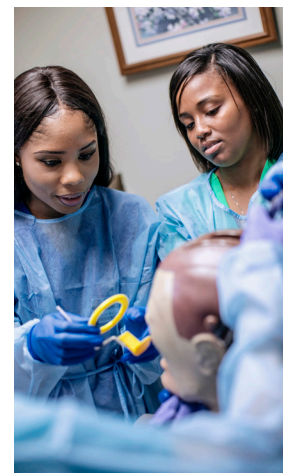




ACADEMIC CATALOG

2021-2022



MERIDIAN
COMMUNITY COLLEGE
MERIDIANCC.EDU

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2021-2022

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Disclaimer: Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Mrs. Deanna Smith, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601-484-8895, Fax: 601-484-8635, email: dsmith40@meridiancc.edu. Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601-553-3453, Fax: 601-484-8635, email: dmosley@meridiancc.edu.

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

Academic Calendar

FALL 2021

Faculty on 186 Day Contract Report.....	Mon., July 26
Faculty on 176 Day Contract Report.....	Mon., Aug 2
Fall Semester Officially Begins.....	Mon., Aug 9
Faculty on 166 Day Contract Report.....	Mon., Aug. 9
Faculty Workshop.....	Mon.- Fri., Aug 9-13
Full Term Classes Begin	Mon., Aug. 16
Last Day to Register for Classes.....	Fri., Aug 20
Labor Day Holiday	Mon., Sept 6
Last Day to Receive "W" in Term I	Mon., Sept 27
Fall Holiday	Mon-Tues., Oct 11-12
Term II classes Begin	Mon., Oct 13
Mid Semester Grades Due.....	Wed., Oct 13
December Graduation Application Deadline.....	Fri., Oct. 22
Last Day to Receive "W" in Full Term Classes.....	Fri., Nov.12
Thanksgiving Holidays	Mon.-Sat., Nov. 22-27
Classes Resume.....	Mon., Nov 29
Last Day to Receive "W" in Term II Classes.....	Mon., Nov 29
Final Examinations	Fri-Wed., Dec. 3- 8
Final Grades Due (3:00 p.m.)	Thurs., Dec 9
Graduation	Fri., Dec 10

SPRING 2022

Spring Semester Officially Begins	Mon., Dec 13
(Including MSVCC Holiday Term)	
Faculty Workshop	Mon.-Fri., Jan. 3-7
Full Term Classes Begin	Mon., Jan 10
Last Day to Register.....	Fri., Jan. 14
Martin Luther King Holiday	Mon., Jan. 17
Last Day to Receive "W" in Term I Classes	Mon., Feb. 21
Mid Semester Grades Due	Mon., Mar. 7
Term II Classes Begin.....	Mon., Mar. 7
Mid Semester Break (Spring Break)	Mon.-Sat., Mar. 14-19
Mid Semester Grades (Late Start Classes) Due	Mon., Mar. 29
May Graduation Application Deadline.....	Fri., Apr. 1
Easter Holiday	Thurs.-Tues., Apr. 14-19
Last Day to Receive "W" in Full term Classes.....	Wed., Apr. 20
Last Day to Receive "W" in Term II Classes	Mon. Apr.25
Final Examinations	Fri.-Wed., Apr. 29-May 4
Final Grades Due (3:00 p.m.)	Thurs., May 5
Graduation	Fri., May 6
Faculty on 166 Day Contract Completed	Thurs., May 12
Faculty on 176 Day Contract Completed	Thurs., May 19
Faculty on 186 Day Contract Completed	Thurs., May 26

SUMMER 2022

Summer Semester Officially Begins Mon., May 9
(Including MSVCC May-Mester)

DAY TERM I

Classes Begin	Tues., May 31
Last Day to Register	Wed. June 1
Last Day to Receive "W" in Term I	Fri., June 24
Final Examinations	Thurs., June 30
Last Day to Apply for Summer Graduation	Fri., July 1
Grades Due (8:00 a.m.)	Fri., July 1

DAY TERM II

Independence Day Holiday	Mon., July 4
Classes Begin	Tues., July 5
Last Day to Register	Wed., July 6
Last Day to Receive "W" in Term II	Fri., July 29
Final Examinations	Thurs. Aug. 4
Grades Due (8:00 a.m.)	Fri., Aug. 5
Graduation	Fri., Aug. 5

FULL DAY TERM *Classes meet entire summer*

Classes Begin	Tues., May 31
Last Day to Register	Wed., June 1
Last Day to Apply for Summer Graduation.....	Fri., July 1
Independence Day Holiday	Mon., July 4
Last Day to Receive "W"	Wed., July 20
Final Examinations	Thurs., Aug. 4
Grades Due (8:00 a.m.)	Fri., Aug. 5
Graduation	Fri., Aug. 5

EVENING TERM

Classes Begin	Tues., May31
Last Day to Register	Fri., June 3
Last Day to Apply for Summer Graduation	Fri., July 1
Independence Day Holiday	Mon., July 4
Last Day to Receive "W"	Wed., July 20
Final Examinations	Tues-Wed., July 26-27
Grades Due (8:00 a.m.)	Fri., July 29
Graduation	Fri., Aug. 5

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

SECTION 1: Introduction and Information

Welcome from the President

Whether you are entering college for the first time, transferring from another institution, coming back to finish something you started, re-training for a new opportunity, or formulating a new vision for your future, the best choice you can make is Meridian Community College. Our faculty and staff are well-qualified, excellent, and absolutely committed to helping you meet your educational goals.

We have long been known for our outstanding academic transfer program. For decades, in fact, our students have been among the most successful transfer students in Mississippi. The quality of teaching at MCC helps expand horizons and open doors, and we're proud of our track record of excellence. Whether you need courses that help you adjust to the higher education environment or are a high-performing student with an interest in our well-regarded Honors Program, our instructors are focused on helping you meet your educational goals.

Similarly, students who come to MCC with a desire to enter the workforce find incredible opportunities in healthcare-related fields, manufacturing-focused programs, and a wide array of career-technical areas that will expose them to career opportunities in our community, our state, and our region. Besides having excellent credentials, our instructors have real-world experiences that can make learning at MCC particularly relevant.

This catalog is an important document that outlines many significant aspects of the MCC experience, and I encourage you to take time to become familiar with its contents. You are bound to have questions. When you do, I encourage you to visit with members of our faculty or staff. We will work to help you discover the information you need to make the best choices for your future.

As the President of Meridian Community College, I am convinced you can find what you need to move you forward right here in Meridian, Mississippi.

Go Eagles!



Thomas M. Huebner, Jr., Ph.D.

President



Introduction and Information

Need More Information?

Meridian Community College seeks to serve this community in the best way possible. The people listed below can assist prospective students in accessing information. Inquiries may be sent to Meridian Community College, 910 Highway 19 North, Meridian, MS 39307-5890. The telephone number is 601-483-8241 or toll free 1-800-MCC-THE-1. The fax number is 601-484-8701 (Hardin Hall) or 601-484-8635 (Ivy-Scaggs Hall).

Academic Programs..... Michael Thompson Dean of Academic Affairs	Fitness Center.....Wade Heggie Fitness Center Director
Admissions.....Ashley Tanksley Director of Admissions	Honors College.....Candace Rainer Morgan Boothe Co-Directors
Adult Education/GED.....Jennifer Whitlock Adult Education Director	Library Services..... Doug Jernigan Library Director
Advising/Registration.....Kimberly Rush Director of Advising and Retention	Lifetime Quest..... Marmion Francis Diane Wells Co-Coordinators
Arts and Letters Series.....Susie Johnson Director	MCC Foundation.....Leia Hill Vice President for Advancement and Foundation Executive Director
Athletic Programs.....Sander Atkinson Athletic Director	Publications, Public Relations.....Kay Thomas Director of Public Information
Business Office.....Pam Harrison Special Assistant to the President for Finance/ CFO	Recruitment.....Brandon Dewease Director of Student Engagement
Campus Life.....LeAnne Motes Campus Life Director	Residence Life.....Reggie Davis Director of Residence Life and Housing
Career and Technical Programs/ Workforce Education.....Joseph Knight Vice President for Workforce Solutions	Scholarships.....Lauren Stokes State Grants/Scholarships Coordinator
Career Development Center.....Katrina Garrett Career Center Director	Single Parent/Homemaker Services.....La'Shonda Grady Career and Technical Support Services Coordinator
College Communications.....Leia Hill Vice President for Institutional Advancement	Student Success Center.....Lowell Martin Success Center Director
Disabled Student Services.....Gina Mills Career and Technical Support Services Coordinator	Transcripts.....Deborah Oldham Registrar
eLearning.....Dr. Kelley Gonzales Associate Vice President for Technology	Workforce Grants and Development.....Lucy Lamberth Director of Workforce Grants and Development
Financial Aid.....Nedra Bradley Financial Aid Director	

History of Meridian Community College

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

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

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

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

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

Mission of Meridian Community College

Meridian Community College is dedicated to improving the quality of life of our local and global communities by serving their diverse intellectual, cultural, and occupational needs through higher education. We offer campus-based and distance learning experiences leading to certificates, associate degrees, and university transfer, as well as adult education, workforce training, and personal and cultural enrichment which foster an appreciation for lifelong learning.

