 2533	Word Processing
BOA 2553	Desktop Publishing
BOA 2613	Business Communications

*(see page 187 for course descriptions)*

### **Computer Science (CSC)**

CSC 1113	Computer Concepts
CSC 1123	Computer Applications I
CSC 1133	Computer Applications II
CSC 1213	Visual Basic Programming I
CSC 1223	Visual Basic Programming II
CSC 1613	Computer Programming I (JAVA)
CSC 2134	Computer Programming I with "C++"
CSC 2144	Computer Programming II with "C++"
CSC 2623	Computer Programming II (JAVA)
CSC 2844	Data Structures

*(see page 195 for course descriptions)*

### **Economics (ECO)**

ECO 2113	Principles of Macroeconomics
ECO 2123	Principles of Microeconomics

*(see page 200 for course descriptions)*

# DIVISION OF EDUCATION

Division of Education students at Northwest have several options from which to choose. Students complete their Associate of Arts degree at Northwest and then transfer to a senior institution to earn a bachelor's degree. The Northwest Education Association gives students an opportunity to network with other education students, graduates and guest speakers already in the field while getting real-world experience observing in area schools.

Students may study one of the following areas:

Elementary Education—designed to prepare students to enter a bachelor's degree program leading to K elementary education certification.

English-Math-Science-Social Science Education—designed to prepare students to enter a bachelor's degree program leading to 7-12 secondary education certification.

Health and Physical Education—designed to prepare students to enter a bachelor's degree program leading to physical education certification.

Recreation—designed for students intending to continue their study at a senior college and seek employment as a recreational professional in public, private or volunteer agencies.

Communicative Disorders—designed to prepare students to transfer to a senior college's communicative disorders program, leading to career opportunities in audiology, speech-hearing science, speech-language pathology and teaching the deaf.

Exercise Science—intended primarily for an exercise science major who intends to continue on to the bachelor's degree and beyond. May be qualification for, or a first step toward, a broad range of career options, including personal trainer, sports medicine physician, coach and physical therapist.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN EDUCATION-RELATED FIELDS:**

Communicative Disorders (university undecided/general pathway)

Communicative Disorders at DSU, JSU, MUW, UM, USM

Elementary Education (university undecided/general pathway)

Elementary Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM

Elementary Education at USM

English Education at ASU

English Education at DSU

English Education at JSU

English Education at MSU

English Education at MUW

English Education at MVSU

English Education at UM

English (Licensure) at USM

Exercise Science (university undecided/general pathway)

Exercise Science at UM, USM

Health and Physical Education (university undecided/general pathway)

Health, Physical Education and Recreation (Non-Teaching) at DSU

HPER/Kinesiology at DSU, JSU, MSU, MVSU

Human Performance (Kinesiotherapy) at USM

*continued on next page*

Human Performance (K-12 Physical Education Licensure) at USM  
 Kinesiology at MSU, MUW  
 Mathematics Education at ASU  
 Mathematics Education at DSU  
 Mathematics Education at JSU  
 Mathematics Education at MSU  
 Mathematics Education at MUW  
 Mathematics Education at MVSU  
 Mathematics Education at UM  
 Mathematics Education at USM  
 Recreation (university undecided/general pathway)  
 Recreation at ASU  
 Recreation (Recreation Administration or Therapeutic Recreation) at USM  
 Recreation Administration at UM  
 Biology Education at ASU  
 Biology Education at DSU  
 Biology Education at MSU  
 Biology Education at MUW  
 Biology Education at UM  
 Biology Education at USM  
 Chemistry (Licensure-BS) at USM  
 Science Education (Licensure) at MVSU  
 Science Education (Chemistry & Physical Science) at ASU  
 Science Education (Chemistry) at DSU  
 Science Education (Chemistry) at MSU  
 Science Education (Physical Science) at MUW  
 Science Education (Chemistry) at UM  
 Science Education (Physics) at MSU  
 Science Education (Physics) at UM  
 Science Education (Physics Licensure) at USM  
 Secondary Education (university undecided/general pathway)  
 Secondary Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM  
 Social Science Education at ASU  
 Social Science Education at DSU  
 Social Science Education at JSU  
 Social Science Education at MSU  
 Social Science Education at MUW  
 Social Science Education at MVSU  
 Social Science Education at UM  
 Social Science Education at USM  
 Special Education at JSU  
 Special Education at MSU  
 Special Education at UM  
 Special Education at USM  
 Sport Coaching Education at USM  
 Sports Management at ASU, USM

*See the Northwest website for course requirements for each specific pathway.*

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## **EDUCATION-SPECIFIC COURSES OFFERED:**

### **Family & Consumer Science (FCS)**

FCS 1253                      Nutrition  
(see page 203 for course descriptions)

### **Health, Physical Education & Recreation (HPR)**

HPR 1111                      General Physical Education Activities I  
HPR 1121                      General Physical Education Activities II  
HPR 1131                      Varsity Sports I  
HPR 1141                      Varsity Sports II  
HPR 1213                      Personal and Community Health  
HPR 1313                      Introduction to Kinesiology/Health, Physical Education, & Recreation  
HPR 1511(2)                      Team Sports I  
HPR 1521(2)                      Team Sports II  
HPR 1531(2)                      Individual and Dual Sports I  
HPR 1541(2)                      Individual and Dual Sports II  
HPR 1551                      Fitness and Conditioning Training I  
HPR 1561                      Fitness and Conditioning Training II  
HPR 2111                      General Physical Education Activities III  
HPR 2121                      General Physical Education Activities IV  
HPR 2131                      Varsity Sports III  
HPR 2141                      Varsity Sports IV  
HPR 2213                      First Aid and CPR  
HPR 2511(2)                      Team Sports III  
HPR 2521(2)                      Team Sports IV  
HPR 2531(2)                      Individual and Dual Sports III  
HPR 2541(2)                      Individual and Dual Sports IV  
HPR 2551                      Fitness and Conditioning Training III  
HPR 2561                      Fitness and Conditioning Training IV  
(see page 207 for course descriptions)

### **Learning & Life Skills (LLS)**

LLS 1121                      The Electronic Library  
LLS 1311                      Orientation  
LLS 1321                      Career Exploration  
LLS 1331                      Introduction to Health Professions  
LLS 1411                      Improvement of Study  
LLS 1423                      College Study Skills  
LLS 1721                      Employment Readiness  
(see page 216 for course descriptions)

### **Reading (REA)**

REA 1213                      Reading Enhancement I  
REA 1223                      Reading Enhancement II  
(see page 229 for course descriptions)

# DIVISION OF FINE ARTS

The Division of Fine Arts is comprised of visual and performing arts. Music majors have many performance opportunities, while theatre majors get hands-on set construction and acting experience. Art majors build a portfolio of their art and are given opportunities to exhibit their work. Instructors are highly educated and competent professionals who actively practice their arts at Northwest and in the surrounding communities. Advisers work with senior institutions to ensure a successful transfer from Northwest to a four-year college.

*Students who wish to major in Art, Music or Theatre must attend the Senatobia campus.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN ART-RELATED FIELDS:**

Art (university undecided/general pathway)

Art at DSU, JSU, MC, MSU, MUW, MVSU, UM, MCA (Memphis, TN)

*See the Northwest website for course requirements for each specific pathway.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN MUSIC-RELATED FIELDS:**

Music Education (university undecided/general pathway)

Music Education at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

Music Performance at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

Music Business/Industry at DSU

*See the Northwest website for course requirements for each specific pathway.*

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN THEATRE-RELATED FIELDS:**

Theatre (university undecided/general pathway)

Theatre at MSU, MUW, UM, USM, WC, ME (Memphis, TN)

*See the Northwest website for course requirements for each specific pathway.*

## **DIVISION OF FINE ARTS ACADEMIC ADVISERS:**

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*Art*

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*Theatre*

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*Music Business/Industry*

## **FINE ARTS-SPECIFIC COURSES OFFERED:**

### **Art (ART)**

ART 2713	Art History I
ART 2723	Art History II
ART 1313	Drawing I
ART 1323	Drawing II
ART 1433	Design I
ART 1443	Design II
ART 1213	Introductory Art
ART 1513	Computer Art
ART 2513	Painting I
ART 2523	Painting II
ART 2613	Ceramics I
ART 2623	Ceramics II
ART 2433	Advertising Design I
ART 2463	Advertising Design II

*(see page 179 for course descriptions)*

*continued on next page*

## **Music (MUA/MUS/MUO)**

MUA 1511	Class Piano I
MUA 1521	Class Piano II
MUA2511	Class Piano III
MUA 2521	Class Piano IV
MUS 1214	Music Theory I
MUS 1224	Music Theory II
MUS 2214	Music Theory III
MUS 2224	Music Theory IV
MUS 1910	Recital Class I
MUS 1920	Recital Class II
MUS 2910	Recital Class III
MUS 2920	Recital Class IV

Major Applied Music I II III IV

Chorus and/or Band I II III IV

*(see page 220 for course descriptions)*

## **Entertainment Industries (MUS)**

MUS 1413	Basic Computer Skills for Musicians
MUS 2413	Computer Recording I
MUS 2423	Computer Recording II
MUS 2443	Audio Engineering I
MUS 2453	Audio Engineering II
MUS 1423	Survey of Popular Music

*(see page 221 for course descriptions)*

## **Theatre (SPT)**

SPT 1233	Acting
SPT 2283	Acting II
SPT 1213	Fundamentals of Theatre Production
SPT 1241	Drama Production I
SPT 1251	Drama Production II
SPT 2241	Drama Production III
SPT 2251	Drama Production IV
SPT 2223	Stagecraft
SPT 1153	Voice, Diction and Phonetics
SPT 2143	Oral Interpretation
SPT 1223	Theatrical Makeup

*(see page 231 for course descriptions)*

# DIVISION OF LANGUAGES AND COMMUNICATIONS

The Languages and Communications division provides quality instruction in English, foreign language, and media communications study. The division offers a variety of educational options for students who plan to transfer to a senior institution. Students interested in Communications will find pathways leading to baccalaureate degrees in journalism and broadcasting. The Liberal Arts 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.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN LANGUAGES AND COMMUNICATIONS-RELATED FIELDS:**

Communications (university undecided/general pathway)

Communications: Broadcasting Emphasis at MSU, UM, MVSU, WC

Communications: Journalism Emphasis at UM, USM

Liberal Arts at MSU, UM

*See the Northwest website for course requirements for each specific pathway.*

## **DIVISION OF LANGUAGES AND COMMUNICATIONS ACADEMIC ADVISERS:**

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*Liberal Arts*

*continued on next page*

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*Liberal Arts*

## **LANGUAGES & COMMUNICATIONS-SPECIFIC COURSES OFFERED:**

### **Communications/Broadcasting (COM)**

COM 2463      Writing for the Electronic Media  
COM 2483      Introduction to Mass Communication  
(see page 195 for course descriptions)

*continued on next page*

## **Communications/Journalism (JOU)**

JOU 1111	College Publications I
JOU 1121	College Publications II
JOU 1313	News Writing and Reporting I
JOU 1323	News Writing and Reporting II
JOU 2111	College Publications III
JOU 2121	College Publications IV

*(see page 215 for course descriptions)*

## **English (ENG)**

ENG 0123	Intermediate English
ENG 1113	English Composition I
ENG 1123	English Composition II
ENG 2133	Creative Writing I
ENG 2143	Creative Writing II
ENG 2223	American Literature I
ENG 2233	American Literature II
ENG 2323	British Literature I
ENG 2333	British Literature II
ENG 2423	World Literature I
ENG 2433	World Literature II
ENG 2513	Survey of African-American Literature
ENG 2613	The Film as Literature

*(see page 202 for course descriptions)*

## **Modern Foreign Language (MFL)**

MFL 1113	French I
MFL 1123	French II
MFL 1213	Spanish I
MFL 1223	Spanish II
MFL 2113	French III
MFL 2123	French IV
MFL 2213	Spanish III
MFL 2223	Spanish IV
MFL 2513	Occupational Spanish

*(see page 219 for course descriptions)*



# DIVISION OF SOCIAL SCIENCE

The Division of Social Science provides courses to help students understand institutions, cultures, and behaviors. Such courses acquaint students with fundamental concepts, theories, and methods of analysis used in the social and behavioral sciences. They enable students to think critically about human behavior and society. The Division includes pathways leading to baccalaureate degrees for students interested in the fields of law, criminal justice and other “helping professions.” The curriculum is designed for students planning to transfer to a senior institution.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN SOCIAL SCIENCE-RELATED FIELDS:**

Criminal Justice (university undecided/general pathway)

Criminal Justice at ASU, BMC, DSU, MVSU, UM, USM

General College (university undecided/general pathway)

General College at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

Psychology (university undecided/general pathway)

Psychology (BA) at DSU, MUW, UM, USM

Psychology (BS) at ASU, JSU, MSU, USM

Social Work (university undecided/general pathway)

Social Work at ASU, DSU, JSU, MSU, MVSU, UM, USM

*See the Northwest website for course requirements for each specific pathway.*

## **DIVISION OF SOCIAL SCIENCE ACADEMIC ADVISERS:**

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*General College*

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*Psychology*

## **SOCIAL SCIENCE-SPECIFIC COURSES OFFERED:**

### **Criminal Justice (CRJ)**

CRJ 1313	Introduction to Criminal Justice
CRJ 1323	Police Administration and Organization
CRJ 1363	Introduction to Corrections
CRJ 1373	Introduction to Homeland Security
CRJ 1383	Criminology
CRJ 2313	Police Operations
CRJ 2323	Criminal Law
CRJ 2333	Criminal Investigation
CRJ 2513	Juvenile Justice
CRJ 2713	Foundations of Terrorism

*(see page 198 for course descriptions)*

### **Education (EPY)**

EPY 2533	Human Growth and Development
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*(see page 200 for course descriptions)*

### **Geography (GEO)**

GEO 1113	World Regional Geography
GEO 1123	Principles of Geography

*(see page 204 for course descriptions)*

### **History (HIS)**

HIS 1113	Western Civilization I
HIS 1123	Western Civilization II
HIS 1163	Civilizations I
HIS 1173	Civilizations II
HIS 2213	American (U.S.) History I
HIS 2223	American (U.S.) History II

*(see page 210 for course descriptions)*

*continued on next page*

## **Philosophy (PHI)**

PHI 1113	Old Testament Survey
PHI 1133	New Testament Survey
PHI 2113	Introduction to Philosophy
PHI 2143	Ethics
PHI 2613	World Religions
PHI 2713	Logic

*(see page 224 for course descriptions)*

## **Political Science (PSC)**

PSC 1113	American National Government
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*(see page 226 for course descriptions)*

## **Psychology (PSY)**

PSY 1513	General Psychology
PSY 1523	General Psychology II
PSY 2513	Child Psychology
PSY 2523	Adolescent Psychology
PSY 2533	Psychology of Personal Adjustment

*(see page 228 for course descriptions)*

## **Social Work (SWK)**

SWK 1113	Social Work: A Helping Profession
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*(see page 231 for course descriptions)*

## **Sociology (SOC)**

SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage and Family

*(see page 231 for course descriptions)*

# DIVISION OF NURSING

## Associate Degree Program

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 traditional plan of study in the nursing program is two years (five semesters) 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. All prospective students should be advised by an associate degree nursing adviser on the Senatobia campus from the list provided.

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

In compliance with the amended Section 73-15-29 from the 2010 Mississippi Nursing Practice Act ([www.msbn.ms.gov](http://www.msbn.ms.gov)), all students enrolled in the Associate Degree Nursing Program are among those subject to criminal background checks before being allowed to provide patient care. Applicants must provide a list of all prior arrests, convictions, and pending charges. Proof of disposition of charges must be provided upon admission to the Division of Nursing. If at any time, the determination is made that a student, as a result of the background check, is not eligible to attend clinical, the student will not be allowed to remain in the nursing program. The Mississippi Board of Nursing requires that graduates are also fingerprinted by the Mississippi Board of Nursing prior to sitting for the licensing exam (NCLEX-RN).

All prospective nursing students must note Section 73-15-29 of the Mississippi Nursing Practice Act 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 involving moral turpitude or has had accepted by a court a plea of nolo contendere to a felony or a crime involving moral turpitude (see entire section at [www.msbn.ms.gov](http://www.msbn.ms.gov)).

All nursing students must be free of any chemical impairment. All students will have initial drug screening and are subject to additional drug screens according to the Nursing Division Drug and Alcohol Policy. Students with a positive drug screen will be dismissed from the program, with eligibility to reapply in 3 years.

The Mississippi Board of Nursing states the board has the power to deny, revoke or suspend a nursing license upon proof of one of the following: addiction to or dependency on alcohol or other habit forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effect (Section 73-15-29: Nursing Practice Act). Nursing students must be able to demonstrate certain essential functions noted in the Stu-

dent Health Record in order to participate in clinical experiences and care for patients in the clinical area. The Student Health Record, including the essential functions, is available on the Northwest website. Students with disabilities requiring special accommodations should register with the campus Disability Support Services officer and the ADA committee member in the Nursing Division to complete and submit the paperwork required to request these accommodations. Approval of special accommodations while in the program will not guarantee approval for special accommodations for taking NCLEX.

All students are required to provide proof of negative tuberculosis (TB) status, immunizations or proof of immunity to MMR/varicella, proof of Tdap and influenza vaccine before attending the first clinical rotation. No exceptions are allowed for this requirement. If a student is pregnant or breastfeeding and cannot have immunizations, they must withdraw before the first clinical rotation. They will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this reason is not counted toward the two withdrawals allowed. Specific information regarding health requirements can be found on the website.

A computer with internet access is required for electronic books, resources and communication via CANVAS. Students may use computers at the Learning Resource Center (library), however it is recommended that the student have a computer and internet access at home.

## **SPECIAL ADMISSIONS REQUIREMENTS**

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 are available online on the College's website at [www.northwestms.edu](http://www.northwestms.edu). Applications are **ONLY** accepted between January 1-February 15 for the fall semester and between August 1-September 15 for the spring semester. Applications must be resubmitted each semester for reconsideration.

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

Students under 18 years of age must have parental consent to apply and be 18 years of age before entering the first nursing course (NUR 1117).