Accreditation

Meridian Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts and the Associate of Applied Science Degrees. Questions about the accreditation of Meridian Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

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



SECTION 2: Admissions and Registration

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

For information regarding Title IX, Section 504, or the ADA, contact the Dean of Student Services.

General Admission Requirements

MCC ascribes to an "open admissions" policy consistent with all appertaining laws. Students seeking admission to MCC must submit the following:

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

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

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

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

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

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

Mississippi Occupational Diploma

Students who complete high school with a Mississippi Occupational Diploma (MOD) are eligible for admission to Meridian Community College. Students with an MOD should be aware that they are not eligible for Federal Title IV Financial Aid. Students who complete high school with an MOD are encouraged to earn a high school equivalency (HSE) and, therefore, possibly receive federal aid. For more information about

obtaining a HSE, contact a staff member at 601-484-8796 at The Ralph E. Young, Jr. Center for Adult Basic Education (directly across the street from MCC Ivy Hall).

Readmission

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

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

Declaration of Academic Fresh Start Policy

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

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

- Any coursework used to earn a prior degree/certificate cannot be excluded in the Fresh Start process.
- Academic Fresh Start is defined as the elimination from consideration of all instructional (academic/career and technical) work completed at MCC prior to the point of re-enrollment for the purpose of calculating local GPA and assessing graduation status except for designated saved credits up to a maximum of 15 semester hours. Once Academic Fresh Start has been declared, discounted work will not be considered toward calculating local GPA from that date forward except for approved saved credits. No grades will be removed from the student's academic records.
- A student who is granted Academic Fresh Start will be allowed to save or bring forward a maximum of 15 semester hours to be used toward graduation requirements. The decision as to which classes will be saved and carried forward must be made at the time Academic Fresh Start is declared. Credit will be awarded for the saved courses, and the actual grades earned will be included in GPA calculations.
- A minimum of four semesters (not including summer terms) must have lapsed from the end of the most recent semester of enrollment at MCC prior to the Academic Fresh Start declaration.
- The student must complete a Declaration of Academic Fresh Start form with an advisor, and the advisor will then submit the completed form to the Registrar's Office.
- Academic Fresh Start can be declared only once at MCC.
- Students will be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a Declaration of Academic Fresh Start.
- Students who have had more than one four-semester lapse between periods of enrollment may elect to declare Academic Fresh Start for one or more of those periods, provided that once the Academic Fresh Start is established, it will apply to all enrollments prior to that time.
- Students who are approved for Academic Fresh Start will be eligible for academic honors and membership in Phi Theta Kappa provided their subsequent GPA qualifies them for such honors.

Transfer Admissions

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

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting agency. The high school transcript must show the date of graduation and the high school principal's signature. A student may present a high school equivalency (HSE) transcript from General Educational Development (GED), Test Assessing Secondary Completion (TASC) or High School Equivalency Test (HiSET) in lieu of a high school transcript.
- A copy of the student's scores from a national American College Test (ACT) or the ACCUPLACER test. ACCUPLACER is a computer-based test which is administered in the Holladay Center for eLearning.
- Official transcripts from each post-secondary institution attended. Having met general admission requirements, students who have earned a college degree or who have completed 15 transferrable credit hours of college coursework are not required to submit a high school or HSE transcript.

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

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

Transient Students

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

- A completed Application for Admission.
- An official high school transcript from a high school accredited by a state or regional accrediting agency. The high school transcript must show the date of graduation and the high school principal's signature. A student may present a high school equivalency (HSE) transcript from General Educational Development (GED), Test Assessing Secondary Completion (TASC) or High School Equivalency Test (HiSET) in lieu of a high school transcript.
- Official transcripts from each post-secondary institution attended or a letter of "good standing" from the college where currently enrolled. Having met general admission requirements, students who have earned a college degree or who have completed 15 transferrable credit hours of college coursework are not required to submit a high school or HSE transcript.
- A copy of their scores from a national American College Test (ACT) or the ACCUPLACER test. ACCUPLACER is a computer-based test which is administered in the Holladay Center for eLearning. Although a minimum score is not required for admission to MCC, test scores are required as they are used to determine course and/or program placement.

Non-degree Admission

A student who takes courses for credit, but who is not currently seeking a degree from MCC, will be classified as a non-degree student. Courses for non-degree students will be transcribed as they are for a degree-seeking student, and regular tuition will be charged.

With non-degree seeking admission, a student is limited to 15 credit hours at MCC. To enroll after 15 credit hours are earned, students must meet all regular admission requirements. Students entering as non-degree seeking are not eligible for Federal Title IV Financial Aid. Students wishing to use veteran's benefits must contact the MCC Veterans and Military Services Office for any additional requirements.

These students must submit the following admission documents:

- A completed Application for Admission.
- An official transcript from the last college, university, or high school attended, submitted directly to the Office of Admissions.

Audit Registration

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

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

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

International Student Admission

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

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

- An International Student Application for Admission.
- A copy of the student's valid passport.
- A certified, translated and official transcript of the secondary scholastic record which includes a graduation or completion date.
- Officially certified, translated, and evaluated college transcripts from all non-U.S. colleges attended, if applicable.
- Official college transcripts from all U.S. colleges attended if the student is transferring from within the United States to MCC
- Evidence of proficiency in the English language. Proficiency may be demonstrated by a minimum score of 61 on the Internet-based TOEFL or a score of 95 or higher on the Duolingo English Test. Official test scores should be sent directly to MCC from the TOEFL testing center or through the Duolingo service.
- A completed Statement of Finances form reflecting evidence of sufficient financial means to cover college and personal expenditures while in attendance. Supporting financial documents such as bank statements must be provided translated in English to evidence pledged financial support.
- A completed Affidavit of Support form. It must be filled out and signed by any parent or sponsor pledging financial support for the student; must bear either a notary signature and seal, or an official stamp/seal from the financial institution of the parent/sponsor on the front of the document.
- Proof of international student health insurance coverage (not travel insurance) for the student's time at MCC secured after acceptance and provided to MCC International Admissions upon arrival. It is the student's responsibility to research and select an insurance provider and coverage plan, which must be maintained throughout enrollment at MCC.
- Additional documents may be required depending on students' circumstances and/or country of origin. International students must submit these documents to the MCC Admissions Office prior to the issuance of an I-20 document. International students are required to enroll in, and maintain enrollment in, a minimum of 15 credit hours during each semester of study. At least 12 of the credit hours must be on-campus (not online only).

MCC provides limited health insurance upon student enrollment.

Dual Credit/Enrollment and Early Enrollment

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

- Earned fourteen core high school units and/or high school junior status as documented by an official high school transcript.
- Maintained a 3.00 grade point average (GPA) or better on a 4.00 grading scale on all high school courses as documented by an official high school transcript.
- Received an unconditional written recommendation from their high school principal and/or high school counselor and signed parental consent.

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

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

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

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

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

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

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

All students must meet MCC individual course placement requirements and prerequisites prior to enrollment. Students should be aware that they must maintain a 2.0 GPA or higher in dual credit classes to be eligible for financial aid at MCC. Remedial college coursework is ineligible for dual credit consideration for academic courses at MCC.

To safeguard a student's financial aid eligibility, it is recommended students maintain a 2.5 GPA during the first two (2) courses and all coursework thereafter. A grade of "C" or higher is required for a course to be counted for post-secondary credit.

Special Admissions

MCC enters into contractual agreements for educational services with an agency or organization where special admission may be granted to individuals participating in courses or activities covered by the

contractual agreement. The Director of Admissions must approve requests for this type of special admission.

Admission/Placement Testing

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

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

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

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

Residence Status

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

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

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

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

Residency Status of Military Personnel and Dependents

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

Resident status of a spouse or child of the Armed Forces of the United States on extended active duty shall be that of the military spouse or parent for the purpose of attending state-supported institutions of higher learning and community/junior colleges of the State of Mississippi during the time that the military spouse or parent is stationed within the State of Mississippi and shall be continued through the time that military spouse or parent is stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of a minor child

Introduction and Information

terminates upon reassignment under Permanent Change of Station Orders of his/her military parent for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi, and except that children of members of the Armed Forces who attain Mississippi residency in accordance with the above provision, who begin and complete their senior year of high school in Mississippi, and who enroll full-time in a Mississippi institution of higher learning or community/junior college to begin studies in the fall after their graduation from high school, maintain their residency status so long as they remain enrolled as a student in good standing at a Mississippi institution of higher learning or community/junior college. Enrollment during summer school is required to maintain such resident status.