Students are chosen by the admission committee based on the following criteria and a competitive point system: (1) an Enhanced ACT composite score of 19 or greater (students who hold a bachelor's degree and Licensed Practical Nurses 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 and (3) completion of BIO 2513 and BIO 2511 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 with lab (BIO 2513 and BIO 2511) must be completed with a grade of "C" or better prior to beginning the first nursing course. College Algebra (MAT 1313) must also be completed with a grade of "C" prior to beginning the first nursing course if Math ACT < 19. Refer to the admissions procedure and point calculation information on the Nursing Division page of the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) for detailed information.

Each applicant must ensure that his or her file in the nursing office is complete by the Feb-

ruary 15 deadline for fall applicants and the September 15 deadline for spring applicants. This includes but may not be limited to: application, high school transcripts, GED scores, ACT scores and all other college transcripts. It is the student's responsibility to notify the nursing office if any information changes.

Notification of acceptance must come from the Director, Division of Nursing. Admission to the college does not guarantee admission to nursing. Places will not be held for admitted students more than two semesters. **There is no waiting list!** Students who have not met the pre-requisites will be accepted conditionally and will be required to withdraw if those courses are not successfully completed.

**Transfer Students:** All students desiring to transfer from another nursing program must consult with the Director. All transfer applicants must be in good standing and eligible for continuation in the previous college and nursing program attended. Additionally, all admission criteria must be met—including the Anatomy and Physiology I and College Algebra requirements—prior to transfer into the program. Transcripts from the previous college must be submitted to the Director of the Division of Nursing 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 availability. Failure of two required nursing courses, excluding NUR 1001 and NUR 2222, results in dismissal from the program. Students will be allowed a total of two nursing course withdrawals throughout the program. A third withdrawal from a nursing course will result in dismissal from the program. Student dismissed for two withdrawals or two nursing course failures are eligible to reapply in three years.

**Advanced Standing for Licensed Practical Nurses:** LPNs have the opportunity to seek advanced standing in the Associate Degree Nursing Program by: (1) successfully completing a challenge examination and performance of required skills which allows entry into the second semester of the traditional study program, or (2) applying for the LPN-RN Transition course completed during an eight-week summer term which allows entry into the final two semesters of the traditional study program. For further information, prospective students may access the information on the College's website at [www.northwestms.edu](http://www.northwestms.edu). Acceptance in the LPN Advanced Placement options requires completion of the pre-requisite courses or acceptable substitute courses as listed in the LPN Challenge or LPN-RN Transition plans of study.

All transcripts and documents submitted in support of an application or clinical requirements documentation become the property of Northwest Mississippi Community College and cannot be returned, copied or forwarded to another individual or school.

All required science courses that have been completed prior to entering the nursing program must have been taken within the past seven years.

The Division of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (phone number 404-975-5000) ([www.acenursing.org](http://www.acenursing.org)) and the Board of Trustees of State Institutions of Higher Learning, State of Mississippi located at 3825 Ridgewood Road, Jackson, MS 39211-6453 (phone number 601-432-6198, [www.ihl.state.ms.us](http://www.ihl.state.ms.us)).

*continued on next page*

## Traditional Plan of Study

### PRE-REQUISITES

BIO 2513, Anatomy and Physiology I	3 hours
BIO 2511, Anatomy and Physiology I Lab	1 hour
* MAT 1313, College Algebra (only if math ACT <19)	

<b>TOTAL</b>	<u>4 hours</u>
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### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NUR 1117, Foundations of Nursing ....7		NUR 1318, Adult Health I.....8	
NUR 1001, Nursing Dosages & Solutions .....1		MAT 1313, College Algebra* .....3	
CSC 1113, Computer Concepts .....3		ENG 1123, English Comp. II.....3	
ENG 1113, English Comp. I .....3		EPY 2533, Human Growth and Development* .....3	
BIO 2523, Anatomy & Physiology II ..3			
BIO 2521, A & P II Lab .....1			
Total	<u>18</u>	Total	<u>17</u>

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NUR 2128, Maternal-Child Nursing...8		NUR 2318, Adult Health II .....8	
PSY 1513, General Psychology .....3		NUR 2222, Nursing Seminar.....2	
BIO 2923, Microbiology*.....3		SPT 1113, Public Speaking I .....3	
BIO 2921, Microbiology Lab*.....1		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 completed with a "C" or better before NUR 2128. Microbiology must be completed with a "C" or better before NUR 2318. Otherwise, only the nursing courses must be taken in the sequence noted above.

See the Division of Nursing page on the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) for Licensed Practical Nurse advanced placement options and details.

## LPN Challenge Plan of Study

### 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
ENG 1113, English Composition I	3 hours
CSC 1113, Computer Concepts*	3 hours

<b>TOTAL</b>	<u>14 hours</u>
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\*This course is interchangeable with SPT 1113 (Public Speaking), PSY 1513 (General Psychology) and the Humanities Elective.

### LPN CHALLENGE EXAMINATIONS



First Semester	Semester Hours
NUR 1318, Adult Health I.....	8
MAT 1313, College Algebra* .....	3
ENG 1123, English Composition II.....	3
EPY 2533, Human Growth and Development* .....	3
Total	<hr/> 17

\* College Algebra is a pre-requisite to the nursing program if the math component of the ACT is <19. EPY 2533 must be completed with a "C" or better before NUR 2128.

Second Semester	Semester Hours	Third Semester	Semester Hours
NUR 2128, Maternal-Child Nursing...	8	NUR 2318, Adult Health II .....	8
PSY 1513, General Psychology .....	3	NUR 2222, Nursing Seminar.....	2
BIO 2923, Microbiology** .....	3	SPT 1113, Public Speaking I .....	3
BIO 2921, Microbiology Lab** .....	1	Humanities Elective .....	3
Total	<hr/> 15	Total	<hr/> 16

\*\* Microbiology/Microbiology Lab must be completed with a "C" or better before NUR 2318.

### LPN-RN Transition Plan of Study

#### 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
MAT 1313, College Algebra	3 hours
EPY 2533, Human Growth & Development	3 hours
ENG 1113, English Composition I	3 hours
ENG 1123, English Composition II*	3 hours
CSC 1113, Computer Concepts*	3 hours
<b>TOTAL</b>	<hr/> 23 hours

\*These courses are interchangeable with SPT 1113 (Public Speaking), PSY 1513 (General Psychology) and the Humanities Elective.

Summer Term	Semester Hours
NUR 1316, LPN-RN Transition.....	6

First Semester	Semester Hours	Second Semester	Semester Hours
NUR 2128, Maternal-Child Nursing...	8	NUR 2318, Adult Health II .....	8
PSY 1513, General Psychology .....	3	NUR 2222, Nursing Seminar.....	2
BIO 2923, Microbiology** .....	3	SPT 1113, Public Speaking I .....	3
BIO 2921, Microbiology Lab** .....	1	Humanities Elective .....	3
Total	<hr/> 15	Total	<hr/> 16

\*\* Microbiology/Microbiology Lab must be completed with a "C" or better before NUR 2318.

BSN Transfer Option: The Division of Nursing faculty serve as advisers for the various pathways for students planning to pursue a Bachelor of Nursing (BSN) degree. After successful completion of the core courses and required electives, students will be eligible to receive an Associate of Arts degree from Northwest and can transfer to a four-year university to complete the BSN.

*\*Note: Every four-year university sets its own requirements for graduation. It is the responsibility of the student to determine which university they would like to attend and what the requirements are.*

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## **NURSING-SPECIFIC COURSES OFFERED:**

### **Nursing (NUR)**

NUR 1001	Nursing Dosages and Solutions
NUR 1117	Foundations of Nursing
NUR 1318	Adult Health I
NUR 1316	LPN-RN Transition
NUR 2128	Maternal-Child Nursing
NUR 2222	Nursing Seminar
NUR 2318	Adult Health II
NUR 2323	Nurse Externship (Summer)

*(see page 222 for course descriptions)*

# DIVISION OF MATHEMATICS

The Division of Mathematics offers several pathways that provide a solid educational foundation for students planning to transfer to a senior institution in Mathematics or Mathematics-related fields. Advisors utilize the ACT math sub-score for mathematics placement. Deficiencies in mathematics requirements may be made up during the freshman year or in the summer prior to the freshman year. Students are encouraged to get involved in campus activities through division clubs and organizations including Mu Alpha Theta, a mathematics honor society for high school and two-year college students.

## **PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN MATHEMATICS AND MATHEMATICS-RELATED FIELDS:**

Engineering (university undecided/general pathway)

Engineering at JSU, MSU, UM, USM

Aerospace Engineering at MSU

Biological Engineering at MSU

Chemical Engineering at MSU, UM

Civil Engineering at JSU, MSU, UM

Computer Engineering at JSU, MSU, UM

Electrical Engineering at JSU, MSU, UM

Geological Engineering at UM

Industrial Engineering at MSU

Mechanical Engineering at MSU, UM

Mathematics (university undecided/general pathway)

Mathematics (BA) at MSU, MUW, UM

Mathematics (BS) at ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

*See the Northwest website for course requirements for each specific pathway.*

## **DIVISION OF MATHEMATICS ACADEMIC ADVISERS:**

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*Mathematics*

## **MATHEMATICS-SPECIFIC COURSES OFFERED:**

### **Mathematics (MAT)**

#### ***Preparatory Emphasis Courses:***

MAT 0123	Beginning Algebra
MAT 1233	Intermediate Algebra
MAT 1313	College Algebra
MAT 1323	Trigonometry
MAT 1343	Pre-Calculus
MAT 1723	Real Number System
MAT 1733	Geometry, Measurement, and Probability

#### ***STEM Emphasis Courses:***

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

#### ***Applications Emphasis Courses:***

MAT 1513	Business Calculus I
MAT 1523	Business Calculus II
MAT 2323	Statistics
MAT 2513	Elementary Mathematical Analysis

*Your academic adviser and the course description section of this Northwest Bulletin will help guide you toward the specific math course to meet your academic needs (see page 218 for course descriptions).*

# DIVISION OF NATURAL SCIENCES

The Division of Natural Sciences at Northwest Mississippi Community College offers a vast array of pathways for students planning to transfer to a senior institution in the fields of science and/or medicine. Students enrolled at Northwest will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future career. Various clubs and organizations are also available to these students.

## PATHWAYS LEADING TO A BACCALAUREATE DEGREE IN NATURAL SCIENCE-RELATED FIELDS:

Listed below are the pathways offered in the Division of Natural Sciences. After successful completion of the core courses and required number of electives, students will be eligible to receive an Associate of Arts degree from Northwest Mississippi Community College and can transfer to a four-year university.

*Note: Every four-year university sets their own requirements for graduation. It is the responsibility of the student to determine which university they would like to attend and what their requirements are.*

*\* denotes a pathway that requires a degree beyond a baccalaureate degree.*

Animal Science  
Biology (includes Dental, Medical and Optometry) \*  
Chemistry  
Dental Hygiene (bachelor's degree)  
Dental Hygiene (associate degree)  
Forestry  
General Agriculture  
Horticulture  
Medical Lab Sciences (3+1)  
Medical Lab Sciences (2+2)  
Occupational Therapy \*  
Pharmacy \*  
Physical Therapy \*  
Physics  
Radiological Sciences  
Veterinary Medical Technology  
Veterinary Medicine \*

*See the Northwest website for course requirements for each specific pathway.*

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## **NATURAL SCIENCES-SPECIFIC COURSES OFFERED:**

### **Agriculture (AGR)**

AGR 1210	Animal Science Laboratory
AGR 1214	Animal Science
AGR 1310	Plant Science Laboratory
AGR 1313	Plant Science
AGR 1523	Introduction to Forestry
AGR 2310	Basic Soils Laboratory
AGR 2314	Basic Soils

*(see page 179 for course descriptions)*

### **Biology (BIO)**

BIO 1111	Principles of Biology I, Laboratory
BIO 1113	Principles of Biology I, Lecture
BIO 1121	Principles of Biology II, Laboratory
BIO 1123	Principles of Biology II, Lecture
BIO 1131	General Biology I, Laboratory
BIO 1133	General Biology I, Lecture
BIO 1141	General Biology II, Laboratory
BIO 1143	General Biology II, Lecture
BIO 1211	Environmental Science, Laboratory
BIO 1311	Botany I, Laboratory
BIO 1313	Botany I, Lecture

BIO 1321	Botany II, Laboratory
BIO 1323	Botany II, Lecture
BIO 1531	Survey of Anatomy and Physiology, Laboratory
BIO 1533	Survey of Anatomy and Physiology, Lecture
BIO 1613	Nutrition
BIO 2314	Dendrology, Lecture & Laboratory
BIO 2410	Zoology I, Laboratory
BIO 2414	Zoology I, Lecture & Laboratory
BIO 2420	Zoology II, Laboratory
BIO 2424	Zoology II, Lecture & Laboratory
BIO 2511	Anatomy and Physiology I, Laboratory
BIO 2513	Anatomy and Physiology I, Lecture
BIO 2521	Anatomy and Physiology II, Laboratory
BIO 2523	Anatomy and Physiology II, Lecture
BIO 2921	Microbiology, Laboratory
BIO 2923	Microbiology, Lecture

(see page 183 for course descriptions)

### **Chemistry (CHE)**

CHE 1211	General Chemistry I, Laboratory
CHE 1213	General Chemistry I, Lecture
CHE 1221	General Chemistry II, Laboratory
CHE 1223	General Chemistry II, Lecture
CHE 1311	Principles of Chemistry I, Laboratory
CHE 1313	Principles of Chemistry I, Lecture
CHE 1321	Principles of Chemistry II, Laboratory
CHE 1323	Principles of Chemistry II, Lecture
CHE 2420	Organic Chemistry I, Laboratory
CHE 2424	Organic Chemistry I, Lecture & Laboratory
CHE 2430	Organic Chemistry II, Laboratory
CHE 2434	Organic Chemistry II, Lecture & Laboratory

(see page 192 for course descriptions)

### **Physics (PHY)**

PHY 1111	Introduction to Astronomy, Laboratory
PHY 1113	Introduction to Astronomy, Lecture
PHY 1213	Survey of Physics I
PHY 2241	Physical Science I, Laboratory
PHY 2243	Physical Science I, Lecture
PHY 2251	Physical Science II, Laboratory
PHY 2253	Physical Science II, Lecture
PHY 2411	Physics I, Laboratory
PHY 2413	General Physics I, Lecture

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PHY 2421	Physics II, Laboratory
PHY 2423	General Physics II, Lecture
PHY 2511	Physics Laboratory for Science and Engineering I
PHY 2513	Physics for Science and Engineering I
PHY 2521	Physics Laboratory for Science and Engineering II
PHY 2523	Physics for Science and Engineering II

*(see page 225 for course descriptions)*

*Your academic adviser and the course description section of this Northwest Bulletin will help guide you toward the specific science course to meet your academic needs.*

# CAREER, TECHNICAL AND WORKFORCE EDUCATION

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NORTHWEST  

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MISSISSIPPI COMMUNITY COLLEGE

# CAREER, TECHNICAL AND WORKFORCE EDUCATION

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The mission of Career, Technical and Workforce Education (CTWE) at Northwest Mississippi Community College is to be the work skills training provider for northwest Mississippi. As such, the College offers Associate of Applied Science degrees, Technical Certificates, Career Certificates, Work-Based Learning, Workforce Development, Adult Basic Education/GED and the support programs needed to help students succeed throughout their education and/or training, such as:

- Beverly Brewer Stark Career Center (see page 32)
- Related Studies Laboratory (see page 32)
- Career-Tech Education Support Services (see page 33)

## Degrees and Certificates

All students expecting to become candidates for degrees or certificates must adhere to the graduation policy and degree requirements and follow the Technical Core Curriculum (for students planning to obtain the Associate of Applied Science degree) found in the Academic Regulations section (page 81) of this *Bulletin*.

### 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 (60) semester hours to include the fifteen (15) 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 all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

### 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 minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours 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.

## **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. In order to receive three semester hours, the student must work a total number of 135 hours throughout the semester. These hours are verified with the employer by the Northwest Work-Based Learning Coordinator.

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. 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. Semester hour credit is based on quantity/quality 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.

## **Division of Workforce Development & Community Services**

### **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, 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 Mississippi Community College Board 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) 562-3402, or email: [workforce@northwestms.edu](mailto:workforce@northwestms.edu).

## **Adult Basic Education/GED Testing**

Northwest Mississippi Community College offers a program of adult basic education to provide the opportunity for persons age 17 (with proper documentation) 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 throughout the year. Placement tests are given to measure the skills adults need for training and employment and/or to determine readiness to take the high school equivalency exam. Northwest Mississippi Community College offers three authorized GED testing sites. Workforce Development Program may be contacted for additional information.

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

For information, e-mail: vbarksdale@northwestms.edu or call (662) 560-4211.

## **Workforce Innovation and Opportunity Act**

The Workforce Innovation and Opportunity Act (WIOA) replaces the Workforce Investment Act of 1998 (WIA) by amending the law to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes. The law provides the framework for a 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. WIOA reforms current federal laws governing programs of job training, adult education and literacy, vocational rehabilitation, and youth, making services more universally accessible and more flexible components of workforce development systems.

Northwest Mississippi Community College serves as the One-Stop Career Center Operator and Provider of Career and Training Services. The One-Stop system offers access to services that encompasses assessments/skills needs, job search, job placement, labor market information, individual employment planning, educational and career counseling, occupational skills training, skill upgrading, internships and work experience, job readiness, adult education, and literacy and GED programs for adults and out-of-school youth free of charge.

## **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](http://www.northwestms.edu) for a complete listing of programs.

## Course Offerings

Listed below are the Career-Technical courses of study offered at each of Northwest's campus locations.

\* *Career Certificate also available*    \*\* *Industry or State Accreditation*

### Senatobia (Main Campus) & Ashland Off-Campus Site

Due to industry partnerships the Agricultural Technology/John Deere Tech, Automotive Technology and Industrial Electronics Engineering Technology programs are considered regional programs.

#### TECHNICAL PROGRAMS—SENATOBIA CAMPUS

Agricultural Business & Management Technology \*

Agribusiness or Animal Science

Agricultural Technology/John Deere Tech

Automotive Technology \* \*\*

MOPAR College Automotive Program

Business & Office Technology

Administrative Office Technology \*

Business Management Technology \*

Medical Office Technology \*

Civil Engineering Technology \*

Early Childhood Education Technology

Emergency Medical Technology-Paramedic \*\*

Graphic Design Technology \*

Heating, Air Conditioning & Refrigeration Technology \* \*\*

Industrial Electronics Engineering Technology \*

Information Systems Technology \*

Computer Networking or Computer Programming

Manufacturing Technology \*

Paralegal Technology \*

Pre-Paralegal Studies (Ole Miss 2+2 Option)

Precision Manufacturing & Machining Technology \*

#### CAREER PROGRAMS—SENATOBIA CAMPUS

Collision Repair Technology

Cosmetology \*\*

Nail Technician Option/Instructor Trainee Option

Emergency Medical Technology–Basic \*\*  
Health Care Assistant  
Practical Nursing \*\*  
Welding and Cutting

#### **CAREER PROGRAMS—ASHLAND OFF-CAMPUS SITE**

Cosmetology \*\*  
Practical Nursing \*\*

### **DeSoto Center—Southaven & Olive Branch**

#### **TECHNICAL PROGRAMS—SOUTHAVEN CAMPUS**

Business & Office Technology  
    Accounting Technology \*  
    Administrative Office Technology \*  
    Business Management Technology \*  
    Computer Technology \*  
    Medical Office Technology \*  
Business & Marketing Management Technology  
Cardiovascular Technology  
Funeral Service Technology \*\*  
Hotel & Restaurant Management Technology  
Respiratory Therapy \*\*

#### **CAREER PROGRAMS—SOUTHAVEN CAMPUS**

Emergency Medical Technology–Basic \*\*  
Practical Nursing \*\*

#### **TECHNICAL PROGRAMS—OLIVE BRANCH OFF-CAMPUS SITE**

Aviation Maintenance Technology \*\*

#### **CAREER PROGRAMS—OLIVE BRANCH OFF-CAMPUS SITE**

Commercial Truck Driving

### **Lafayette-Yalobusha Technical Center—Oxford**

#### **TECHNICAL PROGRAMS—OXFORD CAMPUS**

Business & Office Technology  
    Administrative Office Technology \*  
    Business Management Technology \*  
    Medical Office Technology \*  
Paralegal Technology \*  
Surgical Technology \*

#### **CAREER PROGRAMS—OXFORD CAMPUS**

Cosmetology \*\*  
Health Care Assistant  
Practical Nursing \*\*

# Courses of Study

Northwest Mississippi Community College offers more than 30 Career and Technical programs of study. Some programs have special admissions requirements, which are listed with each curriculum to which they apply.

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, license or alternative curriculum assessment. 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.

## TECHNICAL EDUCATION

### Agricultural Business and Management Technology/Agribusiness

Adviser: Benton • Offered at Senatobia campus only

*Associate of Applied Science*

The Agribusiness Management option is a program designed to provide students with training in a variety of agriculturally related areas. The program is designed for students desiring to enter the broad range of jobs related to the management of agricultural enterprises and the marketing and sales of agricultural supplies and products.

Admission requirements: Admission standards for a full-time or part-time technical student are the same as regular admission requirements. Students must have an acceptable high school diploma or GED certificate.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGT 1111, Survey of Agricultural Technology .....	1	AGR 2314, Soils .....	4
AGR 1214, Animal Science .....	4	AGT 2723, Beef Production II .....	3
AGR 1313, Plant Science .....	3	AGT 2863, Horse Production .....	3
AGT 2713, Beef Production I .....	3	AGT 1813, Fitting/Groom./Judging ....	3
AGT 1413, Principles of Agricultural Management .....	3	*Technical Elective .....	3
Total	14	Total	16

#### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
AGT 1613, Agricultural Records .....	3	AGT 2263, Appl. Ag. Economics .....	3
AGT 2663, Appl. Animal Nutrition .....	3	AGT 1513, Prin. of Ag. Marketing .....	3
AGT 2613, Forage & Pasture Crops .....	3	SPT 1113, Public Speaking I .....	3
ENG 1113, English Comp. I .....	3	Fine Arts/Humanities Elective .....	3
Math/Science Elective .....	3/4	Social/Behavioral Science Elective .....	3
Total	15/16	Total	15

\* Any instructor approved technical elective

*continued on next page*

## Agricultural Business and Management Technology/Animal Science

Adviser: Benton • Offered at Senatobia campus only

*Associate of Applied Science*

The Animal Science 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 feed crops and soils.

Admission requirements: Admission standards for a full-time or part-time technical student are the same as regular admission requirements. Students must have an acceptable high school diploma or GED certificate.

### 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 1813, Fitting/Groom./Judging ....	3
AGR 1313, Plant Science.....	3	AGR 2314, Soils .....	4
AGT 1413, Principles of Agricultural Management .....	3	AGT 2863, Horse Production.....	3
AGT 1613, Agricultural Records .....	3	AGT 2263, Appl. Ag. Economics .....	3
Total	14	Total	16

### CAREER CERTIFICATE EXIT POINT

#### 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	Social/Behavioral Science Elective.....	3
ENG 1113, English Comp. I .....	3	SPT 1113, Public Speaking I .....	3
Math/Science Elective .....	3/4	Humanities/Fine Arts Elective.....	3
Total	15/16	Total	15

## Agricultural Technology/John Deere Tech

Advisers: Johnston, Louwerens, Massey • Offered at Senatobia campus only

*Associate of Applied Science*

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.

**Special Admissions Requirements:** Students who wish to enter the Agriculture Technology/John Deere Tech program must:

1. Must have a high school diploma or GED certificate.
2. Contact an adviser to make an appointment.
3. Have an ACT composite score of 15 or higher.
4. Obtain a sponsorship with a qualified John Deere dealership.
5. Provide their own tools (tool list available on Northwest website at [www.northwestms.edu](http://www.northwestms.edu)).

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AMT 1122, Agricultural Mechanics Fundamentals.....	2	AMT 2812, Compact Engines and Equipment.....	2
AMT 1213, Basic Electrical/ Electronics Systems .....	3	AMT 1613, Basic Hydraulic Sys.....	3
AMT 1313, Basic Power Trains .....	3	AMT 2926, Supervised Work Experience in Ag.....	6
AMT 1414, Basic Engines.....	4	AGT 1161, Introduction to Spatial Information Systems .....	1
Humanities/Fine Arts Elective.....	3	Basic Computer Skills Elective .....	3
ENG 1113, Eng. Comp. I.....	3		
Total	18	Total	15

## SUMMER TERM

AMT 1511, Principles of Air Conditioning .....	1
AMT 2111, Grain Harvesting Equip...1	
AMT 2411, Hay Harvesting Equip.....	1
AMT 2311, Cotton Harvesting Equip.1	
Math/Science Elective .....	3
Social/Behavioral Science Elective.....	3
AMT 2623, Advanced Hydraulics.....	3
Total	13

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
AMT 1223, Advanced Electrical/ Electronic Systems.....	3	AMT 1424, Advanced Engines .....	4
AMT 1323, Advanced Power Trains...	3	AMT 2912, Special Problems in Agriculture Technology .....	2
AMT 2936, Supervised Work Experience in Ag .....	6	AMT 2512, Spray Equipment.....	2
		AMT 2712, Row Crop Planting Sys....	2
		SPT 1113, Public Speaking I .....	3
		AGT 1162, Introduction to Spatial Information Systems .....	2
		AMT 2911, Special Projects—Professionalism.....	1
Total	12	Total	16

Students must progress through AMT coursework in sequence due to the nature of the material covered. A grade of “C” or better is required in all AMT courses for the student to advance to the next semester. Failure to achieve this minimum standard will require the student to repeat the course. Students must maintain a 2.5 GPA to remain in the program.

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

# Automotive Technology

Advisers: Miller, Parrott (ASE Certified Instructors) • Offered at Senatobia campus only

## Associate of Applied Science

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 MOPAR College Automotive Program (CAP), a two-year associate degree program, is designed to teach late-model Chrysler, Dodge, and Jeep vehicle technology. ASE student tests will be administered. CAP students will co-op with a Chrysler, Dodge, or Jeep dealership. All students accepted in the MOPAR CAP program must obtain and maintain a sponsorship with a qualified dealership.

**Special Admissions Requirements:** Students who wish to enter the MOPAR College Automotive Program (CAP) or General Automotive must:

1. Have an ACT composite score of 15 or higher. An exception will be granted with letters of recommendation or acceptable scores in a high school automotive program.
2. Provide their own tools.
3. Enrollment requires a personal interview with automotive technology adviser.
4. 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. Sys.....	4
Math/Science Elective .....	3/4	*ATT 1214, Brakes .....	4
*ATT 1812, Intro. to Safety & Emp. ...	2	Humanities/Fine Arts Elective.....	3
Total	18/19	Total	19

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

### Third Semester      Semester Hours

**ATT 1314, Manual Drive Trains .....	4
**ATT 2325, Automatic Transmissions/ Transaxles .....	5
SPT 1113, Public Speaking I .....	3
Technical Elective .....	3

Total	15
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### Fourth Semester      Semester Hours

**ATT 2445, Engine Performance III .....	5
**ATT 2614, Heating and Air Conditioning .....	4
Social/Behavioral Science Elective .....	3
ENG 1113, English Comp. I .....	3
Technical Elective .....	3

Total	18
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\* 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.

## Aviation Maintenance Technology

Adviser: Cooper, Lindsey • Offered at DeSoto Center-Olive Branch only

*Associate of Applied Science*

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 are eligible to receive the Associate of Applied Science degree.

**Special Admissions Requirements:** 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.
6. Must provide a recent, clean, drug/alcohol screen result at applicant's expense.

The Aviation Maintenance Program has a maximum enrollment of 15 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.

*continued on next page*

## FRESHMAN YEAR

First Semester	Semester Hours
APT 1114, Aviation Applied Science.....	4
APT 1123, Aviation Electricity I.....	3
APT 1134, Materials and Processes.....	4
APT 1143, Aircraft Servicing and Weight and Balance .....	3
APT 1153, Maintenance Forms, Records and Regulations .....	3
APT 1171, Human Factors .....	1
Total	18

Second Semester	Semester Hours
APT 1214, Reciprocating Engine Overhaul & Inspection .....	4
APT 1221, Turbine Engine Theory .....	1
APT 1234, Turbine Engine Overhaul Inspection .....	4
APT 1161, Reciprocating Engine Theory.....	1
APT 1255, Lubrication & Fuel Metering Systems .....	5
APT 1263, Induction, Cooling & Exhaust Systems .....	3
Total	18

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

Social/Behavioral Science Elective.....	3
ENG 1113, Eng. Comp. I.....	3
Basic Computer Skills Elective .....	3
MAT 1313, College Algebra.....	3
SPT 1113, Public Speaking I .....	3
Humanities/Fine Arts .....	3
Total	18

## SOPHOMORE YEAR

Third Semester	Semester Hours
APT 2115, Aviation Electricity II .....	5
APT 2122, Propellers.....	2
APT 2142, Powerplant Inspection and Review .....	2
APT 2136, Structures I .....	6
APT 2143, Structures II.....	3
Total	18

Fourth Semester	Semester Hours
APT 2212, Flight Control.....	2
APT 2223, Aviation Electricity III.....	3
APT 2232, Hydraulic & Pneumatic Power Systems .....	2
APT 2243, Landing Gear & Protection Systems .....	3
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

## Business and Marketing Management Technology

Adviser: McCann • Offered at DeSoto Center-Southaven only

*Associate of Applied Science*

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
ENG 1113, Eng. Comp. I.....	3
MMT 1113, Marketing I.....	3
MMT 2513, Entrepreneurship .....	3
MMT 1413, Merchandising Math .....	3
Basic Computer Skills Elective .....	3
SPT 1113, Public Speaking I .....	3
MMT 1711, Marketing Seminar I .....	1
Total	19

Second Semester	Semester Hours
MMT 2423, Retail Management .....	3
Social/Behavioral Science Elective.....	3
MMT 1123, Marketing II.....	3
MMT 1323, Advertising .....	3
Accounting Elective.....	3
MMT 1721, Marketing Seminar II .....	1
Total	16

## SOPHOMORE YEAR

First Semester	Semester Hours
MMT 1313, Salesmanship .....	3
MMT 2213, Management .....	3
MMT 2313, E-Commerce Marketing..	3
Math/Natural Science Elective.....	3/4
Restricted Elective.....	3
MMT 1731, Marketing Seminar III.....	1
Total	16/17

Second Semester	Semester Hours
MMT 2233, Human Resource Mgt.....	3
MMT 2613, International Marketing..	3
BAD 2413, Legal Envir. of Bus. I.....	3
Humanities Elective .....	3
Restricted Elective.....	3
MMT 1741, Marketing Seminar IV .....	1
Total	16

## Business and Office Technology

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions in the following areas: Accounting Technology, Administrative Office Technology, Business Management Technology, Computer Technology, and Medical Office 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.

## Accounting Technology

Adviser: Norton • Offered at DeSoto Center-Southaven only

*Career Certificate • Technical Certificate • Associate of Applied Science*

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
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3
BOT 1233, Microsoft Word I (2nd minisession) .....	3
BOT 1313, Appl. Business Math .....	3
BOT 1433, Business Accounting.....	3
BOT 1453, Intro. to Bus. Mgmt. ....	3
Total	15

Second Semester	Semester Hours
BOT 1763, Communication Essentials.....	3
BOT 1823, Microsoft Excel I.....	3
BOT 2433, Quickbooks.....	3
BOT 2423, Income Tax Accounting ...	3
*BOT Adviser Approved Elective.....	3
Total	15

## CAREER CERTIFICATE EXIT POINT

*continued on next page*

## SOPHOMORE YEAR

Third Semester	Semester Hours
BOT 1443, Adv. Bus. Accounting.....3	
BOT 2463, Payroll Accounting.....3	
BOT 1843, Microsoft Excel II.....3	
BOT 2183, Career Readiness.....3	
*BOT Adviser Approved Elective.....3	
Total	15

Fourth Semester	Semester Hours
ENG 1113, English Comp. I.....3	
SPT 1113, Public Speaking.....3	
Humanities/Fine Arts Elective.....3	
Social/Behavioral Science Elective.....3	
Math/Science Elective.....3	
Total	15

### TECHNICAL CERTIFICATE EXIT POINT

\* BOT Electives: BOT 2473 Cost Accounting, BOT 2233 Human Resource Management, BOT 2333 Microsoft Access, BOT 2613 Entrepreneurial Problem Solving, BOT 2913 Supervised Work Experience, WBL 1913 Work-Based Learning

## Administrative Office Technology

Advisers: Rutledge, Gavin, Sugg (DeSoto Center); Littrell, Logan, Barber, Buchanan (LYTC); Dandridge, Dickerson, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Administrative Office Technology program is designed 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
BOT 1013, Intro. to Keyboarding (1st minisession).....3	
BOT 1233, Microsoft Word I (2nd minisession).....3	
BOT 1313, Appl. Business Math.....3	
BOT 1433, Business Accounting.....3	
BOT 1413, Records Management.....3	
Total	15

Second Semester	Semester Hours
BOT 1763, Communication Essentials.....3	
BOT 1823, Microsoft Excel I.....3	
BOT 2433, Quickbooks.....3	
BOT 1243, Microsoft Word II.....3	
*BOT Adviser Approved Elective.....3	
Total	15

### CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

Third Semester	Semester Hours
BOT 2233, Human Resource Mgmt. ....3	
BOT 2333, Microsoft Access.....3	
BOT 1843, Microsoft Excel II.....3	
BOT 2183, Career Readiness.....3	
*BOT Adviser Approved Elective.....3	
Total	15

Fourth Semester	Semester Hours
ENG 1113, English Comp. I.....3	
SPT 1113, Public Speaking.....3	
Humanities/Fine Arts Elective.....3	
Social/Behavioral Science Elective.....3	
Math/Science Elective.....3	
Total	15

### TECHNICAL CERTIFICATE EXIT POINT

\* BOT Electives: BOT 1493 Social Media Management, BOT 2133 Desktop Publishing, BOT 2723 Administrative Office Procedures, WBL 1913 Work-Based Learning

## Business Management Technology

Advisers: Rutledge, Gavin, Sugg (DeSoto Center); Littrell, Logan, Barber, Buchanan (LYTC); Dandridge, Dickerson, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

The Business Management Technology curriculum is a two-year program that provides training in management with an emphasis on planning, organizing, and coordinating. Individuals are trained for career opportunities in production and distribution industries, small businesses, legal offices, insurance companies, financial institutions, and self-employment. Upon successful completion of this program, graduates earn the Associate of Applied Science degree.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession).....	3	BOT 1823, Microsoft Excel I.....	3
BOT 1313, Appl. Business Math .....	3	BOT 2433, Quickbooks.....	3
BOT 1433, Business Accounting .....	3	BOT 1243, Microsoft Word II .....	3
BOT 1453, Intro. to Bus. Mgmt. ....	3	BOT 1493, Social Media Mgmt.....	3
Total	15	Total	15

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2233, Human Resource Mgmt. ....	3	ENG 1113, English Comp. I.....	3
BOT 2613, Entre. Prob. Solving.....	3	SPT 1113, Public Speaking.....	3
BOT 1843, Microsoft Excel II.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
*BOT Adviser Approved Elective.....	3	Math/Science Elective .....	3
Total	15	Total	15

### TECHNICAL CERTIFICATE EXIT POINT

\* BOT Electives: BOT 2333 Microsoft Access, BOT 2133 Desktop Publishing, WBL 1913 Work-Based Learning

## Computer Technology

Adviser: Rutledge • Offered at DeSoto Center-Southaven only  
*Career Certificate • Technical Certificate • Associate of Applied Science*

The Computer Technology curriculum provides training in the management of micro-computer operations in an office including software configuration. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree.