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

Admission Appeals

An admission/placement decision by the Director of Admissions may be appealed to the Dean of Student Services. An appeal of an Admissions Committee decision regarding placement in a specific education program or a ruling by the Dean of Student Services may be appealed to a Faculty Committee approved by the Vice President for Operations. A ruling of the Faculty Committee may be appealed to the President of MCC. The President's ruling is final.

Transfer Credit

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

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

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

College-Level Examination Program (CLEP)

Meridian Community College welcomes students from a wide variety of backgrounds and learning experiences. Some students come to MCC with a firm grounding in a number of disciplines. MCC recognizes and honors their prior learning by accepting College-Level Examination Program (CLEP) tests, which measure a student's mastery of college-level, introductory course content in a wide range of subjects.

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Students meeting the credit-granting score in any of the tests listed will be granted course credit and a grade of 'P' will be entered on their transcript.

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

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

Students who transfer to MCC after earning CLEP credit through another institution must supply official copies (scores must come directly from CLEP to MCC to be considered official) of any CLEP scores for which they wish to have credit awarded. The Registrar is responsible for awarding credit for CLEP courses.

Advanced Placement Credit

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

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

AP Examination	Score	Hrs. credit	MCC Courses
Language & Composition	3	3	English Comp. I (ENG 1113)
Language & Composition	4 or 5	6	English Comp. I, II (ENG 1113, 1123)
Mathematics, AB Exam	3, 4, or 5	3	Calculus I (MAT 1613)
Mathematics, BC Exam	3	3	Calculus I (MAT 1613)

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Mathematics, BC Exam	4 or 5	6	Calculus I, II (MAT 1613, 1623)
Biological Science	4	4	General Biology I (BIO 1134)
Biological Science	5	8	Biology I, II (BIO 1134, 1144)
U.S. History	3	3	American History I (HIS 2213)
U.S. History	4 or 5	6	American History I, II (HIS 2213, 2223)
European History	3	3	World Civilization I (HIS 1163)
European History	4 or 5	6	World Civilization I, II (HIS 1163, 1173)

Advanced Standing Examinations

Advanced Standing (Challenge) Examinations are available for coursework in Academic Affairs and Career and Technical programs. To earn credit through the "Advanced Standing (Challenge) Examination," the student must be admitted to MCC in good standing. Complete instructions on how to apply to take one of these exams are located in the offices of the Dean of Academic Affairs and the Associate Vice President for Workforce Education. Each "Advanced Standing Examination" costs \$75. If a student receives a satisfactory score, generally a grade of "C" or better, college credit is transcribed. A maximum of 25% of a degree program can be earned through Advanced Standing Examinations, course waiver/course substitution, or any other alternative credit method other than traditional seat time.

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

Credit for Experiential Learning

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

Credit for Military Learning

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

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

Credit for Foreign Travel

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

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

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

Registering for Classes

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

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

To be classified as a full-time student, a person must register for at least 15 semester credit hours. To be eligible for institutional scholarships, a student must maintain enrollment in 15 credit hours through the end of the eighth week of the standard semester. Refer to Scholarship Policies in section 6 of this catalog.

Students with fewer than 30 semester hours of earned credit are referred to as "freshmen," while those with 30 or more semester hours are classified as "sophomores." The average load for a typical student is 15-17 semester hours. This course load enables the student to complete a two-year educational program in two years.

eLearning

MCC recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet and the College's learning management system, MCC students have the opportunity to receive classes remotely. MCC provides a growing number of credit and non-credit courses through eLearning deliveries.

The division of eLearning promotes the intellectual and personal growth of all students at Meridian Community College by supporting faculty in their pursuit of teaching excellence. The division facilitates online curriculum, provides training and support for educational technologies, and is committed to responsible technical solutions for emerging needs.

MCC is an active participant in the Mississippi Virtual Community College (MSVCC), an online effort of the public Mississippi community colleges, further increasing the number of Internet-based courses that are available.

Faculty and students participating in eLearning courses interact through phone, email, discussion boards, chat rooms, and synchronous meetings. These courses meet the same educational requirements as the traditional classroom in a more flexible format.

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

Students taking an online course are required to take a minimum of one proctored exam per course depending on the credit hour of the course. Students can take proctored exams for no charge at any of the approved testing centers in the state of Mississippi. If a student chooses to use the virtual proctoring partner company or an alternative testing center to take a proctored exam, the alternative testing center may charge a fee for testing. Alternative testing centers must be approved by the office of eLearning prior to testing. The approval request form is available on the eLearning website <http://www.meridiancc.edu/elearning>. All proctoring fees incurred by using testing centers outside the approved locations list, as well as any fees of

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the virtual proctoring company are the responsibility of the student.

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

Schedule Changes

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

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

Specific dates for dropping and adding courses are listed on the academic calendar.

Withdrawing from MCC

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



SECTION 3: Academic Information

Academic Grades

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

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

Faculty members will provide their grading scales on the "First Day Handout."

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

Administrative grades are as follows:

W - Withdrawal prior to published withdrawal date

AU - Registered for audit, not credit

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

Quality Points & GPA

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

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

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

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

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

degree candidates must have a 2.00 on their program coursework.

Repeated MCC Coursework

Upon completion of a repeated course (both courses must have been taken at MCC) only the higher grade will be calculated into the institutional and cumulative GPA. However, both the original and the repeated grade and credits will show on the transcript. All grades are considered included in GPA calculations unless notated with an "E".

Audit Coursework

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

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

Class Attendance

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

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

If the student fails to attend classes for 2 consecutive weeks, or the equivalent, (depending on the class meeting schedule) without making prior arrangements with the instructor, then they may be dropped from the roll with a "W" being recorded on the student's transcript. The student then has 10 days to petition for reinstatement or a grade change. The instructor is authorized to reinstate a student if they can justify reinstatement. If no reinstatement is sought, the grade of "W" will become permanent.

Grade Review Policy

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

The Phil Hardin Foundation Honors College

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

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

Entering freshmen must

- Have a composite ACT score of 23 with no sub-score less than 18.
- Have a high school GPA of 3.5.
- Have a GPA of 3.25 on all Dual Credit/Enrollment coursework, if any.
- Submit an Honors Application.
- Submit two letters of recommendation, with at least one of those being from a teacher or administrator at their current school.
- Have a college GPA of 3.25, if applicable.
- Conduct an interview with the admissions committee.

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

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

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

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

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

For more information, contact The Phil Hardin Foundation Honors College at 601-484-8829 or 601-484-8662.

Graduating from MCC

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

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

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

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

Applying for Graduation

Every student who is to receive an Associate in Arts, Associate of Applied Science, or a Certificate from MCC must complete a graduation application. The student should meet with their advisor (in the advising area) to determine whether all requirements have been met. Each student is encouraged to participate in the commencement (graduation) ceremony. The student may pay the commencement fee to the Business Office and participate in the commencement ceremony or choose not to participate and their diploma will be mailed to them at no cost. Those who do not wish to participate in the ceremony will not be required to pay a commencement fee; however, application deadlines still apply. A late commencement fee for participants will be assessed for graduation applications received after the published deadline.

All diplomas are mailed to students, ceremony participants or not, by the end of the month following the commencement ceremony.

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

Honors for Graduation

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

Reverse Transfer Policy

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

- The reverse transfer policy applies to the Associate in Arts degree only.
- The maximum amount of credits that may be transferred back shall be 45 credit hours.

Academic Information

- Coursework is subject to the guidelines set forth in the transfer credit policy, located in Section 2 of the *MCC Catalog*.
- The student must complete the degree requirements and apply for graduation.

Academic Standings

Students are classified by the following policy:

- Students are in "good standing" if they achieve at least a "C" (2.0) average.
- Students are on "academic probation" if, at the end of a semester, they have not earned at least a 2.0 GPA. Students placed on academic probation are advised by letter and asked to meet with their advisor several times during the next semester.
- Full-time students who were on academic probation the previous semester must earn a "C" average on at least 12 hours or be placed on "academic suspension" for a semester, excluding the summer term. (Summer terms are treated independently of the fall or spring semester for academic probation or suspension purposes.)
- If a student wishes to request permission to continue college when facing academic suspension, they must petition the Dean of Student Services in writing. This written appeal should address any reason why the student has not been successful, including any extenuating circumstances. If the suspension appeal is approved, the Dean of Student Services will clear the student to register. A student on "academic appeal" must earn a 2.00 GPA for the semester of the appeal or be placed on academic suspension for one academic year without appeal. The decision to reinstate a student facing academic suspension is made by the Dean of Student Services.
- Students in health education programs who fall below the published minimum academic requirements will be notified in writing by a faculty member.