*continued on next page*

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession) .....	3	BOT 1823, Microsoft Excel I.....	3
BOT 1313, Appl. Business Math .....	3	BOT 2433, Quickbooks.....	3
BOT 1433, Business Accounting.....	3	BOT 1243, Microsoft Word II .....	3
BOT 2333, Microsoft Access .....	3	BOT 1453, Intro. to Bus. Mgmt. ....	3
Total	15	Total	15

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 1443, Adv. Bus. Accounting .....	3	ENG 1113, English Comp. I .....	3
BOT 1493, Social Media Mgmt.....	3	SPT 1113, Public Speaking.....	3
BOT 1843, Microsoft Excel II.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
BOT 2133, Desktop Publishing .....	3	Math/Science Elective .....	3
Total	15	Total	15

## TECHNICAL CERTIFICATE EXIT POINT

## Medical Office Technology

Advisers: Gavin, Rutledge, Sugg (DeSoto Center); Littrell, Logan, Barber, Buchanan (LYTC); Dandridge, Dickerson, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

*Career Certificate • Technical Certificate • Associate of Applied Science*

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

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession) .....	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession) .....	3	BOT 1623, Medical Terminology II .....	3
BOT 1313, Appl. Business Math .....	3	BOT 2743, Medical Office Concepts ..	3
BOT 1433, Business Accounting.....	3	BOT 2763, Elect. Health Records .....	3
BOT 1613, Medical Terminology I.....	3	*BOT Adviser Approved Elective .....	3
Total	15	Total	15

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

Third Semester	Semester Hours
BOT 2643, CPT Coding.....	3
BOT 2653, ICD Coding.....	3
BOT 1823, Microsoft Excel I.....	3
BOT 2183, Career Readiness.....	3
BOT 2673, Medical Insurance Billing.....	3
Total	15

Fourth Semester	Semester Hours
ENG 1113, English Comp. I.....	3
SPT 1113, Public Speaking.....	3
Humanities/Fine Arts Elective.....	3
Social/Behavioral Science Elective.....	3
Math/Science Elective .....	3
Total	15

## TECHNICAL CERTIFICATE

### EXIT POINT

\* BOT Electives: BOT 1243 Microsoft Word II, BOT 1643 Pathophysiology, BOT 2433 Quickbooks, BOT 2663 Advanced Coding, WBL 1913 Work-Based Learning

## Cardiovascular Technology

Advisers: Stanford-Means, R. Stevens • Offered at DeSoto Center-Southaven only

*Associate of Applied Science*

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 receive basic training to work in a non-invasive cardiology laboratory in which EKG and stress testing are done. Northwest CVT does not offer any training in ultrasound or echocardiography.

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.

**Special Admissions Requirements:** 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 or high school transcript, and official copies of ALL college transcripts.

*continued on next page*

### Prerequisites

BIO 2513, Anatomy & Physiology I  
BIO 2511, Anatomy & Physiology I Lab

### FRESHMAN YEAR

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

Second Semester	Semester Hours
CHE 1313, Prin. of Chemistry.....	3
CHE 1311, Prin. of Chem. Lab.....	1
BOA 2613, Business Communications...	3
CVT 1214, Cardiovascular Anatomy and Physiology.....	4
ENG 1113, Eng. Comp. I.....	3
SPT 1113, Public Speaking I.....	3
Total	17

### SUMMER TERM

	Semester Hours
BIO 2923, Microbiology.....	3
BIO 2921, Microbiology Lab.....	1
CVT 1312, Cardiovascular Pharmacology.....	2
CSC 1113, Computer Concepts.....	3
Total	9

### SOPHOMORE YEAR

Third Semester	Semester Hours
CVT 2414, Invasive Cardiology I.....	4
CVT 2614, Non-Invasive Cardiology I..	4
CVT 2717, Cardiovascular Clinical I....	7
Total	15

Fourth Semester	Semester Hours
CVT 2424, Invasive Cardiology II.....	4
CVT 2624, Non-Invasive Cardiology II..	4
CVT 2512, Critical Care Applications..	2
CVT 2728, Cardio. Clinical II.....	8
Total	18

### SUMMER TERM

	Semester Hours
CVT 2738, Cardiovascular Clinical III..	8
Total	8

**Total Semester Hours: 84**

## Civil Engineering Technology

Adviser: T. Watson • Offered at Senatobia campus only

*Associate of Applied Science*

This program prepares a person for entry-level positions in civil engineering, surveying and similar technical fields. The curriculum includes boundary and construction surveying, principles of road construction, construction materials testing, mapping, geographical positioning systems (GPS), geographic information systems (GIS), computer automated drafting (CAD), building information modeling (BIM), project management and construction practices.

The graduate is prepared to work with surveyors, civil engineers or other like professionals in the performance of general engineering practices which may include design, drawing, detailing and interpreting working drawings; gathering and interpreting field survey data, inspecting construction, determining equipment, materi-

als and labor required to complete a project, and performing various lab tests required in construction.

Up-to-date equipment and software used in the program include drafting (AutoCAD), survey/engineer (Carlson), GIS (ArcView), and BIM (Steel Solutions). Also used are automatic levels, total stations, and RTK satellite survey equipment with multiple data collector software programs.

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

### FRESHMAN YEAR

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

### CAREER CERTIFICATE EXIT POINT

#### SOPHOMORE YEAR

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

#### Technical Electives:

CIT 2124, Advanced Surveying Practices	BOT 2183, Career Readiness
CIT 2413, Concrete and Hot Mix Asphalt Testing	CIT 291 (1-3), Special Projects
WBL 191(1-3), Work-Based Learning	LET 2453, Real Property I
WBL 192(1-3), Work-Based Learning	GIT 2123, Fundamentals of GIS

## Early Childhood Education Technology

Advisers: Barham, Ross • Offered at Senatobia campus only

*Associate of Applied Science*

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

The Early Childhood Education Technology curriculum is a two-year discipline that requires a minimum of 60 semester hours of course work. Successful completion of the Early Childhood Education Technology curriculum results in the student re-

ceiving a Career Certificate, Technical Certificate and/or an Associate of Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Standards and Guidelines for Pre-Kindergarten (3- and 4-year-olds). \*The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology course work.

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

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

Students must comply with the criminal background check procedure mandated by the law of the State of Mississippi and must submit a Completed Immunization Record Form 121 obtainable from the State of Mississippi Public Health Department. The campus child care center is licensed by the Mississippi Department of Health as a Child Care Facility and for food service.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 1113, Early Child. Profession .....	3	CDT 1224, Preschool Development.....	4
*CDT 1313, Creat. Arts for Yng. Ch. .3		*CDT 1713, Lang. & Lit. Dev. ....	3
CDT 1214, Infant/Toddler Dev.....	4	Fine Arts/Humanities Elective.....	3
CDT 1343, Child Hlth., Sfty. & Nut. .3		Math/Nat. Science Elective .....	3
***CDT 1340, Child Health, Safety & Nutrition Lab.....	0	SPT 1113, Public Speaking I .....	3
ENG 1113, English Comp. I .....	3		
Total	16	Total	16

## SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
CDT 2233, Guid. Soc. & Em. Beh. ....	3	CDT 2413, Dev. of Exceptional Ch. ....	3
**CDT 2613, Methods/Materials .....	3	CDT 2714, SS/Math/Sci. for Y.C. ....	4
CDT 2914, Initial Practicum .....	4	CDT 2813, Admin. of Prog. for Y.C. ....	3
Social/Beh. Science Elective .....	3	CDT 2944, Advanced Practicum .....	4
CDT 2513, Family Dynamics.....	3		
Total	16	Total	14

\* Prerequisites to CDT 2613, CDT 2914 or CDT 2944 (must earn a 'C' or better)

\*\* Co-requisite with CDT 2914

\*\*\* Co-requisite with CDT 1343

## Emergency Medical Technology—Paramedic

Advisers: Briscoe, Kuchta • Offered at Senatobia campus only

*Associate of Applied Science*

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.

**Special admissions requirements:** 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: David Kuchta, Program Director, at [dkuchta@northwestms.edu](mailto:dkuchta@northwestms.edu) or Lisa Briscoe at [lbriscoe@northwestms.edu](mailto:lbriscoe@northwestms.edu). Students who wish to enter the Emergency Medical Technology-Paramedic Program must:

1. Have a valid EMT-Basic National Registry certification.
2. Grade point average of "C" or better in Anatomy and Physiology I with lab (BIO 2513 BIO 2511).
3. Be 18 years of age or older with a high school diploma or GED.
4. Have an ACT composite score of 18 or better or TABE A 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 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	<hr/> 17	Total	<hr/> 21

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## SOPHOMORE YEAR

Third Semester	Sem. Hours	Fourth Semester	Semester Hours
EMS 1422, Special Patient Pops.....	2	EMS 2855, Medical.....	5
EMS 2414, Mat./Child Emerg.....	4	EMS 2912, EMS Operations.....	2
SPT 1113, Public Speaking I.....	3	EMS 2565, EMS Practicum III.....	5
Basic Computer Skills Elective.....	3	PSY 1513, Gen. Psychology.....	3
		Fine Arts/Humanities Elective.....	3
Total	12	Total	18

## Emergency Medical Technology–Basic

Advisers: Briscoe, Kuchta • Offered at Senatobia campus & DeSoto Center-Southaven

### *Career Certificate*

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.

**Special admissions requirements and financial aid notes:** 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: David Kuchta, Program Director, at dkuchta@northwestms.edu or Lisa Briscoe at lbriscoe@northwestms.edu. Students who wish to enter the Emergency Medical Technology-Basic must:

1. Be 18 years of age or older with a high school diploma or GED.
2. Have an ACT composite score of 18 or better or TABE score of 12 or better.

One Semester	Semester Hours
EMS 1118, EMT.....	8
BIO 2513, Anatomy & Physiology I.....	3
BIO 2511, Anatomy & Physiology I Lab.....	1
(3) hours of the Technical Core Curriculum.....	3

## Funeral Service Technology

Program Director: Hopper • Adviser: Anderson • Offered at DeSoto Center-Southaven only

### *Associate of Applied Science*

The Funeral Service Technology degree program offers a curriculum leading to an Associate of Applied Science degree in Funeral Service Technology. The Associate of Applied Science degree program in Funeral Service Technology at Northwest Mississippi Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097: phone (816) 233-3747; fax (856) 579-7354; website www.abfse.org.

### National Board Exam Statistics:

	No. Takers	No. Passed	Percent Passed
2013 Arts	12	8	67%
2013 Sciences	12	9	75%
2014 Arts	11	7	64%
2014 Sciences	12	9	75%
2015 Arts	5	3	60%
2015 Sciences	5	5	100%

**2014 Program Information:**

No. of New Students	No. of Graduates	Timely Graduation*	Percent Employed	Left Before Completion**
12	12	100%	67%	8

\* Completed program in 1 1/2 times the designated program length

\*\* Left before completing the program, did not finish

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's scores and rates, go to Room 221 at Northwest's DeSoto Center in Southaven, or contact Angela Hopper at (662) 280-6136 or email [ahopper@northwestms.edu](mailto:ahopper@northwestms.edu).

**Special admissions requirements:** 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 Angela Hopper, 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 class and those that are tested by the Conference of Funeral Service Examining Board (NBE) will not be accepted unless they have been taken within one (1) year of the transfer request. (FST, Accounting, and Chemistry)
  - E. See Transfer Credit requirements on page 38 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.**

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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 one (1) year or more must repeat all FST courses along with accounting and chemistry.

Upon completion of the program, the student is qualified to write the National Board Examination (NBE) for license requirements. The NBE is not required by the ABFSE for graduation, but is required by most states in order to practice Funeral Directing and/or embalming in that state (the NBE is required for program completion under Northwest guidelines).

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](http://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 objectives of the Funeral Service Technology program are:

### **Funeral Service Aims**

As a program in funeral service education, our central aim is to recognize the importance of funeral service education personnel as:

1. Members of a human services profession;
2. Members of the community in which they serve;
3. Participants in the relationship between bereaved families and those engaged in the funeral service profession;
4. Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice as well as;
5. Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

### **Funeral Service Objectives**

1. To enlarge the background and knowledge of students about the funeral service profession;
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined in the Preamble of chapter nine of the ABFSE Accreditation Manual;
3. To educate students concerning the responsibilities of the funeral service profession to the community at large;
4. To emphasize high standards of ethical conduct;
5. To provide a curriculum at the post-secondary level of instruction; and
6. To encourage student and faculty research in the field of funeral service.

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 87	= B
86 to 80	= C
79 to 0	= 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	Math/Science Elective .....	3/4
FST 1313, Funeral Directing.....	3	FST 2633, Pathology .....	3
MMT 2513, Entrepreneurship .....	3	Basic Computer Skills Elective .....	3
Total	18	Total	19/20

### SOPHOMORE YEAR

Third Sem. (Summer I)	Sem. Hours	Fourth Sem. (Fall)	Semester Hours
FST 1413, Funeral Service Ethics		SPT 1113, Public Speaking I .....	3
and Law .....	3	BOT 2813/BOA 2613, Bus. Comm. ....	3
FST 2623, Microbiology.....	3	CHE 1313, Principles of Chem. I .....	3
Total	6	CHE 1311, Principles of Chem. Lab ...	1
		PSY 1513, Gen. Psychology .....	3
		Humanities/Fine Arts Elective.....	3
		FST 2812, Comprehensive Review ....	2
(Summer II)	Sem. Hours		
BOT 1433, Bus. Accounting.....	3		
FST 2713, Psychosocial Asp. of Grief .	3		
Total	6	Total	18
		Total Required Semester Hours	67

## Graphic Design Technology

Adviser: Merritt • Offered at Senatobia campus only

*Associate of Applied Science*

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 including Web design. 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 program, an Associate of Applied Science 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 courses. Periodic portfolio reviews determine placement and progression in the program.

**Special admissions requirements:** Students who wish to enter the Graphic Design Technology program must have an ACT composite score of 16 or better or equivalent on the TABE for admittance into the program.

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## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CAT 1143, Typography .....	3	CAT 1213, Fund. of Graphic Comp.....	3
CAT 1153, Drawing for Designers I .....	3	CAT 1163, Draw. for Designers II.....	3
MMT 1323, Advertising .....	3	BOT 1763, Comm. Essentials .....	3
CAT 1113, Production I .....	3	CAT 1123, Production II .....	3
WDT 1123, Web Development .....	3	WDT 2263, Web Graphic Prod.....	3
Total	15	Total	15

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CAT 2313, Basic Advertising Design ..	3	SPT 1113, Public Speaking I .....	3
CAT 2133, Graphic Design Studio.....	3	CAT 2323, Advanced Advertising .....	3
ENG 1113, English Comp. I .....	3	CAT 2333, Prac. Adv. Techniques .....	3
Math/Science Elective .....	3	Technical Elective .....	3
Humanities/Fine Arts Elective.....	3	Social/Behavioral Science Elective.....	3
Total	15	Total	15

Electives: CAT 2913, Special Projects; WDT 2913, Special Projects

## Heating, Air Conditioning and Refrigeration Technology

Advisers: Blount, Buchanan • Offered at Senatobia campus only

*Associate of Applied Science*

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 (60 hours) is awarded upon completion of the program. A two-year Career Certificate Program, which requires 45 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.

**Special admissions requirements:** Students who wish to enter the Heating, Air Conditioning and Refrigeration Technology program should contact an adviser. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance including, but not limited to, illegal substance use screening. Students must provide their own tools. Please see adviser to get a current tool list.

## FRESHMAN YEAR

First Semester	Semester Hours
ACT 1124, Basic Compression Refrigeration .....	4
ACT 1713, Electricity for Heating, Ventilation, Air Conditioning, & Refrigeration .....	3
ACT 1134, Brazing & Piping .....	4
ACT 1004, Intro to Heat & Air.....	4
Total	15

Second Semester	Semester Hours
ACT 1313, Refrigeration System Components .....	3
ACT 2413, HVAC I .....	3
ACT 1213, Controls .....	3
ACT 2433, Refrigerant, Retrofit, and Regulations .....	3
ACT 2513, Heating Systems .....	3
Total	15

## CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

First Semester	Semester Hours
ACT 2425, HVAC II .....	5
ACT 2324, Commercial Refrig. ....	4
Academic Elective.....	3
Academic Elective.....	3
Total	15

Second Semester	Semester Hours
ACT 2624, Heat Load & Air Prop.....	4
ACT 2912, Special Project in Heating, Air Cond. & Refrig. Tech. ....	2
Academic Elective.....	3
Academic Elective.....	3
Academic Elective.....	3
Total	15

## Hotel and Restaurant Management Technology

Adviser: TBA • Offered at DeSoto Center-Southaven only

*Associate of Applied Science*

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

## FRESHMAN YEAR

First Semester	Semester Hours
HRT 1123, Hospitality & Tourism Industry .....	3
ENG 1113, Eng. Comp. I.....	3
HRT 1114, Culinary Principles I.....	4
HRT 1213, Sanitation & Safety .....	3
HRT 1511, Hospitality Seminar .....	1
BOT 1313, Applied Business Math.....	3
Total	17

Second Semester	Semester Hours
HRT 1413, Rooms Division Mgt. ....	3
HRT 1224, Rest. & Catering Op.....	4
HRT 1833, Travel & Tourism Geography.....	3
Social/Behavioral Science Elective.....	3
HRT 1521, Hospitality Seminar .....	1
Basic Computer Skills Elective .....	3
Total	17

## SOPHOMORE YEAR

Third Semester	Semester Hours
HRT 2613, Hospitality Supervision.....	3
HRT 1531, Hospitality Seminar .....	1
HRT Elective .....	3
HRT 2323, Hospitality Fac. Mgmt. ....	3
Math/Science Elective .....	3/4
Humanities/Fine Arts Elective.....	3
Total	16/17

Fourth Semester	Semester Hours
HRT 2913, Supervised Work Exp. in Hotel & Rest. Mgt. ....	3
HRT 2623, Hospitality Management ..	3
HRT 2233, Food & Beverage Control...	3
HRT Elective .....	3
HRT 1541, Hospitality Seminar .....	1
SPT 1113, Public Speaking I .....	3
Total	16

*continued on next page*

Electives: ACC 1213/BOT 1433 Accounting, BAD 2413 Legal Environment of Business, BAD 2323 Business Statistics, BIO 1613 Nutrition, MMT 2513 Entrepreneurship, MMT 1323 Advertising, MMT 1113 or 1123 Marketing, MMT 1413 Merchandising Math, MMT 2423 Retail Management, MMT 1313 Salesmanship, MMT 2213 Principles of Management, MMT 2313 E-Commerce Marketing, MMT 2233 Human Resource Management, MMT 2613 International Marketing

## Industrial Electronics Engineering Technology

Advisers: Bross, Clark, Ruby • Offered at Senatobia campus only

*Associate of Applied Science*

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.

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.

**Special admissions requirements:** Students who wish to enter the Industrial Electronics Engineering Technology Program should contact an adviser. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance. Students must provide their own tools.

### 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 1154, Equipment Maintenance....	4	EET 1133, Electrical Power.....	3
Technical Elective .....	3	EET 1214, Digital Electronics.....	4
IMM 1213, Hand Tools & Comp. ....	3	EET 1174, Fluid Power.....	4
Total	17	Total	18

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
EET 2354, Solid State Motor Ctrl. ....	4	EET 1163, Motor Maintenance .....	3
EET 2363, Prog. Logic Controllers .....	3	SPT 1113, Public Speaking I .....	3
EET 1443, Fund. of Instrumentation...	3	Humanities/Fine Arts Elective.....	3
ENG 1113, English Comp. I .....	3	Social/Behavioral Science Elective.....	3
MAT 1313, College Algebra.....	3	Basic Computer Skills Elective .....	3
Total	16	Total	15



# Information Systems Technology

Advisers: Allen, Cleveland • Offered at Senatobia campus only

*Associate of Applied Science*

The Information Systems Technology program includes a basic core of courses designed to prepare the student for a variety of entry-level positions through selection of a concentration of courses in either Computer Networking or Computer Programming. The curriculum is designed to give each student a broad overview of information systems, exposure to career options available within the field and a concentration of skills in a specific area. Upon successful completion of the program, graduates earn the Associate of Applied Science degree.

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

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

## COMPUTER NETWORKING TECHNOLOGY

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1314, Visual BASIC Prog. ....	4	IST 1163, Concepts of Database Des. .	3
IST 1143, Security Prin./Policies .....	3	IST 1244, Network Admin. MS Win. .	4
IST 1123, IT Foundations.....	3	IST 1223, Network Components.....	3
IST 1133, Fund. of Data Comm. ....	3	IST 1213, Client Install & Config. ....	3
Technical Elective .....	3/4	IST 1154, Web & Prog. Concepts .....	4
Total	16/17	Total	17

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
IST 2224, Network Planning/Design...	4	IST 2234, Network Implementation ...	4
Networking Elective.....	3/4	ENG 1113, English Comp I .....	3
Programming Elective .....	4	Humanities/Fine Arts Elective.....	3
Math/Science Elective .....	3	Social/Behavioral Science Elective.....	3
		SPT 1113, Public Speaking I .....	3
Total	14/15	Total	16

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

A student must make at least a "C" in each of the major classes in order to proceed to the next level.

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## COMPUTER PROGRAMMING TECHNOLOGY

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1314, Visual BASIC Prog. ....	4	IST 1163, Concepts of Database Des. .3	
IST 1143, Security Prin./Policies .....	3	IST 2334, Adv. Visual Basic .....	4
IST 1123, IT Foundations.....	3	IST 2324, Script Prog. Lang.....	4
IST 1133, Fund. of Data Comm. ....	3	IST 1154, Web & Prog. Concepts .....	4
Technical Elective .....	3/4		
Total	16/17	Total	15

### CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
IST 2314, Systems Analysis .....	4	ENG 1113, English Comp I .....	3
Programming Elective .....	4	Humanities/Fine Arts Elective.....	3
Programming Elective .....	4	Social/Behavioral Science Elective.....	3
Technical Elective .....	3/4	SPT 1113, Public Speaking I .....	3
		Math/Science Elective .....	3
Total	15/16	Total	15

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

A student must make at least a "C" in each of the major classes in order to proceed to the next level.

## Manufacturing Technology

Advisers: Clark, Covington • Offered at Senatobia campus only

*Associate of Applied Science*

The Manufacturing Technology Program prepares individuals to work within a manufacturing environment in production, CNC operations and management. The student will learn skills such as how to use and maintain equipment, read blueprints, trouble shoot and decision making skills, as well as skills in computers, quality and inventory control.

**Special admissions requirements:** Students interested in the Manufacturing Technology program should contact the adviser. Students must also have a high school diploma or GED or be in enrolled in the MI-Best Program (Senatobia campus only). Upon successful completion of this program, graduates earn the Associate of Applied Science degree.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IMM 1935, Manu. Basic Skills.....	5	MST 1413, Blue Print Reading.....	3
IMM 1213, Hand Tools.....	3	MST 1613, Precision Layout.....	3
EET 1154, Equip. Maintenance .....	4	MST 1313, Machine Tool Math.....	3
Computer Elective.....	3	MST 2714, CNC I .....	4
		ENT 2263, Quality Assurance .....	3
Total	15	Total	16

### CAREER CERTIFICATE EXIT POINT

## SOPHOMORE YEAR

First Semester	Semester Hours
ENT 1153, Basic App. of Ind. Safety ..3	
MST 2223, Inventory Control.....3	
ENT 2443, Prin. of Manu. Mgmt. ....3	
BOT 1823, Excel I.....3	
BOT 1763, Comm. Essentials .....3	
Total	15

Second Semester	Semester Hours
Humanities/Fine Arts Elective.....3	
Social/Behavioral Science Elective.....3	
Math/Science Elective .....3	
SPT 1113, Public Speaking I .....3	
ENG 1113, English Comp. I .....3	
Total	15

## Paralegal Technology

Advisers: McDavid (Senatobia); Littrell, Logan, Barber, Buchanan (LYTC) • Offered at Senatobia campus & Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

### Associate of Applied Science

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.

Students must take Year 1 of the CPAS2 after completion of the first year of LET courses. Year 2 of the CPAS2 will be taken in the last semester of LET coursework.

## FRESHMAN YEAR

First Semester	Semester Hours
LET 1213, Legal Research.....3	
BAD 2413, Legal Env. of Business.....3	
LET 1113, Introduction to Law .....3	
BOT 1763, Comm. Essentials .....3	
LET 1513, Family Law .....3	
Total	15
<b>Law Office Assistant Certificate Earned</b>	

Second Semester	Semester Hours
BOT 1233, Microsoft Word I.....3	
LET 1523, Wills & Estates.....3	
LET 1713, Legal Writing .....3	
LET 2313, Civil Litigation I .....3	
LET 2453, Real Property I.....3	
Total	15
<b>Paralegal Certificate Earned</b>	

## SOPHOMORE YEAR

First Semester	Semester Hours
Approved Criminal Justice Elective ....3	
LET 2323, Torts.....3	
LET 2333, Civil Litigation II.....3	
LET 2463, Real Property II .....3	
Approved Elective.....3	
Total	15
<b>Technical Certificate Earned</b>	

Second Semester	Semester Hours
SPT 1113, Public Speaking I .....3	
ENG 1113, English Composition I.....3	
Math/Natural Science Elective.....3/4	
Social/Behavioral Science Elective.....3	
Humanities/Fine Arts Elective.....3	
	15/16
<b>Associate of Applied Science Earned</b>	

Students must pass with a "C" all LET coursework before entering sophomore-level classes.

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)

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.

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## FRESHMAN YEAR

First Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
BIO 1113, Prin. of Biology I* .....	3
BIO 1111, Prin. of Biology I Lab* .....	1
MFL 1213, Spanish I.....	3
HIS 2213, American History I.....	3
CSC 1113, Computer Concepts .....	3
LET 1113, Introduction to Law .....	3
Total	19

Second Semester	Semester Hours
ENG 1123, Eng. Comp. II.....	3
BIO 1123, Prin. of Biology II** .....	3
BIO 1121, Prin. of Bio. II Lab** .....	1
MFL 1223, Spanish II.....	3
LET 1213, Legal Research.....	3
HIS 2223, American History II .....	3
MAT 1313, College Algebra.....	3
Total	19

## SOPHOMORE YEAR

Third Semester	Semester Hours
LET 1713, Legal Writing .....	3
MFL 2213, Spanish III .....	3
MUS 1113, Music Appreciation.....	3
ENG 2223, Amer. Lit. I*** .....	3
PSY 1513, Gen. Psychology**** .....	3
PSC 1113, Amer. Nat. Govt.....	3
Total	18

Fourth Semester	Semester Hours
SPT 1113, Public Speaking I .....	3
ENG 2233, Amer. Literature II.....	3
MAT 2323, Statistics.....	3
MFL 2223, Spanish IV .....	3
Total	12

\* 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).

## Precision Manufacturing & Machining Technology

Advisers: Covington, Gilliam • Offered at Senatobia campus only

*Associate of Applied Science*

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to manufacture metal parts on machines such as lathes, grinders, drill presses, milling machines, and Computer Numerical Control equipment. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

Precision Manufacturing and Machining 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.

**Special admissions requirements:** Students who wish to enter the Precision Manufacturing and Machining Technology program should contact an adviser. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance. Students must provide their own tools. Please see adviser for current tool list.

A student successfully completing the technical program will receive an Associate of Applied Science degree.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MST 1116, Power Machinery I.....	6	MST 2714, CNC I .....	4
MST 1313, Machine Tool Math.....	3	MST 1125, Power Machinery II .....	5
MST 1613, Precision Layout.....	3	MST 2813, Metallurgy .....	3
MST 1413, Blueprint Reading.....	3	MST 1423, Adv. Blueprint Reading....	3
Total	<u>15</u>	Total	<u>15</u>

## CAREER CERTIFICATE EXIT POINT

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
MST 2724, CNC II .....	4	MST 2144, Power Machinery IV.....	4
MST 2134, Power Machinery III.....	4	MST 2734, Fund. of CAD/CAM.....	4
ENG 1113, English Comp. I .....	3	History/Psychology Elective .....	3
Math/Science Elective .....	3	Humanities/Fine Art Elective .....	3
		SPT 1113, Public Speaking I .....	3
Total	<u>14</u>	Total	<u>17</u>

## Respiratory Therapy

### (Advanced Practitioner/Registry Eligible Respiratory Therapist)

Advisers: Lenox, McMinn • Offered at DeSoto Center-Southaven only

#### *Associate of Applied Science*

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.

**Special admissions requirements:** 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

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- 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

### **Prerequisites**

BIO 2513, Anatomy & Physiology I	BIO 2511, Anatomy & Physiology I Lab
BIO 2523, Anatomy & Physiology II	BIO 2521, Anatomy & Physiology II Lab

## FRESHMAN YEAR

First Semester	Semester Hours
MAT 1313, College Algebra.....	3
RCT 1313, Cardiopulmonary A&P.....	3
RCT 1223, Patient Assessment and Planning.....	3
RCT 1220, Patient Assessment Lab ....	0
RCT 1214, Respiratory Care Science..	4
RCT 1210, Respiratory Care Sci. Lab.	0
RCT 1613, Respiratory Pharmacology...	3
Humanities/Fine Arts Elective.....	3
Total	19

Second Semester	Semester Hours
ENG 1113, Eng. Comp. I.....	3
SPT 1113, Public Speaking I .....	3
RCT 1516, Clinical Practice I .....	6
RCT 1415, Respiratory Care Prac. I....	5
RCT 1410, Respiratory Care I Lab .....	0
Total	17

Summer Term	Semester Hours
RCT 1424, Respiratory Care Prac. II...	4
RCT 1322, Pulmonary Func. Testing.....	2
RCT 1420, Resp. Care Tech. II Lab ....	0
RCT 1524, Clinical Practice II.....	4
Total	10

## SOPHOMORE YEAR

First Semester	Semester Hours
BIO 2923, Microbiology.....	3
BIO 2921, Microbiology Lab.....	1
RCT 2613, Neonatal/Pediatrics.....	3
RCT 2434, Resp. Care Prac. III.....	4
RCT 2430, Resp. Care Prac. III Lab....	0
RCT 2534, Clinical Practice III .....	4
Total	15

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

## Surgical Technology

Adviser: Shirley • Offered at Lafayette-Yalobusha Technical Center (Oxford) only  
*Associate of Applied Science*

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.

### Special admissions 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.

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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.**

### **FRESHMAN YEAR (CERTIFICATE)**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

### **SUMMER TERM (8 WEEKS)**

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

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities/Fine Arts Elective .....	3	BIO 2523, Ana. & Phy. II and Lab .....	4
BIO 2513, Anat. & Phy. I and Lab .....	4	Social/Behavioral Science Elective .....	3
SPT 1113, Public Speaking.....	3		
ENG 1113, English Comp. I.....	3		
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>7</b>

### **\*Approved Electives:**

BIO 1133, General Biology I  
 BIO 1143, General Biology II  
 EPY 2533, Human Growth and Development  
 HPR 1213, Personal and Community Health  
 SOC 2113, Introduction to Sociology I  
 SOC 2143, Marriage and Family  
 PSY 1513, General Psychology  
 BOT 1613, Medical Office Terminology I  
 BOT 1623, Medical Office Terminology II



# 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

Adviser: Brown • Offered at Senatobia campus only

### *Career Certificate*

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.

**Special admissions requirements:** Students who wish to enter the Collision Repair program should contact the adviser. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted any of necessary records and credentials prior to the semester of entrance including but not limited to, illegal substance use screening. In addition, students must provide their own tools.

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 28 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
ABT 1213, Collision Weld. & Cut. ....	3		
Total	16	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](http://www.northwestms.edu).

## Commercial Truck Driving

Adviser: Wilbanks • Offered at DeSoto Center-Olive Branch only

### *Career Certificate*

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.

The required courses for the Commercial Truck Driving Career Certificate are:

DTV 1114, Commercial Truck Driving I .....	4
DTV 1124, Commercial Truck Driving II .....	4
Total	<hr/> 8

Upon successful completion of the 240 hours, the student is awarded a certificate and 8 semester hours credit. Employment opportunities are excellent, and every effort will be made to help a graduate in locating a job.

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.**

NOTE: This program is not eligible for financial aid; however, VA Education Benefits will cover the cost of this program for eligible veterans/service members.

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.

## Cosmetology

Advisers: Wilburn (Ashland); Riley (LYTC); Denson, Newsom (Senatobia) • Offered at Senatobia campus, Benton County/NWCC Vo-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

### *Career Certificate*

The instructional program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board

of Cosmetology certification examination. Admission to the program is on a competitive basis. This program requires 1500 clock hours for completion. Students are only accepted during the fall semester on the Senatobia campus. Students are accepted both fall and spring semesters at the Oxford and Ashland campuses.

**Special admissions requirements:**

1. Applicant must be at least 18 years of age.
2. Application for Cosmetology Program.
3. Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be on file.
4. Must be a high school graduate (diploma) or have passed the GED.
5. Applicants must complete and obtain the required scoring on the Test of Adult Basic Education (TABE)

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.**

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**

Offered at Senatobia campus only

This 400-hour 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

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

*continued on next page*

## INSTRUCTOR TRAINEE OPTION

Offered at Senatobia campus only

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

**Special admissions requirements:** Students who wish to enter the Cosmetology Instructor Trainee Program must:

1. Hold a current Mississippi license to practice in the field of cosmetology.
2. Be at least 20 years of age.
3. Have a high school diploma or GED.
4. Be a graduate of a licensed cosmetology school in Mississippi or any other state.
5. Have documentation of two years active practical experience as a licensed cosmetologist.
6. Resume and interview required.

Must have completed one Mississippi Cosmetology Board "methods of teaching" seminar and have completed 12 semester hours in college courses approved by the Mississippi Cosmetology Board.

First Semester	Semester Hours	Second Semester	Semester Hours
COV 2816, Cosmetology Teacher Training I .....	6	COV 2836, Cosmetology Teacher Training III .....	6
COV 2826, Cosmetology Teacher Training II .....	6	COV 2846, Cosmetology Teacher Training IV .....	6
Total	12	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](http://www.northwestms.edu).

## Health Care Assistant

Adviser: Phelps (Senatobia), Elkins (LYTC) • Offered at Senatobia campus & Lafayette-Yalobusha Technical Center (Oxford)

### *Career Certificate*

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.

**Special admissions requirements:** Admission requirements for the Health Care Assistant Program are as follows:

1. Be 18 years of age or older with a high school diploma or GED or enrollment in the MI-Best program (Senatobia campus only).
2. Complete a separate application for the Health Care Assistant program at the campus location interest.
3. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
4. Successfully pass a background check and drug screening upon acceptance.

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

The Senatobia campus will accept applications for the fall semester from February 1 through April 1 of each year. Applications for the spring semester will be accepted from September 1 through November 1 of each year.

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

## Practical Nursing

Advisers: Burcham (Ashland); Geeter, Legge, Pittman (DeSoto Center); Hill, Kitchens, Shawn, P. Williams (LYTC); Lance, Thompson, Watson (Senatobia) •  
 Offered at Senatobia campus, DeSoto Center-Southaven, Benton County/NWCC Vo-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

### *Career Certificate*

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.

**Special admissions requirements:** 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 and meets criteria 1-4, 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. The LYTC-Oxford campus also accepts applications from June to mid-October for students planning to begin in the spring semester. Testing begins for this class in October.

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

Practical Nursing 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:

Jennifer Lance  
Northwest Mississippi Community College  
P.O. Box 5432  
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

## 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 1437, Fund. of Nursing Lab/		Clinical.....	2
Clinical.....	7	PNV 1634, Alt. in Adult Health.....	4
		PNV 1642, Alt. in Adult Health	
		Clinical.....	2
		PNV 1524, IV Therapy & Pharm.....	4
Total	16	Total	16

<b>Third Semester</b>	<b>Semester Hours</b>
PNV 1714, Maternal-Child Nursing ...4	
PNV 1814, Mental Health Nursing.....4	
PNV 1914, Nursing Transition .....4	
<b>Total</b>	<b>12</b>

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](http://www.northwestms.edu).

## **EVENING AND WEEKEND PROGRAM**

Offered at DeSoto Center-Southaven only

This five-semester curriculum is designed to allow students who cannot attend full-time during regular academic sessions to complete all necessary course requirements part-time in an evening and weekend setting. The Practical Nursing program at DeSoto Center accepts applications for this evening and weekend program from mid-January through April 30 of each even year. Testing begins in February.