President's and Dean's Lists

MCC recognizes scholastic achievements by publishing the President's and Dean's Lists at the end of the fall and spring semesters. The President's List includes students completing 12 or more semester hours who have a grade point average of 4.00. The Dean's List includes students completing 12 or more semester hours who have a grade point average of 3.25 to 3.99.

Transcript of Record

A student may obtain an official copy of their transcript by submitting a written request to the Records Office in Ivy-Scaggs Hall or by submitting an online request through the MCC website. A student may obtain an unofficial transcript through Eaglenet. No transcript will be furnished until the student has resolved any hold placed on their account. Effective October 1, 2020, there will be a fee of \$5.00 charged for each official electronic or paper transcript provided.

Enrollment Verification

A student may obtain proof of college enrollment by logging into Eaglenet and choosing the "Enrollment Verification" link under the Student Registration tab. Once the student enters and submits their identifying information, the student can then print the enrollment verification document. A letter of Enrollment Verification can also be obtained in person from the Records Office.

Policy on Privacy

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

- Students are entitled to have access to their educational records upon proper request. Students are not entitled to have access to instructional, supervisory, and administrative personnel records; campus security records; employment records; or alumni/advancement office records.

Academic Information

- Students are entitled to inspect and review their educational records and to challenge the contents if they feel those contents are inaccurate, misleading, in violation of privacy or other rights, or if they contain inappropriate data. The College may require that a college official be present when a student inspects and reviews his/her educational records. Any questions concerning a student's access to records should be directed to the Records Office.
- The College must have written consent before any educational records are released to third parties (colleges, potential employers, etc.) that have requested copies of a student's educational records.
- Upon receipt of a subpoena or judicial order requiring the President of MCC to relinquish control of a student's records, the student will be notified insofar as possible of the subpoena or judicial order before the President relinquishes control of the records.
- The law allows "directory information" about students to be made public without specific permission from the students. Students are entitled to request that certain information be deleted from college publications. MCC defines "directory information" to include a student's name, address, email address, Classification (freshman, sophomore, etc.), number of semester hours accumulated and/or currently taking, major field of study, dates of attendance, awards/honors/degree(s) received and dates awarded. Information of participation in officially recognized activities and sports (including height and weight of members of athletic teams) is also included. If a student does not wish "directory information" made public, a written request must be on file with the Records Office. A student must make this declaration every semester that he/she desires the information withheld.
- The College maintains a list containing the signature, the date and the reason for all individuals receiving access to a student's records. The student is entitled to have access to this list. The law, however, allows college officials, including instructors, to have access to a student's educational records without signature.

Release of Educational Records

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

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

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

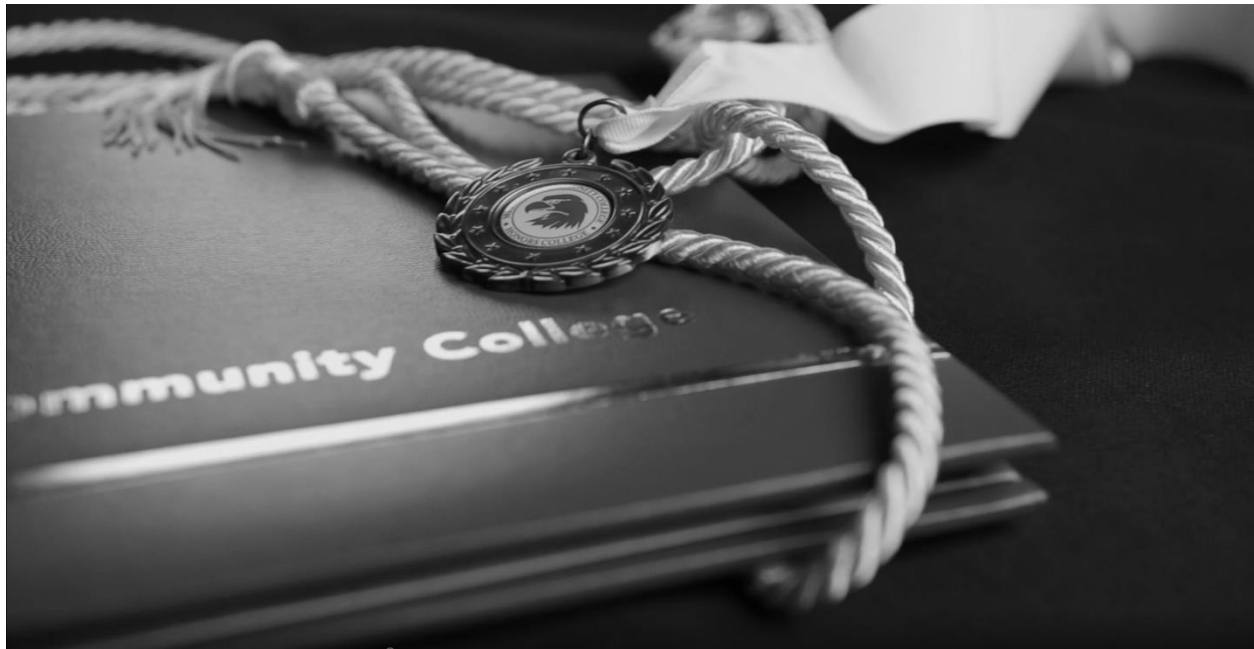
- The College may release a student's educational records to the following without prior written consent:
 - To college officials who have a legitimate interest in the records. College officials are defined as teachers, administrative personnel and other employees, such as campus security officers.
 - To officials of another school in which the student intends to enroll upon request of the transfer school.
 - To government representatives of the Comptroller General of the United States, the Secretary of Education, the U. S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
 - To appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
 - To organizations conducting studies for, or on behalf of, the College for the purpose of developing, validating, or administering predictive tests, administering student financial aid programs, and improving instruction and student life, provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
 - To accrediting organizations to carry out accrediting functions.

Academic Information

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

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

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



SECTION 4: Student Services and Activities

Purpose of Student Services

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

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

Academic Advising

Academic advisement plays an important role in the total educational program at MCC. The primary responsibility of an advisor is to guide students in making wise selections of course offerings with careful attention to institutional policies and degree requirements. In addition, effective advising will also assist students in identifying available internal and external resources that will have a positive impact on their MCC experience. Consideration of each student as a unique individual with unique needs is recognized as the foundation of MCC's advising program. Advisors are assigned to all students based upon planned programs of study. However, students who are undecided, who are taking basic courses to enhance skills, or who are taking courses for personal enrichment or skill development are also assigned an advisor. Advisors are also available in Ivy Hall from 8 a.m. to 6 p.m. and in the Health Building from 8 a.m. until 4:30 p.m., Mondays through Thursdays, and from 8 a.m. to 3:30 p.m. in both locations on Fridays.

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

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

Counseling

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

Veterans' Affairs and Benefits

Meridian Community College welcomes Veterans and their beneficiaries. The institution's personnel designated to act as the School's Certifying Official (SCO) assists veterans and their families in the college enrollment and educational assistance process. In accordance with Mississippi Senate Bill 2127 (amends state law § 37-103-25), nonresident students who are United States Veterans and/or their beneficiaries who are entitled to Veterans' Educational Assistance under Title 38 of the United States Code are qualified as

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in-state residents for tuition purposes upon enrollment at MCC. To qualify as an in-state resident for tuition purposes, nonresident Veterans (whether or not entitled to Educational Assistance under Title 38 of the United States Code) must demonstrate release or discharge from active duty with no less than an Honorable discharge or a discharge under Honorable conditions. To qualify as an in-state resident for tuition purposes, nonresident beneficiaries must demonstrate a valid Transfer of Entitlement (TOE) for Veterans' Educational Assistance under Title 38 of the United States Code.

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

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

Student Health Service

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

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

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

Campus Eaglenet

All MCC students have online access to view their grades and their financial aid status, in addition to any balances on accounts or holds on their records, through Campus Eaglenet, MCC's local Internet portal. Each student also has an e-mail address which can be used even after the student leaves MCC. After students have been officially admitted to MCC, they will receive a letter informing them of their Eaglenet user name and password. Eaglenet serves as the primary mode of communication between the institution and the student. Additionally, the use of Eaglenet encourages students to be proactive in their education and develops self-direction by allowing students to register for classes; changes classes; access the on-line library; and view transcripts and other vital information.

LiftOff

MCC offers open enrollment during the spring and summer for incoming freshmen. Liftoff, an event hosted in August immediately before the school year, serves to acquaint new students with the campus and to answer the questions and concerns of freshmen and their parents. Liftoff participants meet faculty

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members, administrators and other students. They also learn about opportunities available to them, including student activities.

Freshmen students are registered for Fall classes after they are admitted and meet with an advisor. Once they have registered for classes, they are contacted with opportunity to sign up for the Liftoff event in August. In addition to the Liftoff event, new first-time full-time students are required to enroll in a 2 credit-hour orientation course, LLS 1312, which gives them a more in-depth introduction to campus life and services. This course is taught online and is available to all students, including distance education students.