<b>Semester I—Fall</b>	<b>Semester Hours</b>
PNV 1213, Body Struct. & Func. ....3	
with emphasis on Medical Terminology and Role of the LPN	
<b>Total</b>	<b>3</b>

<b>Semester II—Spring</b>	<b>Semester Hours</b>
PNV 1426, Fund. of Nursing .....6	
PNV 1437, Fund. of Nursing Lab/ Clinical.....7	
<b>Total</b>	<b>13</b>

<b>Semester III—Summer</b>	<b>Semester Hours</b>
PNV 1524, IV Therapy & Pharm.....4	
<b>Total</b>	<b>4</b>

<b>Semester IV—Fall</b>	<b>Semester Hours</b>
PNV 1634, Alt. in Adult Health.....4	
PNV 1642, Alt. in Adult Health Clinical.....2	
PNV 1614, Med./Surg. Nursing .....4	
PNV 1622, Med./Surg. Nursing Clinical.....2	
<b>Total</b>	<b>12</b>

<b>Semester V—Spring</b>	<b>Semester Hours</b>
PNV 1714, Maternal-Child Nursing ...4	
PNV 1814, Mental Health Nursing.....4	
PNV 1914, Nursing Transition .....4	
<b>Total</b>	<b>12</b>

## **Welding and Cutting**

Adviser: Steele • Offered at Senatobia campus only

### *Career Certificate*

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), 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 American Welding Society (AWS) and the National Center for Construction Education and Research (NCCER).

Both AWS and NCCER provide a series of reference materials to support this curriculum. For

*continued on next page*

additional information visit the American Welding Society website ([www.aws.org](http://www.aws.org)) or the NCCER website ([www.nccer.org/welding](http://www.nccer.org/welding)).

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. **A major accident will require a drug test at the student's expense.**

**Special admissions requirements:** Students who wish to enter the Welding and Cutting program should contact the adviser. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance including but not limited to, illegal substance use screening. In addition, students must provide their own tools.

First Semester	Semester Hours	Second Semester	Semester Hours
WLT 1114, Shield. Mtl. Arc Weld. I...	4	WLT 1135, Gas Tungs. Arc Welding.....	5
WLT 1225, Shielded Metal Arc Welding II.....	5	WLT 1125, Gas Metal Arc Welding....	5
WLT 1313, Cutting Processes .....	3	WLT 1143, Flux Cored Arc Welding ..	3
WLT 1173, Intro. to Welding and Safety.....	3	WLT 1232, Drawing, Basic Metallurgy and Welding Symbols.....	2
Total	15	Total	15

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](http://www.northwestms.edu).



# COURSE DESCRIPTIONS

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# COURSE DESCRIPTIONS

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## **Accounting (ACC)**

**ACC 2213. PRINCIPLES OF ACCOUNTING I** (3 hours credit) This course develops a study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. Three lectures per week.

**ACC 2223. PRINCIPLES OF ACCOUNTING II** (3 hours credit) A continuation of ACC 2213. 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 2213. 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 1161. INTRODUCTION TO SPATIAL INFORMATION SYSTEMS** (1 hour credit) This course provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future. One hour lecture.

**AGT 1162. INTRODUCTION TO SPATIAL INFORMATION SYSTEMS** (1 hour credit) This course is a continuation of AGT 1161 and provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future. Two hours lecture, one hour lab.

**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 2263. APPLIED AGRICULTURE ECONOMICS** (3 hours credit) A course to introduce the student to economic principles as applied to agribusiness operations. Two hours lecture, two hours lab.

**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 1122. AGRICULTURAL MECHANICS FUNDAMENTALS** (2 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 1414. BASIC ENGINES** (4 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 1424. ADVANCED ENGINES** (4 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 2111. GRAIN HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide procedures for the inspection, adjustment, repair and lubrication of grain harvesting equipment. One hour lecture.

**AMT 2132. SPECIAL PROBLEMS IN AGRICULTURAL TECHNOLOGY** (2 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 repair 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 2311. COTTON HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide advanced skills and knowledge related to the functions, maintenance, and repair of cotton picker drums and support systems. One hour lecture.

**AMT 2411. HAY HARVESTING EQUIPMENT** (1 hour credit) This is a course designed to provide advanced skills and knowledge related to the procedures for inspection, adjustment, repair, and lubrication of hay harvesting equipment. One hour lecture.

**AMT 2512. SPRAY EQUIPMENT** (2 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 2712. ROW CROP PLANTING SYSTEMS** (2 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 2812. COMPACT ENGINES & EQUIPMENT** (2 hours credit) Inspection, adjustment, repair, and lubrication of compact engines and equipment. Four hours lab.

**AMT 2912. SPECIAL PROBLEMS** (2 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Mechanics Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**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.

**AMT 2926. SUPERVISED WORK EXPERIENCE IN AGRICULTURAL TECHNOLOGY** (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 2936. SUPERVISED WORK EXPERIENCE IN AGRICULTURAL**

**TECHNOLOGY** (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.

## **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 course designed to provide an understanding and appreciation of the visual arts.

**ART 1213. INTRODUCTORY ART** (3 hours credit) A studio course designed to familiarize the student with the fundamental elements of art and develop in the student a visual literacy.

**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) This studio course stresses fundamental concepts of painting with acrylics and/or oils. Emphasis is on painting from observation. 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) A continuation which builds on the fundamental concepts of painting with acrylics and/oils. Emphasis is on individual expression. 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 1812. INTRODUCTION TO SAFETY AND EMPLOYABILITY SKILLS** (2 hours 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. Two hours 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 2445. ENGINE PERFORMANCE III** (5 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, six 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, four hours lab. Prerequisite: Two semesters of coursework in ATT and instructor approval.

**ATT 2934. SPECIAL PROBLEMS IN AUTOMOTIVE TECHNOLOGY II** (4 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, six 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.

**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.

**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.

**APT 1153. MAINTENANCE FORMS, RECORDS AND REGULATIONS** (3 hours credit) A study of maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

**APT 1161. RECIPROCATING ENGINE THEORY** (1 hour credit) A study of theory and principles of operation of reciprocating engines.

**APT 1171. HUMAN FACTORS/GENERAL TROUBLESHOOTING AND INSPECTION PRINCIPLES** (1 hour credit) A study of the human factor element involved in air maintenance and development of general troubleshooting and inspection skills.

**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.

**APT 1221. TURBINE ENGINE THEORY** (1 hour 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.

**APT 1242. POWERPLANT CONFORMITY AIRWORTHINESS INSPECTION** (2 hours credit) Inspection of aircraft powerplants for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

**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.

**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.

**APT 2115. AVIATION ELECTRICITY II** (5 hours credit) The study of aircraft engine systems including instrument, engine fire protection, engine electrical, ignition, and starting.

**APT 2122. PROPELLERS AND POWERPLANT REVIEW** (2 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.

**APT 2136. STRUCTURES I** (6 hours credit) A study of sheet metal and composite structures and welding process.

**APT 2143. STRUCTURES II** (3 hours credit) A study of aircraft wood and non-metallic structures, covering, and finishes.



**APT 2212. FLIGHT CONTROL** (2 hours credit) A study of aircraft rigging and assembly.

**APT 2223. AVIATION ELECTRICITY III** (3 hours credit) A study of airframe electrical systems and components including wiring, switches, and controls.

**APT 2232. HYDRAULIC AND PNEUMATIC POWER SYSTEMS** (2 hours credit) A study of aircraft hydraulic and pneumatic power systems and components.

**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.

**APT 2251. ENVIRONMENTAL CONTROL SYSTEMS** (1 hour credit) A study of cabin atmosphere control systems.

**APT 2264. AIRCRAFT INSTRUMENTATION SYSTEMS** (4 hours credit) A study of aircraft instrument systems, communications and navigation systems, and aircraft fire protection systems.

**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.

**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.

## **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, and 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 1113.

**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: Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher. 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 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. Prerequisite: Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher. 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 score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher. 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 2921. MICROBIOLOGY, LABORATORY** (1 hour credit) A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2923 Microbiology lecture. Corequisite: concurrent enrollment in BIO 2923.

**BIO 2923. MICROBIOLOGY, LECTURE** (3 hours credit) A lecture course that provides an introduction to the general principles of microbiology with emphasis on microorganisms and human/animal diseases. Topics include laboratory techniques, cellular biology, immunology, genetics, microbial classification and an introduction to biotechnology. Prerequisite: Successful completion of BIO 2523 and BIO 2521 or 8 hours of upper-level biology courses with a grade of "C" or better. Corequisite: BIO 2921.

## **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 data for business management and control. Topics include central tendency and dispersion; probability, discrete and continuous distributions; estimation and hypothesis testing. Prerequisite: College Algebra (MAT 1313) or higher.

**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) This course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title.

**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** (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.

**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. Three hours lecture and 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. Three hours lecture and 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. One hour lecture.

**MMT 1721. MARKETING SEMINAR II** (1 hour credit) A continuation of MMT 1711. One hour lecture. Prerequisite: Marketing Seminar I (MMT 1711).

**MMT 1731. MARKETING SEMINAR III** (1 hour credit) A continuation of MMT 1721. One hour lecture. Prerequisite: Marketing Seminar II (MMT 1721).

**MMT 1741. MARKETING SEMINAR IV** (1 hour credit) A continuation of MMT 1731. One hour lecture. Prerequisite: Marketing Seminar III (MMT 1731).

**MMT 2213. PRINCIPLES OF 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 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. Three hours lecture.

**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. Three hours lecture.

**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 1313. FILING-RECORDS MANAGEMENT** (3 hours credit) The various methods of filing with sufficient practice to develop skills for business operations. Coding, indexing, equipment, and materials are emphasized.

**BOA 1413. 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.

**BOA 2533. 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.

**BOA 2553. DESKTOP PUBLISHING** (3 hours credit) This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software.

**BOA 2613. BUSINESS COMMUNICATIONS** (3 hours credit) This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations and preparing for the job interview process. Prerequisite: A grade of C or better in ENG 1123 or permission of instructor.

## **Business and Office and Related Technology (BOT)**

### **Accounting Technology**

### **Administrative Office Technology**

### **Business Management Technology**

### **Computer Technology**

### **Medical Office 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.

**BOT 1233. MICROSOFT WORD I** (3 hours credit) This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture/lab.

**BOT 1243. MICROSOFT WORD II** (3 hours credit) This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Three hours lecture/lab. Prerequisite: Completion of BOT 1233 with a "C" or higher.

**BOT 1273. INTRODUCTION TO MICROSOFT OFFICE** (3 hour credit) This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft Office suite.

**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.

**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 and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture/lab.

**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.

**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. Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

**BOT 1453. INTRODUCTION TO BUSINESS MANAGEMENT** (3 hours credit) Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture/lab.

**BOT 1493. SOCIAL MEDIA MANAGEMENT** (3 hours credit) This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, videosharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture/lab.

**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. Emphasis is placed on correct spelling and pronunciation. Three hours lecture/lab.

**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. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**BOT 1643. PATHOPHYSIOLOGY** (3 hours credit) This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention. Three hours lecture/lab.

**BOT 1763. COMMUNICATION ESSENTIALS** (3 hours credit) This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.

**BOT 1823. MICROSOFT EXCEL I** (3 hours credit) This course focuses on application Microsoft Excel as an aid to management decision making.

**BOT 1843. MICROSOFT EXCEL II** (3 hours credit) This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software. Prerequisite: Completion of BOT 1823 with a "C" or higher.

**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. Prerequisite: Completion of BOT 1243 with a "C" or higher.

**BOT 2183. CAREER READINESS** (3 hours 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. Three hours lecture/lab.

**BOT 2233. HUMAN RESOURCE MANAGEMENT** (3 hours credit) This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture/lab.

**BOT 2333. MICROSOFT ACCESS** (3 hours credit) This course applies database

concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture/lab.

**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. Prerequisites: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

**BOT 2433. QUICKBOOKS** (3 hours credit) This course applies basic accounting principles using QuickBooks. Three hours lecture/lab.

**BOT 2463. PAYROLL ACCOUNTING** (3 hours credit) This course provides an in-depth study of payroll accounting. Three hours lecture/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. Prerequisites: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

**BOT 2613. ENTREPRENEURIAL PROBLEM SOLVING** (3 hours credit) This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Three hours lecture/lab.

**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. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**BOT 2653. ICD CODING** (3 hours credit) This course is an introduction to the field of diagnostic and inpatient procedural coding. Three hours lecture/lab. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**BOT 2663. ADVANCED CODING** (3 hours credit) This course includes advanced analysis of diagnostic and procedural coding systems. Three hours lecture/lab. Prerequisites: CPT Coding (BOT 2643) and ICD Coding (BOT 2653).

**BOT 2673. MEDICAL INSURANCE BILLING** (3 hours credit) This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Prerequisite: Completion of BOT 1623 with a "C" or higher.

**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.

**BOT 2743. MEDICAL OFFICE CONCEPTS** (3 hours credit) This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. Three hours lecture/lab. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**BOT 2763. ELECTRONIC HEALTH RECORDS** (3 hours credit) This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three hours lecture/lab. Prerequisite: Completion of BOT 1613 with a "C" or higher.

**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 2414. INVASIVE CARDIOLOGY I** (4 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, four hours lab.

**CVT 2424. INVASIVE CARDIOLOGY II** (4 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, four 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 2614. NON-INVASIVE CARDIOLOGY I** (4 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, four hours lab.

**CVT 2624. NON-INVASIVE CARDIOLOGY II** (4 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, four hours lab.

**CVT 2717. CARDIOVASCULAR CLINICAL I** (7 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 2728. CARDIOVASCULAR CLINICAL II** (8 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-four hours clinical.

**CVT 2738. CARDIOVASCULAR CLINICAL III** (8 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. Twenty-four 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 the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Prerequisite: previous credit or concurrent enrollment in MAT 1313 (College Algebra) or higher math course. 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 & LABORATORY** (4 hours credit) A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms and spectroscopy. Labs associated with this course acquaint students with important

manipulations and procedures, and the preparation and study of organic compounds. Prerequisite: successful completion of CHE 1223/1221 with grade “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 & LABORATORY** (4 hours credit) A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisite: successful completion of CHE 2424 with grade “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 (CIT 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.

**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 (CIT 1413), Route Surveying (CIT 1114), Land Surveying Lab (CIT 2434).

**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 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 (CIT 1413).

**CIT 2444. 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 (CIT 1413), Route Surveying (CIT 1114), and Land Surveying Lab (CIT 2434).

**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.

**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 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.

## **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 1213. COLLISION WELDING AND CUTTING** (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 nonstructural 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 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 1114. COMMERCIAL TRUCK DRIVING I** (4 hours credit) This course is designed to teach fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. 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. One hour lecture, six hours lab.

**DTV 1124. COMMERCIAL TRUCK DRIVING II** (4 hours credit) This course is a continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. 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. One hour lecture, six 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 spread-

sheet, database management, presentation design, and electronic communications. Three hours lecture/lab. Prerequisite: CSC 1113, IC3 certification, or successful performance on Accuplacer for computer literacy.

**CSC 1133. COMPUTER APPLICATIONS II** (3 hours credit) This course is a continuation of CSC 1123 with concentration in advanced computer applications to include 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 with a grade of "C" or higher.

**CSC 1613. COMPUTER PROGRAMMING I (JAVA)** (3 hours credit) Introduction to problem-solving methods and algorithm development; 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. Three hours lecture with CSC 2130 as 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. Three hours lecture with CSC 2140 as lab. Prerequisite: A grade of "C" or better in 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: A grade of "C" or better in 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 with CSC 2840 as lab. Prerequisite: A grade of "C" or better in 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.

**COV 1245. COSMETOLOGY SCIENCES I** (5 hours credit) This course consists of the study of bacteriology, sterilization, and sanitation. Four hours lecture, three 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. Three hours lecture, nine 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. Three hours lecture, nine 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. Four hours lecture, three 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.

**COV 2816. COSMETOLOGY TEACHER TRAINING I** (6 hours credit) Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture, nine hours clinical lab. Prerequisite: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

**COV 2826. COSMETOLOGY TEACHER TRAINING II** (6 hours credit) In-

struction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture, nine hours lab.

**COV 2836. COSMETOLOGY TEACHER TRAINING III** (6 hours credit) Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three hours lecture, nine hours clinical lab.

**COV 2846. COSMETOLOGY TEACHER TRAINING IV** (6 hours credit) Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture, twelve hours clinical 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 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) Principles of investigation, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews, interrogation, and investigative problems in major crimes.

**CRJ 2513. JUVENILE JUSTICE** (3 hours credit) 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.

## **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 develop observational skills through laboratory experience. Two hours lecture and two hours lab.



**CDT 1214. INFANT AND TODDLER DEVELOPMENT** (4 hours credit) This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice is given in infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers. Three hours lecture and two hours lab.

**CDT 1224. PRESCHOOL DEVELOPMENT** (4 hours credit) This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8). Three hours lecture and two hours lab.

**CDT 1313. CREATIVE ARTS FOR YOUNG CHILDREN** (3 hours credit) This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture.

**CDT 1343. CHILD HEALTH, SAFETY AND NUTRITION** (3 hours credit) This course emphasizes health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture. Corequisite: CDT 1340.

**CDT 1340. CHILD HEALTH, SAFETY AND NUTRITION LAB** (0 hours credit) A laboratory course that contains experiences in preparing nutritious meals and snacks for the children in the Child Enrichment Center. The laboratory experiences reinforce the principles and concepts introduced in CDT 1343. Two hours lab. Co-requisite: CDT 1343.

**CDT 1713. LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN** (3 hours credit) This course includes the study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Three hours lecture.

**CDT 2233. GUIDING SOCIAL AND EMOTIONAL BEHAVIOR** (3 hours credit) This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards and Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture.

**CDT 2413. DEVELOPMENT OF THE EXCEPTIONAL CHILD** (3 hours credit) This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture and two hours lab.

**CDT 2513. FAMILY DYNAMICS AND COMMUNITY INVOLVEMENT** (3 hours credit) This course prepares students for successful partnerships with children's families and communities. They explore ways to create respectful, reciprocal relation-

ships that support and empower families and to involve all families in their children's development and learning (ages birth to 8 years). Three hours lecture.

**CDT 2613. METHODS, MATERIALS AND MEASUREMENTS** (3 hours credit) This course specializes in an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Initial Practicum and Advanced Practicum. Three hours lecture. Co-requisite: CDT 2914.

**CDT 2714. SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN** (4 hours credit) This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Initial Practicum and Advanced Practicum. Four hours lecture.

**CDT 2813. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN** (3 hours credit) This course provides an overview of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. Three hours lecture.

**CDT 2914. INITIAL PRACTICUM** (4 hours credit) This course is a supervised practicum which includes a minimum of 150 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Ten hours lab. Prerequisite: CDT 1313 and CDT 1713 (must earn a "C" or better). Co-requisite: CDT 2613.

**CDT 2944. ADVANCED PRACTICUM** (4 hours credit) This course is a supervised practicum which includes a minimum of 150 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Ten hours lab. Prerequisites: CDT 2613 and CDT 2914. May be taken along with CDT 2613 and CDT 2914, if necessary to graduate.

## **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 and circular flow of market.

**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 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.

## Emergency Medical Technology-Paramedic (EMS)

**EMS 1118. EMT** (8 hours credit) This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Five hours lecture, four hours lab, three hours clinical.

**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, four hours lab.

**EMS 1414. PATIENT ASSESSMENT** (4 hours credit) This course will teach comprehensive history taking and physical exam techniques. Two hours lecture, four hours lab.

**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 1614. PHARMACOLOGY** (4 hours credit) This course will teach comprehensive pharmacodynamics and pharmacokinetics. Two hours 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. Three hours lecture, four hours lab.

**EMS 1525. EMS PRACTICUM II** (5 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 2414. MATERNAL/CHILD EMERGENCIES** (4 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. Two hours lecture, four hours lab.

**EMS 2912. EMS OPERATIONS** (2 hours credit) This course teaches the skills necessary to manage complex and/or multipatient situations. One hour lecture, two hours lab.

**EMS 1422. SPECIAL PATIENT POPULATIONS** (2 hours credit) This course will provide a comprehensive overview of providing care for the patient with special needs. One hour lecture, two hours lab.

**EMS 2565. 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.

## English (ENG)

**ENG 0123. INTERMEDIATE ENGLISH AND READING** (3 hours credit) An integrated course designed to advance students to college level writing skills and reading strategies who have not met the prerequisites for ENG 1113 English Composition I. Placement is based on the English ACT sub-score (16 or below) or performance on the local English placement test in Accuplacer. 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 into ENG 1113. Students making a "D" or "F" must remain in ENG 0123.

**ENG 1013. COMPOSITION STUDIO I** (3 hours credit) A companion course to ENG 1113 designed to provide direct support and scaffolding exercises for specific projects in the credit bearing course. Peer collaboration and one-on-one instructional support through the writing process are emphasized. Recommended for students whose English ACT sub-score is a 15 or 16. Three lecture hours; for institutional credit only. Hours do not count toward graduation and will not transfer.

**ENG 1113. ENGLISH COMPOSITION I** (3 hours credit) This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher. Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 1013 in the same semester (if sections/seats are available).

**ENG 1123. ENGLISH COMPOSITION II** (3 hours credit) A continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113.

**ENG 2133. CREATIVE WRITING I** (3 hours credit) This course involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. Prerequisite: ENG 1113.

**ENG 2143. CREATIVE WRITING II** (3 hours credit) A continuation of reading and writing poetry, short fiction, creative non-fiction, and/or 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 2423. WORLD LITERATURE I** (3 hours credit) A survey of texts representative of global and historical diversity from the ancient world through the early modern world. Prerequisite: ENG 1123.

**ENG 2433. WORLD LITERATURE II** (3 hours credit) A survey of texts representative of global and historical diversity from the Enlightenment Period to the present. Prerequisite: ENG 1123.

**ENG 2513. SURVEY OF AFRICAN-AMERICAN LITERATURE** (3 hours credit) A survey of the literature of major African-American writers from its Vernacular Tradition to the present. 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 anatomical structure with orientation to the embalming process. Three hours lecture.

**FST 1123. MORTUARY ANATOMY II** (3 hours credit) Emphasis on circulatory, excretory, endocrine, and digestive systems. Three hours lecture. 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.

**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.

**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.

**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.

**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.

**FST 2633. PATHOLOGY** (3 hours credit) Pathology is the study of disease—specific-

ically, the study of the structure and function of the body as it is affected by disease. Three hours lecture.

**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 REGIONAL 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 in-

ically, the study of the structure and function of the body as it is affected by disease. Three hours lecture.

**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.

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## Graphic Design Technology (CAT)

**CAT 1113. GRAPHIC DESIGN AND PRODUCTION I** (3 hours credit) An in-

introduction to the skills of layout, typography and the fundamentals needed for the graphic artist. The course will provide selected experiences involving layout, paste up, simple renderings, printing processes, camera ready layouts, mechanicals, and layout formats. Six hours lab.

**CAT 1123. GRAPHIC DESIGN AND PRODUCTION II** (3 hours credit) A continuation of Graphic Design and Production I with concentration on color printing, industry terminology and standards, corporate identity, and branding with continued emphasis on design, typography, and balance. The course will utilize current computer technology. Six hours lab. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**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 1153. DRAWING FOR DESIGNERS I** (3 hours credit) This course is designed to introduce the student to the basics of beginning drawing as an aesthetic form utilizing a variety of mediums in black and white. The student will become aware of his or her own style and personality of his or her work while referencing other master artists. This course is designed to solve problems by providing suitable subjects for practicing each of five basic perceptual skills: the perception of edges, spaces, relationships, light and shadow, and gestalt. Two hours lab.

**CAT 1163. DRAWING FOR DESIGNERS II** (3 hours credit) This course introduces color media, continues to build observational skills, and pushes creative skills by exploring dynamic composition as it affects content. 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. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**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 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. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**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. Prerequisites: CAT 1113, CAT 1143, CAT 1213, CAT 2313.

**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.

**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. Prerequisite: WDT 1123.

**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. Prerequisite: WDT 1123.

**WDT 2263. WEB GRAPHICS PRODUCTION** (3 hours credit) An in-depth study of producing and utilizing graphic elements designed for Internet or web application. Emphasis is placed equally on aesthetics, technical requirements, and principles of interactive design. The course will provide a concentrated study related to color management, typography, graphic development and manipulation, digital imaging, and creating dynamic Web experiences. The focus is on the production and manipulation of individual elements and is recommended as a supplement to a web design application course or previous experience. One hour lecture, four hours lab.

**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.

**WDT 2913. SPECIAL PROJECTS** (3 hours credit) Practical applications of skill and knowledge gained in other Web Development Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. (1-6 sch: 45 contact hours per sch)

## **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 1111. GENERAL PHYSICAL EDUCATION ACTIVITIES I** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 1121. GENERAL PHYSICAL EDUCATION ACTIVITIES II** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 1131. VARSITY SPORTS I** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 1141. VARSITY SPORTS II** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 1213. PERSONAL AND COMMUNITY HEALTH** (3 hours credit) Application of principles and practices of healthful living to the individual and community, major health problems and the mutual responsibilities of home, school, and health agencies.

**HPR 1313. INTRODUCTION TO KINESIOLOGY/HEALTH, PHYSICAL EDUCATION, AND RECREATION** (3 hours credit) Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

**HPR 1511(2). TEAM SPORTS I** (1-2 hours credit) Rules, techniques, participation and equipment in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 1521(2). TEAM SPORTS II** (1-2 hours credit) Rules, techniques, participation and equipment in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 1531(2). INDIVIDUAL AND DUAL SPORTS I** (1-2 hours credit) Rules, techniques, participation and equipment in individual and dual sports, including Fundamentals of Golf.

**HPR 1541(2). INDIVIDUAL AND DUAL SPORTS II** (1-2 hours credit) Rules, techniques, participation and equipment in individual and dual sports, including Fundamentals of Golf.

**HPR 1551. FITNESS AND CONDITIONING TRAINING I** (1 hour credit) Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 1561. FITNESS AND CONDITIONING TRAINING II** (1 hour credit) Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2111. GENERAL PHYSICAL EDUCATION ACTIVITIES III** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 2121. GENERAL PHYSICAL EDUCATION ACTIVITIES IV** (1 hour credit) This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 2131. VARSITY SPORTS III** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 2141. VARSITY SPORTS IV** (1 hour credit) Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

**HPR 2213. FIRST AID AND CPR** (3 hours credit) Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses.

**HPR 2511(2). TEAM SPORTS III** (1-2 hours credit) Rules, techniques, participation and equipment in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2521(2). TEAM SPORTS IV** (1-2 hours credit) Rules, techniques, participation and equipment in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2531(2). INDIVIDUAL AND DUAL SPORTS III** (1-2 hours credit) Rules, techniques, participation and equipment in individual and dual sports, including Fundamentals of Golf.

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**HPR 2551. FITNESS AND CONDITIONING TRAINING III** (1 hour credit) Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2561. FITNESS AND CONDITIONING TRAINING IV** (1 hour credit) Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

## Heating, Air Conditioning and Refrigeration Technology (ACT)

**ACT 1004. INTRODUCTION TO HEATING AND AIR CONDITIONING TECHNOLOGY** (4 hours credit) This course is designed to introduce students to the fundamentals skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.

**ACT 1124. BASIC COMPRESSION REFRIGERATION** (4 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, four hours lab.

**ACT 1134. BRAZING AND PIPING** (4 hours credit) Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture, four 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, four hours lab.

**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 2413. HVAC I** (3 hours credit) Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Two hours lecture, two hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2425. HVAC II** (5 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, six 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, four hours lab. Prerequisite: must complete freshman courses and have CORE and Type I EPA certification.

**ACT 2513. HEATING SYSTEMS** (3 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 2912. SPECIAL PROJECT IN HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY** (2 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) This is a general survey of Western Civilization from ancient times to mid-17th century.

**HIS 1123. WESTERN CIVILIZATION II** (3 hours credit) This is a general survey of Western Civilization since the 17th century.

**HIS 1163. CIVILIZATIONS I** (3 hours credit) This is a general survey of world history from ancient times to the 1500s.

**HIS 1173. CIVILIZATIONS II** (3 hours credit) This is a general survey of world history from the 1500s to modern times.

**HIS 2213. AMERICAN (U.S.) HISTORY I** (3 hours credit) This is a survey of American (U.S.) history to 1877.

**HIS 2223. AMERICAN (U.S.) HISTORY II** (3 hours credit) This is a survey of American (U.S.) history since 1877.

## 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 1511-1541. 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 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 50 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. Pre-requisite: 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 1163. MOTOR MAINTENANCE AND TROUBLESHOOTING** (3 hours credit) This course covers the principles and practice of electrical motor repair and includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture, two hours lab. Prerequisite: Electrical Power (EET 1133).

**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 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. Pre-requisite: 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 1443. 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).

**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 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.

**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. Prerequisites: Programmable Logic Controllers (EET 2363) and Motor Control Systems (EET 1343).

**IMM 1213. INDUSTRIAL HAND TOOLS AND MECHANICAL COMPONENTS** (3 hours credit) A course that provides safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. One hour lecture, four hours lab.

## 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.

**IST 1154. WEB AND PROGRAMMING CONCEPTS** (4 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, four 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 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 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) 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 2314. SYSTEMS ANALYSIS AND DESIGN** (4 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) 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 de-

signed 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 2454. MOBILE APPLICATION DEVELOPMENT** (4 hours credit) The emergence of a new generation of highly-capable mobile devices and platforms has opened up opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power. Two hours lecture, two hours lab. Prerequisite: Visual BASIC Programming Language (IST 1314).

**IST 291(1-6). SUPERVISED WORK EXPERIENCE IN INFORMATION SYSTEMS TECHNOLOGY** (3 hours credit) This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3- to 18-hour externship). Prerequisites: Consent of instructor and completion of at least one semester of advanced coursework in Information Systems Technology.

**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)

**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. Required for new students with a Composite ACT score of 16 or below.

**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. Students who are on academic probation are required to take LLS 1411 Improvement of Study and are limited to 13 hours.

**LLS 1423. COLLEGE STUDY SKILLS** (3 hours 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. A required class if enrolled in MAT 0123 Beginning Algebra, ENG 0113 Beginning English and Reading, and REA 1213 Reading Enhancement I.

**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.

## **Manufacturing Technology (MST)**

**MST 1523. HAND TOOLS** (3 hour credit) This course provides instruction in safe and proper use of hand tools and mechanical components commonly used by industrial mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power.

**MST 1413. BLUEPRINT READING** (3 hour 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 1613. PRECISION LAYOUT** (3 hour credit) Precision layout for machining operations that includes instruction and practice in the use of layout instruments Two hours lecture, two hours lab.

**MST 1313. MACHINE TOOL MATH** (3 hour credit) An applied mathematics course designed for machinists that includes instruction and practice in algebraic and trigonometric operations Two hours lecture, two hours lab.

**MST 2714. CNC I** (4 hour 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 2223. INVENTORY CONTROL** (3 hour credit) This course is designed to introduce the concepts of managing an inventory, including elements of shipping and receiving.

**IMM 1935. MANUFACTURING BASIC SKILLS** (5 hour credit) Manufacturing Skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers five major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem solving. Prerequisite: Consent of instructor.

**ENT 2443. PRINCIPLES OF MANUFACTURING MANAGEMENT** (3 hour credit) This course will include a study of manufacturing processes and materials. A problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. Three hours lecture.

**ENT 2263. QUALITY ASSURANCE** (3 hour credit) The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Three hours lecture.

**ENT 1153. BASIC APPLICATIONS OF INDUSTRIAL SAFETY** (3 hour credit) Basic Applications of Industrial Safety This course introduces the concepts of health and safety in both off-the- job training and in an industrial environment. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Three hours lecture.

**EET 1154. EQUIPMENT MAINTENANCE** (4 hour credit) A course of instruction in maintenance and troubleshooting techniques, use of technical manuals, test equipment, and inspection/evaluation/repair of equipment.

## Mathematics (MAT)

**MAT 0123. BEGINNING ALGEBRA** (3 hours credit) A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. The student may be counseled and/or tested prior to enrollment in this course. Placement is also made with ACT math sub-score of 16 or less.

**MAT 1233. INTERMEDIATE ALGEBRA** (3 hours credit) Topics include linear equations and their graphs, inequalities and number line graphs, rational expressions, factoring, laws of exponents, radicals and polynomials. Prerequisite: MAT 0123 with a grade of "C" or higher or MAT 1213 with a grade of "C" or higher or ACT math sub-score of 17 or 18.

**MAT 1313. COLLEGE ALGEBRA** (3 hours credit) This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential equations. Prerequisite: Two years of high school algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

**MAT 1323. TRIGONOMETRY** (3 hours credit) This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: MAT 1313 with a grade of "C" or higher or ACT math sub-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 a grade of "C" or higher or ACT math sub-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 a grade of "C" or higher or ACT math sub-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: ACT math sub-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: ACT math sub-score of 17 or higher and two years of high school algebra, or MAT 1233 with a 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: ACT math sub-score of 17 or higher

and two years of high school algebra, or MAT 1233 with a grade of “C” or higher, or demonstrated proficiency on a 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 with a grade of “C” or higher or ACT math sub-score of 19 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) This course includes the study of partial differentiation, multiple integration, vector calculus, quadric surfaces and line integrals. Prerequisite: MAT 2613 with a 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 oral-aural approach that stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

**MFL 1223. SPANISH II** (3 hours credit) A continuation of MFL 1213 with wider vocabulary and more complex structures and functions. 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.

**MFL 2513. OCCUPATIONAL SPANISH** (3 hours credit) This course is designed to teach basic oral communication skills in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business.

## **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 EDUCATION 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 EDUCATION MAJORS** (2 hours credit) I, II, III, IV.

**MUA 1311, 1321, 2311, 2321. JAZZ IMPROVISATION** (1 hour credit) A continued study of the techniques used in jazz improvisation with performance opportunities.

**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 EDUCATION MAJORS** (2 hours credit) I, II, III, IV.

**MUA 1511, 1521, 2511, 2521. CLASS PIANO FOR MUSIC EDUCATION MAJORS** (1 hour credit) I, II, III, IV.

**MUA 1531, 1561. CLASS PIANO FOR NON-MAJORS I, II** (1 hour credit) I, II.

**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 EDUCATION MAJORS** (2 hours credit) I, II, III, IV.

**MUA 1672, 1682, 2672, 2682. STRINGS FOR MUSIC EDUCATION 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 EDUCATION 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 EDUCATION 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. For prospective music majors only.

**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 1413. BASIC COMPUTER SKILLS FOR MUSICIANS** (3 hours credit) Designed to introduce students to the Macintosh Operating System. Students begin to work with MIDI, sequencing, software instruments, notation, CD creation, and basic editing tools in Garage Band.

**MUS 1423. SURVEY OF POPULAR MUSIC** (3 hours credit) Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present.

**MUS 1910. RECITAL CLASS** Required performance of solo and ensemble literature by students majoring in music.

**MUS 1920. RECITAL CLASS** 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 2413. COMPUTER RECORDING I** (3 hours credit) Introduction to native recording software (Apple Logic). Students continue their study of MIDI, arranging, sequencing, software instruments, and basic knowledge of a native digital audio workstation.

**MUS 2423. COMPUTER RECORDING II** (3 hours credit) A continuation of Computer Recording I utilizing native and proprietary DAW recording systems. Additional topics covered include audio recording, digital effects, automation, performance, and nonlinear editing.

**MUS 2443. AUDIO ENGINEERING I** (3 hours credit) Introduction to basic principles of sound theory, audio electronics, microphone characteristics and applications, mixers, signal routing and processing. An overall view of engineering fundamentals and the recording studio.

**MUS 2453. AUDIO ENGINEERING II** (3 hours credit) Teaches proficiency in signal flow and signal processing. Lecture/Lab seating allows hands-on experience in recording and mixing instruments and vocalist. Recording sessions involving student performers, begin the study of Pro Tools digital audio workstation techniques.

**MUS 2910. RECITAL CLASS** A continuation of MUS 1920.

**MUS 2920. RECITAL CLASS** 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) Percus-



sion Ensemble I, II, III, IV; Brass Ensemble I, II, III, IV; Woodwind Ensemble I, II, III, IV; Guitar Ensemble I, II, III, IV; Pep Band 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 (NUR)**

**NUR 1001. NURSING DOSAGES AND SOLUTIONS** (1 hour credit) This course provides an introduction to medication dosage calculation through the use of basic mathematical concepts using the dimensional analysis method to provide safe dosage computations for clients. One hour theory credit per week. Clock hours: 15. (Co-requisite for NUR 1117).