Support Services

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

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

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

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

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

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

Interpreting Services for the Deaf/Hard of Hearing

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

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

Housing

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

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Thornton Hall houses 44 male students, and Elliott Hall houses 96 male students. The College Crossing Apartments, also located on the MCC campus, houses 214 female students and has both one- and two-bedroom units. A residence hall director lives in each of the halls and in the apartment complex.

Every student living in MCC housing must be enrolled as a full-time student and maintain full-time enrollment throughout the semester. If MCC Housing becomes full or requires a waiting list, priority will be given to full-time students. A required meal plan is included in the cost of housing.

Admission to MCC does not guarantee a student a room reservation on campus. Students wishing to live in college housing should contact the Housing Director for complete details. The Director of Residence Life office is located in Ivy-Skaggs Hall, room 137. Residence hall rules and regulations are published in the "Residence Life Handbook." However, the policies stated in the MCC Catalog are the primary rules of the institution; the Resident Life Handbook is a supplement to the MCC Catalog.

Mail Service

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

Mail is not distributed on weekends and holidays.

Campus Solicitation Policy

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

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

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

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

Campus Life and Student Organizations

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

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

Association of Surgical Technologist Student Association (ASTSA) promotes knowledge about the field of surgical technology and provide opportunities to develop professionally.

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

Collegiate Distributive Education Clubs of America (DECA) strives to develop future leaders in the hospitality area by helping students grow and develop as professional managers. DECA is open to students

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enrolled in Business and Marketing Technology, Hotel/Restaurant Management Technology, and Culinary Arts Technology. Programs and activities are planned to focus on the hospitality/tourism industry.

Eagle Esports was organized to provide a fair and welcoming environment for all those interested in Esports and the competitions involved. Eagle Esports is open to all MCC students in good academic standing.

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

Health Information Technology Association (HITA) promotes the study of Health Information Management and to recognize Health Information Management as a profession in the community while instilling leadership qualities in the HIT student.

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

Medical Assisting Technology Students (MATs) serves to instill knowledge in students in regard to the field of medical assisting and to promote leadership skills within the MAT student.

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

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

Phi Theta Kappa (PTK) is the national honor society for community and junior colleges. The organization promotes leadership, scholarship, service and fellowship. MCC is the Nu Upsilon Chapter. See chapter by-laws for specific membership requirements.

Physical Therapy Assistant Student Organization (PTASO) strives to educate the public about physical therapy, to provide a source of continuing education for PTA students, and to further develop each member's leadership qualities and individual responsibility.

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

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

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

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

Student Government Association (SGA) was formed to deal effectively with student affairs, to develop good citizens through experience in government, to work with the administration in all matters affecting the welfare of students, and to direct student endeavors that may benefit the students. MCC SGA is open to all students who are enrolled in at least one credit hour at MCC.

Medical Lab Technicians Student Organization (MLTSO) promotes interest and knowledge about the Medical Lab Technology career while building leadership skills in the MLT student.

Organization of Student Nurses (OSN) is open to all students in the Associate Degree Nursing Program

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at MCC and serves to promote public understanding of the role of the Associate Degree Nurse along with aiding in the development of the whole person and their responsibility for the healthcare of people in all walks of life.

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

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

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

Special Interest Groups

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

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

Student Leadership Training

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

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

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

Quave Student Life Center

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

Wilhelmine Tew Damon Fitness Center

The Wilhelmine Tew Damon Fitness Center, opened in January 1990, offers a variety of activities to students as well as to the community. Located near the MCC Baseball Complex, the Fitness Center has the following facilities available for student, faculty, staff, and community use:

- Natatorium with a six lane 25 meter pool.
- Weight room and fitness area featuring Inflight Fitness equipment, Vision Fitness exercise bicycles, Stairmaster, Quinton and Precor Treadmills, Precor elliptical trainers, Precor AMT, and free weights.
- Dance studio with a cushioned floor.

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- Tennis courts, track, outdoor basketball court, putting green and sand volleyball court.

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

Intercollegiate Athletics

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

Intramural Sports

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

Awards

Each spring, MCC sponsors an Awards Night presentation to recognize and honor outstanding students from different career programs and subject areas for leadership, scholarship and academic performance. The B.G. Raden Awards recognize outstanding student organizations. The H.M. Ivy Award recognizes outstanding sophomores.

Outstanding service to the college and the community by a faculty member is honored through the T.J. Harris Award. Two John A. Johnson Awards, which come with a \$500 award, recognize outstanding staff members. Three \$500 Clarence Roberts Outstanding Teacher Awards are also presented by the MCC Foundation.

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

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

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

Library Services

The L. O. Todd Library is housed in the L. O. Todd-Billy C. Beal Learning Resources Center. Library resources include both physical and online information materials that support the educational programs of the college, as well as recreational reading material of interest to students. Physical materials include books, journals, magazines, current local and national newspapers and a DVD collection. Online information resources provide 24/7 access to electronic databases which provide full-text access to millions of articles, e-books and streaming videos. These online resources can be accessed off-campus via the library's web page.

The library provides a computer commons, study rooms (some equipped with whiteboards), individual study carrels, copy machines, scanner and printers.

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Traditional and e-learning research assistance is provided by service-oriented staff who work closely with students and instructors. The library staff is available to assist students and instructors with research, technical skills and navigation of library resources. Orientations, individual instruction and classroom demonstrations are offered by the library staff. There is always a librarian available to help during regular library hours of operation. Outside library hours, research assistance is available through QuestionPoint (24/7) which is a live reference service.

The library is a member of the National Network of Libraries of Medicine.

Student Success Center

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

English & Reading Lab

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

Math Computer Connections (MC²) Lab

The MC² Lab is located on the second floor of the G.V. "Sonny" Montgomery Student Center. The MC² Lab is set up for students enrolled in Emporium Method math courses so that they may receive individualized help from math instructional staff and student assistants while spending required time in the lab each week in order to fulfill course credit requirements. Beginning, intermediate, and college algebra courses are offered as Emporium Method. The Emporium Method allows students to work at their own pace in the classroom, MC² Lab, and home settings with guidance, encouragement, and individualized instruction from their math instructors. The MC² Lab is equipped with 36 computers with internet access and printing capability. There are also tables set up so that students may access WiFi and work from personal devices. Other math students not enrolled in Emporium Method courses are welcome to utilize the MC² Lab as space is available. The MC² Lab is open during the fall and spring semesters. Hours may vary each semester, depending on the availability of instructional staff. Students will be given detailed information concerning the MC² Lab once enrolled in a math course. For more information you may contact the MC² Lab at (601) 481-1377.

NetTutor

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

The Holladay Center for eLearning

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

Ronald R. Miller Art Gallery

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



SECTION 5: Rights, Responsibilities and Policies

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

Student Behavior

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

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

Student Behavior Code

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

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

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

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

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1. Possession, use, distribution and/or sale of alcohol. See alcohol policy.
2. Cheating on any test, examination or academic assignment of any kind. See the first-day handout for additional policies applicable for each course.
3. Any documented copying of words, ideas, or designs from books, articles, Internet sources, speeches or another person's unpublished works and presenting it as one's own work (plagiarism). See the first-day handout for additional policies applicable for each course.
4. Shoving, pushing, hitting or aggressively touching a member of the college community in a threatening manner so that the individual who is the recipient of this action perceives that he/she is in imminent danger of bodily harm.
5. Engaging in a riot or other activity which results in the disruption of the educational mission of the College or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the campus or in connection with an off-campus college-related activity.
6. Violating municipal, state or federal law.
7. Refusing to appear and testify as a witness before a disciplinary committee.
8. Behaving in such a manner that interferes with the educational mission of the college, or interfering with the rights or duties of others, damaging or endangering public or private property and in which the student persists after being requested to desist by a college official or member of the faculty.
9. Entering locked or unoccupied MCC buildings, offices, classrooms, or laboratories without proper authority.
10. Threatening violence toward a member(s) of the campus community. This offense may result in the temporary removal of the accused person(s) from the college campus pending investigation of all charges and the scheduling of a hearing.
11. Participating in any act of harassment, physical or mental, perpetrated for the purpose of subjecting a student, faculty member, or other person to pain, discomfort, indignity or humiliation at any time or any place.
12. Destroying, damaging or defacing college, state, federal, public or private property.
13. Exhibiting gross indecency on campus or at college related activities.
14. Using cellular phones in the classroom. All cellular phones and beepers should be silenced or turned off while in the classroom. See the first-day handout for additional policies applicable for each course.
15. Providing false statements or representations about official matters.

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

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

1. Participating in or promoting any activity designed to disrupt the regular and essential operation of MCC, including the learning process within the classroom, library, laboratory or anywhere else on the campus.
2. Using without authorization any college property, i.e., vehicles, machines, telephones, computers, and FAX machines.
3. Failing, refusing or being unable to present current MCC ID card upon the request of any official of the College.
4. Smoking or using e-cigarettes. Smoking and using e-cigarettes are strictly forbidden anywhere on campus.
5. Playing loud music anywhere on campus.

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6. Using smokeless tobacco. The use of smokeless tobacco is strictly forbidden anywhere on campus.
7. Gambling in any form.
8. Using an automobile unsafely or recklessly driving any motorized vehicle on campus.
9. Violating parking or speed-limit regulations and failing to register vehicle or violating other campus traffic regulations.
10. Loitering, loafing or congregating on the grounds or in college buildings.
11. Using loud and/or obscene language.
12. Throwing paper, articles of food or drink, tobacco products or any article on the grounds or in any MCC building.

Conduct on Campus

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

Fine Imposed Unacceptable Behavior

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

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

Sexual Misconduct Policy

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

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

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

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

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

Types of Sexual Misconduct

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

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

3. Domestic Violence: A felony or misdemeanor crime of violence committed
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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4. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - a. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - b. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - c. Dating violence does not include acts covered under the definition of domestic violence.
 - d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.

For the purposes of this policy:

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

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

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

Any incident meeting any of these definitions is considered a crime for the purposes of Clery Act reporting.

Sexual Harassment

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

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition:

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

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

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

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Reporting Sexual Assault and Receiving Assistance

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

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

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

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

If the reporting student insists that he/she remains anonymous in the investigation, the Coordinator will inform the student that such a request will limit the College's ability to respond to the complaint. The Coordinator will evaluate the request in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students. When reasonably available, the College can provide assistance in changing academic, living, transportation, working arrangements, and other protective measures, if requested with the Coordinator, regardless of whether the victim chooses to report the crime to campus or local police and regardless of whether the incident occurred on or off campus.

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

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

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

Care Lodge

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

Wesley House

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

Weems Community Mental Health Center

Psychology Associates

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1415 College Drive
Meridian, MS 39307
601-483-4821

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

Anderson Regional Health System

2124 14th Street
Meridian, MS 39301
(ER) 601-553-6111

Rush Foundation Hospital

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

Procedures for Reporting a Sexual Misconduct Violation

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

Reporting an incident to the MCC Campus Police helps

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

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

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

Disciplinary process

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

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

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

The person filing a complaint has the right to

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

Retaliation

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

Sanctions

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

Education programs

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

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

Disciplinary Process for Students

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

The President has delegated this responsibility to the Dean or Associate Dean of Student Services. When a student is believed to have violated the Student Behavior Code, the Dean or Associate Dean will gather

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information and hold a meeting with the student(s) involved. If deemed necessary, disciplinary actions shall be taken after the meeting is held.

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

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

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

Student Appeals Procedure

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

Once a decision on any case has been rendered by the appropriate administrator supervising the institutional component related to the case, the student has two working days to notify that administrator in writing of his/her desire to appeal the decision. The student is encouraged to base appeals on facts which

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he or she thinks may not have been considered in the original decision. The appropriate Administrator will then notify the Chairperson of the Student Appeals Council of the subject's desire to appeal.

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

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

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

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

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

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

Student Complaint Procedure

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

Non-Academic Matters:

1. Student complaints usually start, informally, at the department level where the student is encouraged to talk directly with the faculty or staff member in an effort to resolve the issue. If the student prefers to talk to someone other than the faculty or staff member involved, the student must present the complaint to the immediate supervisor of the person involved. The supervisor, faculty or staff member will provide the student with a decision within three business days.
2. Should further arbitration prove necessary, the student must submit a written statement to the appropriate Dean, Associate Dean, Vice President or Associate Vice President of the respective department which includes:

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

Academic Matters:

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

The College recognizes and accepts Mississippi Commission on College Accreditation (MCCA) oversight in resolving complaints from students taking distance education under the auspices of the State Authorization Reciprocity Agreement (SARA). In addition, The Mississippi Commission on College Accreditation has a published student complaint policy found at <http://www.mississippi.edu/mcca/sara.asp>.

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To file a complaint, a student should complete the complaint form available on the website. MCCA is located at 3825 Ridgewood Road, Jackson, MS 39211 and can be reached by telephone 601.432.6647.

Drug-Free Policy

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

If a student is found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, the College will initiate legal action or begin dismissal proceedings, or both, against the violator(s). MCC shall continue to inform and educate all students of the dangers of drug abuse. Should a student need counseling, referral or other assistance, the College will provide this assistance. This statement is prepared to comply with the "Drug-Free Workplace Act of 1989," 34 CFR Part 85, Subpart F, and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). **To comply with this act, any student convicted of a drug statute violation is required to notify MCC within five days of such conviction.** Students found guilty of substance abuse may be suspended from campus housing and/or suspended from MCC for one or more semesters as determined by the Dean of Student Services or the Associate Dean of Student Services. For additional information related to the MCC substance abuse policy, contact the Dean of Student Services Office in Ivy Hall.

Alcohol Policy

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

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

Smoking and Tobacco Use Policy

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

Campus Security

Vehicle Registration

All motor vehicles driven on campus must be registered and have a parking decal. The first decal is free of charge; additional decals are \$10 each. A vehicle is defined as a car, truck, motorcycle, or any other type of moveable transportation. Safety and security decals are available in the Security office in Ivy Hall. Parking decals must be displayed in the lower left corner of the rear window. Decals are issued for one motor vehicle and must not be transferred or affixed to another vehicle. A new decal will be issued each academic year.

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Students who live in campus housing will be issued a special decal that must be displayed in order to park in the residential parking lot.

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

Driving Regulations

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

- Each student who operates a motor vehicle on campus must register for and display a parking decal. The decal authorizes the student to park on campus in designated parking areas.
 - No motor vehicle shall display more than one MCC decal at any one time.
 - Vehicle operators must obey campus regulations and operate vehicles in a safe and courteous manner.
 - MCC is not responsible for contents in vehicles parked on campus.
 - Speed limit on the MCC campus is 15 mph unless posted differently. All state traffic laws apply on campus.
 - Registered operators must observe and obey all traffic and parking signs on campus.
 - Registered students are responsible for their vehicles on campus.
 - Vehicle operators must not repair vehicles on campus grounds or parking lots.
 - Vehicles are not to be left on campus for more than 48 hours without notifying Campus Police.
 - Vehicles are not to be parked on grass, sidewalks, entrances, or exits.
 - All accidents should be reported immediately to the Campus Police.
 - Vehicle operators must be aware of the colored curb markings and their meaning:
Blue curb* – Handicapped Parking
Yellow curb* – No Parking
- *Signage overrides curb markings.**
- All vehicles are to be driven into parking spaces front-end first.
 - Any vehicle operated by a person whose driving privileges have been suspended may be towed away at the owner's expense.
 - Any vehicle parked in a reserved area may be towed away if deemed necessary by the Campus Police.

Penalties for violations shall be as follows:

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

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

Additional parking is available on the Mississippi State, Meridian Campus for all MCC Faculty, Staff and Students.

Bicycle Regulations

1. Cyclists should use extreme caution and slow down or walk their bicycles when interacting with pedestrians. Cyclists should not use sidewalks and walkways when pedestrians are present.
2. Automobiles are not required by law nor equipped with the reaction time to stop for bikes shooting across crosswalks. It is best for bicyclists wishing to use crosswalks to walk their bicycle through the crosswalk as a pedestrian.
3. Bicycles using campus roadways operate with the same rules as automobiles.
4. Bicyclists are strongly encouraged to wear safety equipment while on campus (including helmets) as well as properly maintain the mechanical aspects of their bike for the safest riding experience possible.
5. Bike Rack use on campus is mandatory. We are asking all bike riders to assist the college by not locking bikes in such a way that they block sidewalks or handicap access to buildings. Furthermore, we ask bike riders to refrain from locking bikes to campus trees or foliage, light poles or other freestanding posts or any railings or any other freestanding structures (except bike racks). Keep in mind we have students with disabilities who require accessible pathways and specific access to buildings and we are required by law to protect this access.
6. MCC is not responsible for loss or damage to bicycles.
7. Bikes locked or left anywhere else besides a bike rack are subject to the lock being cut and the bike impounded by Campus Police.

Lost and Found

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

Student Identification Card

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

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

Search and/or Questioning of Students

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

- Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by College officials and can be made if necessary in the absence of the student.
- College officials will not delegate to other law enforcement officers their reasonable right to searches for purposes of maintaining order and discipline of the campus.

Rights, Responsibilities and Policies

- College officials will cooperate with law enforcement officers when a search warrant(s) is presented.
- Whenever there is reasonable cause, the Dean or Associate Dean of Student Services, Housing Director or a Campus Police officer will search rooms and vehicles. The student will be present when possible; however, in all cases a witness will be present.