**NUR 1117. FOUNDATIONS OF NURSING** (7 hours credit) This course provides students with both didactic and clinical learning experiences and introduces concepts required for the foundation of nursing knowledge, professional nursing practice and the nursing role on the health care team. The course focuses on the development of clinical reasoning to provide basic physiological and psychosocial patient-centered nursing care utilizing safety, teamwork and communication. This course provides students with didactic and clinical learning experiences in the nursing laboratory and selected clinical agencies. A grade of "C" or above is required for the theory component with satisfactory completion of the clinical component in order to progress to NUR 1318. If this does not occur, both the theory and clinical component must be retaken together. Prerequisites: Admission to the Nursing Program, BIO 2513, BIO 2511, MAT 1313 (if Math ACT < 19). Co-requisite: NUR 1001, BIO 2521, BIO 2523. Four theory hours and nine clinical hours per week. Clock hours: 60 theory/135 clinical.

**NUR 1318. ADULT HEALTH I** (8 hours credit) This course provides students with both didactic and clinical learning experiences designed to provide physiological and psychosocial nursing care to adult clients. Emphasis is placed on functioning as a client advocate and a member of the multidisciplinary team with appropriate prioritization and delegation of care. This course builds on the development of clinical reasoning presented in NUR 1117 to provide supervised learning experiences to prepare the student to provide compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. 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 with satisfactory completion of the clinical component in order to progress to NUR 2128. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NUR 1117 and NUR 1001. Five theory hours and nine clinical hours per week. Clock hours: 75 theory/135 clinical.

**NUR 1316. LPN-RN TRANSITION** (6 hours credit) This course facilitates the transition of the licensed practical nurse (LPN) to the role of the registered nurse. The content augments knowledge gained in the LPN program and includes an overview of NUR 1001, NUR 1117 and NUR 1318. This course is completed during an eight-week summer term and includes didactic and clinical components.

**NUR 2128. MATERNAL-CHILD NURSING** (8 hours credit) This course provides students with both didactic and clinical learning experiences designed to provide nursing care to the childbearing family and children with acute and chronic illnesses. This course builds

on the development of clinical reasoning presented in NUR 1117 and NUR 1318 to provide compassionate, coordinated, age and culturally appropriate, safe and effective physiological and psychosocial nursing care. This course focuses on wellness, health promotion and prevention of illness to enhance health outcomes of individuals and families. 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 with satisfactory completion of 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: NUR 1318 and EPY 2533. Five hours of lecture and 9 hours clinical practice per week. Clock hours: 75 theory/135 clinical.

**NUR 2222. NURSING SEMINAR** (2 hours credit) This seminar course focuses on the knowledge, attitudes and skills associated with the nursing competencies of professionalism, leadership, communication, teamwork and collaboration. Emphasis is placed upon nursing licensure, NCLEX preparation, writing skills, preparation for the RN role, delegation, prioritization, and community service. Prerequisite: NUR 2128. Co-requisite: NUR 2318. Two theory hours per week. Clock hours: 30.

**NUR 2318. ADULT HEALTH II** (8 hours credit) This course provides students with both didactic and clinical learning experiences and builds on the concepts and clinical reasoning skills in NUR 1117, NUR 1318 and NUR 2128. Emphasis is placed on psychosocial assessment, therapeutic communication, psychiatric treatment, advanced medical-surgical conditions, leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies developing skills in preparation to provide competent entry-level professional, compassionate, coordinated, age and culturally appropriate, safe and effective nursing care. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component for success in the course. If this does not occur, both the theory and clinical components must be retaken together. Prerequisites: NUR 2128, BIO 2923 and BIO 2921. Co-requisite: NUR 2222. 4 hours of lecture and 12 hours clinical practice per week. Clock hours: 60 theory/180 clinical.

**NUR 2323. NURSE EXTERNSHIP (SUMMER)** This elective course provides the sophomore nursing student with the opportunity to strengthen clinical skills by working with designated clinical preceptors within the hospital setting. This course is offered during the summer sessions under the guidelines of the Mississippi Office of Nursing Workforce. The student must be selected for employment in the Nurse Externship program by a participating agency prior to registration and work 320 hours at the affiliated agency during the summer term. Prerequisite: NUR 1318.

## 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. Prerequisite: Civil Litigation I (LET 2313) with a grade of "C" or higher.

**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. Prerequisite: Real Property I (LET 2453) with a grade of "C" or higher.

**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 2913. SPECIAL PROBLEMS** (3 hours credit) A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together and review in detail legal topics and competencies required in the work place. This course can only be taken in the semester that the student anticipates graduation.

**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 Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

**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) An introduction to 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) A lecture course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. 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. Corequisite: concurrent enrollment PHY 2243.

**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 subscore 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. Corequisite: concurrent enrollment in PHY 2253.

**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, LECTURE** (3 hours credit) A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Prerequisite: Two years of high school algebra and trigonometry or MAT 1313 and MAT 1323. Satisfies physics requirement for pre-pharmacy and pre-medical students. (PHY 2413 and 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, LECTURE** (3 hours credit) A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: A score of "C" or better in PHY 2413 and 2411 are required before taking this class.

**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) A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1613 (PHY 2513 and PHY 2511 must be taken concurrently). Note: This course is alternatively entitled GENERAL PHYSICS I-A, Lecture, in the Uniform Course Numbering System.

**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 lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, and mathematics. Corequisite: MAT 1623 (PHY 2523 and PHY 2521 must be taken concurrently). Note: This course is alternatively entitled GENERAL PHYSICS II-A, Lecture, in the Uniform Course Numbering System. Prerequisite: A score of "C" or better in PHY 2513 and 2511 are required before taking this class.

## 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 1437. FUNDAMENTALS OF NURSING LAB/CLINICAL** (7 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 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1524. IV THERAPY AND PHARMACOLOGY** (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 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 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 1714. MATERNAL-CHILD NURSING** (4 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 1814. MENTAL HEALTH NURSING** (4 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.

## **Precision Manufacturing and Machining Technology (MST)**

**MST 1116. POWER MACHINERY I** (6 hours credit) This course provides instruction of general shop safety as well as the operation of power machinery, which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture, eight hours lab.

**MST 1125. POWER MACHINERY II** (5 hours credit) A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, and precision grinders. Two hours lecture, six hours lab.

**MST 1313. MACHINE TOOL MATH** (3 hours credit) An applied mathematics course designed for machinists that includes instruction and practice in algebraic and trigonometric operations. Two hours lecture, two 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. Three hours lecture.

**MST 1423. ADVANCED BLUEPRINT READING** (3 hours credit) A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Two hours lecture, two hours lab.

**MST 1613. PRECISION LAYOUT** (3 hours credit) Precision layout for machining operations that includes instruction and practice in the use of layout instruments. Two hours lecture, two hours lab.

**MST 2134. POWER MACHINERY III** (4 hours credit) A continuation of Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling, and grinding machine. Two hours lecture, four hours lab.

**MST 2144. POWER MACHINERY IV** (4 hours credit) A continuation of Power Machinery III with emphasis on highly advanced safe operations on the milling machine and engine lathe as well as discussion of advanced machining technologies. Two hours lecture, four hours lab.

**MST 2714. CNC 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 2724. CNC II** (4 hours credit) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, and CNC machine centers). Two hours lecture, four hours lab.

**MST 2734. FUNDAMENTALS OF CAD/CAM** (4 hours credit) This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture, four hours lab.

**MST 2813. METALLURGY** (3 hours credit) Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing. Three hours lecture.

## 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.

**PSY 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.

**PSY 2523. ADOLESCENT PSYCHOLOGY** (3 hours credit) A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development.

**PSY 2553. PSYCHOLOGY OF PERSONAL ADJUSTMENT** (3 hours credit) A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration.

## **Reading (REA)**

**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. Placement is based on the ACT Reading Sub-Score of 12 or below. A grade of "A", "B", or "C" advances the student to REA 1223. A grade of "D" or "F" in REA 1213 requires the student to repeat REA 1213.

**REA 1223. READING ENHANCEMENT II** (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. Placement is based on the ACT Reading Sub-Score of 13-16. 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 1223.

## **Respiratory Therapy (RCT)**

**RCT 1214. 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 1223. 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 1415. RESPIRATORY CARE PRACTITIONER I** (5 hours credit) A study of respiratory treatments and equipment design and operation related to the clinical ob-



jectives 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 1516. CLINICAL PRACTICE I** (6 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 1524. CLINICAL PRACTICE II** (4 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 1516) 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 1524); program progression.

**RCT 2534. CLINICAL PRACTICE III** (4 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 1516) and Clinical Practice II (RCT 1524); 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 1516), Clinical Practice II (RCT 1524), 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 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. Prerequisite: Introduction to Sociology I (SOC 2113).

**SOC 2143. MARRIAGE AND FAMILY** (3 hours credit) A study of the development of marriage and family as cultural units in society.

## Speech and Theatre (SPT)

**SPT 1113. PUBLIC SPEAKING I** (3 hours credit) Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**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, improvement of articulation and standard pronunciations, and voice production.

**SPT 1163. ARGUMENTATION AND DEBATE** (3 hours credit) The study and application of basic argumentative technique; integration of speech techniques through class debates; theory and practices of argument and debate. Prerequisite: Grade of “C” or better in SPT 1113 (Public Speaking I).

**SPT 1213. FUNDAMENTALS OF THEATRE PRODUCTION** (3 hours credit) A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Topics include season selection, performance, marketing and production and design and technical.

**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, monologue, and scene work. Topics include utilizing the expressive use of the mind, body and voice in portraying a character; basic working vocabulary required of an actor to participate in a staged performance.

**SPT 1241. DRAMA PRODUCTION I** (1 hour credit) Participation in college drama productions. Required for theatre majors. Grade will be determined by the following factors: successful performance; evaluation of student’s efforts in performance; participation in one or more of the following—theatre management, design, acting, technical theatre, maintenance.

**SPT 1251. DRAMA PRODUCTION II** (1 hour credit) Participation in college

drama productions. Required for theatre majors. Grade will be determined by the following factors: successful performance; evaluation of student's efforts in performance; participation in one or more of the following—theatre management, design, acting, technical theatre, maintenance.

**SPT 1273. THEATRICAL MAKEUP** (3 hours credit) Techniques in the application of makeup for the stage, including color, contour, style, shape and texture.

**SPT 2143. ORAL INTERPRETATION** (3 hours credit) Training is given in the techniques of oral interpretative reading, its theories and practices. Topics include understanding and appreciating a variety of forms of literature, using voice and body as a means of communication, and forming storytelling skills.

**SPT 2173. INTERPERSONAL COMMUNICATION** (3 hours credit) Theory and analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Prerequisite: Grade of "C" or better in SPT 1113 (Public Speaking I).

**SPT 2223. STAGECRAFT** (3 hours credit) An introduction to all technical elements of production design and operation, including set design, lighting, sound and costuming. Concurrent enrollment in Drama Production (SPT 1241, 1251, 2241, or 2251) is required.

**SPT 2233. THEATRE APPRECIATION (Non-majors)** (3 hours credit) An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. Topics include theatre as an art form, theatre history, survey of dramatic literature, and theatre as a business. A Fine Arts elective.

**SPT 2241. DRAMA PRODUCTION III** (1 hour credit) Participation in college drama productions. Required for theatre majors. Grade will be determined by the following factors: successful performance; evaluation of student's efforts in performance; participation in one or more of the following—theatre management, design, acting, technical theatre, maintenance.

**SPT 2251. DRAMA PRODUCTION IV** (1 hour credit) Participation in college drama productions. Required for theatre majors. Grade will be determined by the following factors: successful performance; evaluation of student's efforts in performance; participation in one or more of the following—theatre management, design, acting, technical theatre, maintenance.

**SPT 2283. ACTING II** (3 hours credit) Continued training in the techniques of role preparation and character development through concentrated monologue and scene work. Prerequisite: Grade of "C" or better in SPT 1233 (Acting I).

## **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.

## Welding and Cutting (WLT)

**WLT 1114. SHIELDED METAL ARC WELDING I** (4 hours credit) This course is designed to teach students welding techniques using E-6010 electrodes. One hour lecture, six hours lab.

**WLT 1125. GAS METAL ARC WELDING (GMAW)** (5 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, 10 hours lab.

**WLT 1135. GAS TUNGSTEN ARC WELDING (GTAW)** (5 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.

**WLT 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.

**WLT 1173. INTRODUCTION TO WELDING & SAFETY** (3 hours credit) This course is designed to give the student an introduction to the welding profession and experience in safety procedures related to welding. One hour lecture, four hours lab.

**WLT 1225. SHIELDED METAL ARC WELDING II** (5 hours credit) This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture, eight hours lab.

**WLT 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.

**WLT 1313. CUTTING PROCESSES** (3 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. One hour lecture, four hours lab.

**WLT 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 191(1-3). WORK-BASED LEARNING I** (3 hours credit) In this structured worksite learning experience, the student, program area teacher, Work-Based Learning coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Students must document 135 clock hours to receive three hours credit. Prerequisite: Concurrent enrollment in career-technical program area courses.

**WBL 192(1-3). WORK-BASED LEARNING II** (3 hours credit) A continuation of WBL I.

**WBL 193(1-3). WORK-BASED LEARNING III** (3 hours credit) A continuation of WBL II.

**WBL 291(1-3). WORK-BASED LEARNING IV** (3 hours credit) A continuation of WBL III.

**WBL 292(1-3). WORK-BASED LEARNING V** (3 hours credit) A continuation of WBL IV.

**WBL 293(1-3). WORK-BASED LEARNING VI** (3 hours credit) A continuation of WBL V.

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

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MATTHEW HALE	Campus Police
JONATHAN HARDIN	Campus Police
CHRISSI HARDISON	Financial Aid Counselor
NATONYA HARRIS	Housekeeping
ANTHONY HARVEY	Groundsworker
DONNA HARVEY	Instructional Materials Specialist
HAYLEY P. HAYES	Office Manager, SSS TRIO Academic Program-TAP
WILLIAM HENLEY	Campus Police
MARILYN HERRON	Food Service
MICHAEL HIBBLER	Housekeeping
JESSE HICKEY	Painter
MITCH HIGGANBOTHAN	Plumber
THOMAS HILL	Groundsworker
DEBORAH HINDMAN	Food Service
LESLIE HOLLIDAY	Food Service
RICHARD HONEYCUTT	Inventory Control Specialist/Receiving Clerk

STACY HONEYCUTT	Secretary, Institutional Research & Effectiveness
LURLENE HOSKINS	Residence Hall Supervisor
SHARNEE HOWELL	Office Manager/Bookkeeper, Workforce Development
ROY HUNT	Construction Worker
CAROLYN IRBY	Food Service
STANLEY ISOM	Cabinet Maker
ANNIE JACKSON	Food Service
CATHERINE JACKSON	Housekeeping
IRMA JACKSON	Food Service
DORIS JETER	Housekeeping
MICHAEL JOHNSON	Administrative/Technical Assistant, Financial Aid
ROSIE JOHNSON	Housekeeping
SALLY JOHNSON	Food Service
ROB JOHNSTON	Mechanic
DANEINA JONES	Food Service
DAVID JONES	Hardware & Carpentry
PAULETTE JONES	Housekeeping
RANDALL JONES	Grounds Mechanic
JAMIE KENNEDY	Construction Worker
MARY B. KENNEDY	Food Service
STEPIDY KIMBLE	Housekeeping
TERESA KING	Food Production Manager, Food Service
MICHAEL LAMAR	PC Technician
DAVID LAMBERT	Construction Worker
ERICA LANE	Housekeeping
DIANE LATHAM	WIOA Case Manager/Receptionist
LESLIE LEGENDRE	Administrative Assistant, Division of Nursing
GLENNIE LEVERSON	Housekeeping
PAULA LIPFORD	Residence Hall Supervisor
LINDA MABRY	Housekeeping
ANA MARIA MACEDO	Food Service
ROTONYA MARSHALL	Housekeeping
AMY MASSEY	Secretary, Student Development Center
THERESA MASSIE	Loan Officer, Financial Aid
ISIAH MATHIS	Food Service
JESSICA McALEXANDER	Payroll Officer
LIZZIE McCLINTON	Food Service
ALICIA McCOY	Campus Police
DAVID McCOY	Campus Police
SANDRA McCRARY	Technical Assistant, Library
GLENN McDOWELL	Media Assistant, Library
MARY BETH McGEHEE	Bookkeeper, Workforce Innovation and Opportunity Act
REBA MEANS	Food Service
STEVEN MEANS	PC Technician
SHARON MEDLIN	Data Entry Clerk, Workforce Development
DeELLA MEEKS	Food Service
ROSE MITCHELL	Food Service
KYLE MONCRIEF	PC Technician
REBECCA MOORE	Residence Hall Supervisor
GLORIA MORROW	Administrative Assistant, Physical Plant
REBECCA MURPHY	Financial Aid Counselor
PAT NELSON	Library Systems Administrator
ANITA NEWSON	Housekeeping
SANDRA NEWSON	Housekeeping
DEBRA NICHOLS	Food Service

JONATHAN NICHOLS	PC Technician
PAT NORTON	Accounting Clerk
JERRY OLIVER	Mover
EARLINE OSBORN	Housekeeping
JERRY PARTEE	Housekeeping
KIM PERKINS	Secretary, Recruiting
CAROL PETERSON	Secretary to the President
HENRY PIPKIN	Groundsworker
ARLENE PITTMAN	Housekeeping
DORIS RAMSEY	Housekeeping
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LEONARD RILEY	Food Service
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PATRICIA ROSS	Food Service
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RICHARD WALLEY	Hardware & Carpentry



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DERRELL WHITE	Groundsworker
ELLA WILBOURN	Housekeeping
PATRICIA WILBOURN	Housekeeping
EUSEBIA WILKINSON	Housekeeping
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CAROLYN WILSON	Food Service
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JASON WRIGHT	Campus Police
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LARRY YATES	Housekeeping Team Leader
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