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

Exposure Control Policy

In order to protect individuals against exposure and unforeseen risks from bloodborne pathogens, MCC has adopted a campus-wide Exposure Control Policy which is compatible with the Occupational Safety and Health Administration's (OSHA) "Latest Rule on Career and Technical Education Exposure to Bloodborne Pathogens," published in March 2000. The policy addresses environments and programs on campus where there is a possibility of exposure to blood and bodily fluids. The College has identified tasks and procedures that are hazardous or potentially hazardous for students, faculty and staff. Students in nursing and health programs are taught "Standard Precautions" when their studies begin and are reviewed annually thereafter. These standards include the minimizing or eliminating of risks of exposure through responsible work habits and controls and recognizing the seriousness of possible exposure to bloodborne pathogens. Students are informed through handouts and orientation sessions in other appropriate programs, laboratories and classes if hazards or potential hazards exist. Personal protective equipment currently in use in specified health programs includes disposable gloves, masks, protective glasses/goggles, disposable gowns and pipetting devices. The handling and disposal of sharps is taught in all health programs and science classes using needles and sharps.

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

Network Policies and Procedures

I. INTRODUCTION AND PURPOSE

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

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

Rights, Responsibilities and Policies

II. SCOPE

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

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

USER RESPONSIBILITIES

- A. Network Security – Network access is controlled by passwords, and the level of access granted is determined by a user’s job-related requirements. Passwords must not be logically identifiable with the user, must be changed periodically as required by the system, and must not be shared with anyone else.
- B. Ethical Use – The network, including the Internet and e-mail, is for official College use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. This includes the use of Email, messaging services and social networking sites (such as Facebook and Twitter). Users will not access, view, or alter any data unless authorized to do so by a supervisor or instructor.
- C. Security – The College makes every effort to protect the network from intrusion from within and without. All attempts to “hack” into the network constitute a serious offense and will be dealt with appropriately. All suspected attempts to violate network security must be reported to the Director of Telecommunications. Meridian Community College will comply with all legal requests made by federal, state, and local authorities in pursuit of criminal violators. If necessary, MCC will monitor any correspondence, Internet activity, telephone records, or data stored on or created by the College’s resources. Users of this network cannot attempt to bypass security by using someone else’s login credentials. In addition, instructors will not allow students access to their workstations. Users with access to sensitive and secure information, such as financial data, social security numbers, and other personal information, must take all precautions necessary to protect this data. Terminals should never be left unattended or information displayed where others can observe. If such sensitive data is taken off-campus (on a laptop, other mobile device, or portable drive), it is the user’s responsibility to ensure the confidentiality of the information.
- D. Copyrighted and Intellectual Property- Users may use only legally obtained and licensed software on the College’s computers. In addition, users are strictly prohibited from downloading, storing, or making available to others materials that are governed by copyright laws or would be considered the intellectual property of someone else – e.g. music, videos, and books.
- E. Access to the Internet – The College provides Internet access through the College network to all employees having a network account, as well as, to students through computer labs and in certain situations, the public at large. Note that, online gaming is not allowed due to its disproportionate use of network resources. Excessive use of the telephone or the Internet, unless specifically job-related, hurts productivity and job-performance. Supervisors have the right to investigate any such activity they deem as excessive. The College does not allow access to sites which are considered objectionable (for example, pornographic or adult sites), and it is a violation of College policy to use the Internet for political purposes, for illegal activity, for profit-making ventures, or for the harassment of individuals or organizations. This includes the use of e-mail, messaging services and social networking sites (such as Facebook and Twitter). Users should be aware that all Internet activity is logged and that this information is monitored on a regular basis. Any effort to bypass the

Rights, Responsibilities and Policies

College's web filter or conceal the user's identity (through the use of spoofing, anonymizers, proxy servers, etc.) is a violation of College policy and subject to sanctions.

- F. E-mail – An e-mail account is provided for each employee who has a network account and to students through Eaglenet. As with Internet access, e-mail is intended only for official College business and not for illegal activity, for personal profit-making ventures, for political purposes, or to harass any person or organization. This includes the use of Email, messaging services and social networking sites (such as Facebook and Twitter). Spamming or phishing is specifically forbidden. E-mail is, by definition, public and is subject to review by College officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.
- G. Unauthorized Software and Equipment – Users will not download or install any unauthorized software on a computer, nor will they connect any electronic device to the network without the approval of the Director of Telecommunications.
- H. Compliance – Every user of the network is required to read and comply with the **MCC NETWORK POLICIES AND PROCEDURES** document.
- I. Sanctions.
 - 1. Employees – An employee found guilty of violating the terms of the **MCC NETWORK POLICIES AND PROCEDURES** document is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Telecommunications will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, criminal prosecution or any other sanction as outlined in the MCC Policy Manual.
 - 2. Students – A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or any other disciplinary action described in the MCC Catalog.
 - 3. Public – A member of the public found guilty of misuse of the network is subject to loss of network privileges and/or criminal prosecution.



SECTION 6: Financial Information & Scholarships

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

Tuition for Mississippi Residents

Full-time (15 semester hours or more)	\$1660 per semester
Part-time (less than 15 semester hours).....	\$175 per credit hour

Tuition for Out-of-State Residents

Full-time (15 semester hours or more)	\$2587 per semester
Part-time (less than 15 semester hours).....	\$248 per credit hour

Tuition for International Students

Full-time (15semester hours or more)	\$2587 per semester
Part-time (less than 15 semester hours).....	\$248 per credit hour

Registration Fees

Full-time students (15 sem. hrs. or more)	\$25 per term
Part-time students (less than 15 sem. hrs.) .	\$15 per term
Technology Fee	\$8 per credit hour per semester
Safety and Security	\$10 per semester
Online Course	\$15 per course per semester

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

Course Fees

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

Room & Board Charges

Room and Board - Per Semester Cost		
Dorms & Dorm-style Apartment	Shared	Private
Deposit	\$100.00	100.00
Elliott Hall (includes 7-day, 19 meal plan and use of laundry)	2290.00	3390.00
Thornton Hall (includes 7-day, 19 meal plan and use of laundry)	2290.00	3390.00
College Crossing Apt., dorm-style (includes 7-day, 19 meal plan and use of laundry)	2440.00	3540.00

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Summer Room & Board Charges:

Summer housing fees must be paid in advance. Summer term room and board fees are non-refundable. If the cafeteria is available, a debit plan of \$150.00 is required for each 5-week term. All meals are \$6. Therefore, this will provide the student with 25 meals during the 5-week period. The summer housing rates are non-refundable and are as follows:

	Double Occupancy	Private Room
College Crossing Apartments:		
5-week term	\$300.00	\$600
10-week term	\$600.00	\$1,200

In addition, a fee of \$150.00 will be assessed for each 5-week term for the debit plan, if the cafeteria is open.

Non-credit classes

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

MCC reserves the right to change tuition and fees.

Refunds

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

Class length

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

It is the student's responsibility to officially withdraw from any and all courses. Refunds of fees are computed according to the instructor's recorded last date of class attendance. Attendance in an online course is measured by active participation in the course (i.e., submission of weekly assignments). Any claims disputing actual class attendance and requests for exceptions because of extenuating circumstances must be submitted in writing to Business Office within 90 days after the end of the semester of withdrawal. Any exception to this policy must be approved by an administrative committee. The College will not refund fees originally paid by check until the check has successfully cleared the student's bank.

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

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

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

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

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

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

Fall and Spring Room and Board

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

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

Summer Room and Board

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

Dorm Deposit

All resident students are required to pay a housing deposit of \$100.00. If a student does not check in to the housing unit, he/she will be refunded the deposit provided he/she notifies the Housing Office of the cancellation and request for refund.

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

Deferments

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

Tuition:

- Students must pay one-half of all charges prior to classes starting. The balance must be paid by Friday of the eighth week of school.
- Students may defer all of their tuition, if they have applied for financial aid, the Financial Aid Office has determined that they are eligible for financial aid and will qualify for enough financial

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- aid to cover their current charges.
- If a student fails to pay, he/she may be removed from classes and be required to re-register.

Residence Hall and Meals:

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

Paying for Classes

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

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

Purchasing Books

Textbooks and supplies for MCC courses may be purchased at the MCC Bookstore located in Ivy Hall. Bookstore hours are 8 a.m. – 4:30 p.m., Monday through Thursday, and 8 a.m. – 3:30 p.m. on Friday. During the first week of classes, the Bookstore has extended hours to accommodate evening students. Students receiving financial aid (Pell Grants, scholarships, etc.) should direct financial aid questions to the Financial Aid Office. Financial aid will become active in the Bookstore approximately three days before classes begin in the fall and spring terms. Dates for late start, short terms and summer terms will be posted. Students will need to present their Student I.D. and a copy of their schedule to use their financial aid and to receive textbooks in the Bookstore.

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

Unpaid Balances from Previous Semesters

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

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

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

Applying for Financial Aid

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

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

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

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

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

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

Priority Deadlines

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

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

Academic Year

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

Award Notification

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

Student loan notification is made to the student/parent after eligibility is determined via Eaglenet.

Recipients of scholarship awards are notified by e-mail as selections are made.

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

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

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

Title IV Federal Financial Aid consists of the following:

- Federal Pell Grant
- Federal College Work Study (FWS)

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- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Stafford Loan Program (FDSL)
- Federal Direct Parent Loan Program (PLUS)

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

Cumulative Sem. Hrs. Attempted:	From:	1	2	3	6	7	9	10	12	13	15	16	18	19	21
	To:	1	2	5	6	8	9	11	12	14	15	17	18	20	21
Must have Earned this Many credits:		1	2	3	4	5	6	7	8	9	10	11	12	13	14
With at least this Cumulative Grade Point Average:		1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.75	1.75

Cumulative Semester Hours Attempted (including Ws)	1–18	19–40	41 – 96
Minimum Cumulative Grade Point Average	1.50	1.75	2.00

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

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

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

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

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

Maximum Time: A student will not be eligible for **any** federal financial aid at MCC after attempting **93 semester hours (this includes accepted transfer hours)** regardless of grade point average, cumulative hours earned, or change of program. Hours attempted for which the student did not receive financial aid will be included for purposes of meeting satisfactory academic progress requirements.

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

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

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

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

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

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

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

Appeal Process: A student who has at least a 1.50 cumulative grade point average may appeal the suspension of financial aid. A completed appeal form must be submitted to the Financial Aid Office. The form may be obtained in the Financial Aid Office or printed from the MCC Web page. The appeal will be reviewed and determined whether the suspension is justified. Only exceptional circumstances or an improved academic record will be considered. The student will be notified in writing through their Eaglenet e-mail account of the decision made within 20 business days. Students whose appeals are approved will be placed on financial aid probation and may be given an academic plan which they must follow. This plan will assure that they will be able to complete their degree within the timeframe to meet SAP. These students may only apply for a student loan after mid-term. At this time, a student must provide a copy of his/her mid-term grades to the student loan assistant for review. If the student has a "C" average at mid-term, he/she will be allowed to apply for a student loan after attending in person

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entrance counseling and submitting a completed loan packet to the loan assistant. This does not replace the steps that have to be completed online for a student loan.

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

Student Consumer Information

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

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

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

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

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

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

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

Repayment of the unearned amount

MCC will return the lesser of

- Total amount of unearned aid or
- Institutional charges multiplied by unearned percent.

The student will return

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

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Unearned funds are first applied (paid back) to any Title IV loans borrowed during the term. Unearned funds are required to be returned to Title IV loans in the following order:

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

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

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

- Federal Pell Grant
- Federal SEOG

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

Federal Pell Grant Program

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

Applying for a Pell Grant

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

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

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

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

Financial Information & Scholarships

Federal Supplemental Education Opportunity Grant (FSEOG)

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

Lifetime Pell Eligibility Used (LPEU)

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

Unusual Enrollment History

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

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

Approval of Continued Eligibility

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

Denial of Continued Eligibility

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

Regaining Aid Eligibility

Students who have lost eligibility of financial aid due to UEH may subsequently regain eligibility if they otherwise meet all other standards of MCC’s SAP policy. Students may be given an academic plan, which they will need to follow in order to regain eligibility. If a student does regain eligibility, this would become effective the semester after the period of ineligibility. It would not be retroactive.

Appeal Process

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

Mississippi Student Financial Aid Programs

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

Financial Information & Scholarships

Mississippi Tuition Assistance Grant (MTAG)

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

Eligibility Requirements

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

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

For college students with 12 or more credit hours:

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

Mississippi Eminent Scholars Grant (MESG)

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

Eligibility Requirements

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

Workforce Innovation & Opportunity Act Funds (WIOA)

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

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

Some funding is also available for adult students who do not meet the definition of a dislocated worker. To be considered for WIOA funds, a student must be admitted to an approved program, must have applied for a Pell Grant, and must have registered with the Mississippi State Employment Service. Eligibility is determined through the local WIN Center.

Financial Information & Scholarships

William D. Ford Federal Direct Loan Program

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

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

To be eligible for a Direct Loan, the student must

- Complete the Free Application for Federal Student Aid (FAFSA),
 - Enroll in at least six (6) semester credit hours (half-time) at MCC,
 - Meet requirements of MCC's Satisfactory Academic Progress Policy (SAPP)*, and
 - Have a need as determined by the FAFSA and the Cost of Attendance minus other aid.
- Other criteria may also apply.

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

Subsidized Federal Loan Summary

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

150% Direct Subsidized Loan Limit

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

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

Unsubsidized Federal Loan Summary

Before MCC can certify an Unsubsidized Loan, eligibility for a Subsidized Loan will be determined. The Unsubsidized Loan is not a need-based loan. The borrower is responsible for paying the interest that accrues on this loan from the date of disbursement as well as through the life of the loan.

Federal PLUS Loan Program

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

Applying for a William D. Ford Federal Direct Loan

Once a student's eligibility criteria have been met, the student must call or come by MCC's Financial Aid Office and request a Student Loan Application packet. The packet outlines in detail the steps for a student to complete in order to apply for the loan. When the steps are completed and the information returned to MCC, the loan will be processed and awarded to the student, if eligible. The student will

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receive an e-mail notifying him/her of a change to his/her account once the loan is processed. If the student does not receive an e-mail, the student should check MCC's Eaglenet for award information or documents requested. Once a student's loan has been processed, the amount will not be increased except in extenuating circumstances. Detailed documentation as to why the loan needs to be increased must be presented to the Assistant Director of Financial Aid. Once the information is reviewed, the student will receive the approval or denial of the increase in writing via e-mail.

Disbursement of Loan Money

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

Loan Repayment

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

Federal Work-Study Program

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

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

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

Scholarships

Many students receive scholarships at MCC totaling almost \$500,000 each year which are provided through several sources. See the following section for detailed information about MCC scholarships. Applications for first-time freshman scholarships should be filed at the same time admission applications are filed. The priority deadline for first-time freshmen is April 1. Sophomore students and transfer students may begin applying for scholarships after February 1. To receive priority consideration for scholarships, applications should reach the Scholarship Coordinator's Office by May 1. Other applications are considered individually if funds are available.

Financial Information & Scholarships

Scholarship Classifications

MCC Foundation Tuition Guarantee Program	The MCC Foundation underwrites the cost of tuition for four semesters of study at MCC for any graduate of a Meridian or Lauderdale County High School or any home school graduate who resides in Lauderdale County. By enrolling in the fall following their spring graduation, students retain the Tuition Guarantee for four consecutive semesters provided they earn a 2.00 GPA and maintain at least 15 credit hours each semester. Students must apply for Federal and State Financial Aid. Other requirements may change yearly. These funds are coordinated with other aid programs.
President's Scholarship	This scholarship is for Mississippi residents outside of Lauderdale County. Students must <u>enroll</u> in a minimum of 15 credit hours at MCC the fall semester following their high school graduation. Students must have earned at least a 25 on the ACT. Students will be awarded a full-tuition scholarship for four semesters that they attend MCC. Students must maintain a 2.5 GPA and remain enrolled in a minimum of 15 credit hours for each semester. Priority deadline is June 1 st .
President Plus	This scholarship is for books/educational needs. First-time freshmen who are Mississippi residents outside of Lauderdale County are eligible if they meet all MCC admissions requirements and score 25 or above on the ACT. Students must enroll in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters. Applicants should apply for this scholarship as soon as they receive their ACT score since awards are made on a first-come basis. No award will be made after the first day of class.
Dean's Scholarship	This scholarship is for Mississippi residents outside of Lauderdale County. Students must enroll in a minimum of 15 credit hours at MCC the fall semester following their high school graduation. Students must have earned at least a 20 on the ACT. Students will be awarded a half-tuition scholarship for four semesters that they attend MCC. Students must maintain a 2.0 GPA and remain enrolled in a minimum of 15 credit hours for each semester. Priority deadline is June 1 st .
MCC Foundation Scholarships	Awards vary. Award is based on academic excellence, program of study, extracurricular activities, financial need, and desire to achieve. Students must normally remain enrolled in 15 or more semester credit hours, but some of these scholarships are designated for part-time students. These scholarships are made possible through the generosity of contributors to The Meridian Community College Foundation. Information about MCC Foundation Scholarships is located on the MCC website at the following web address: www.meridiancc.edu/become_an_eagle/financial_aid/scholarships.html
Eagle Scholarship	This scholarship is for Mississippi residents outside of Lauderdale County. Students must enroll in 15 credit hours the fall semester following high school graduation and remain enrolled in a minimum of 15 credit hours. Students must have a high school GPA of 3.0 or higher. The award is for \$150/semester for 4 semesters and is stackable. Students must maintain a 2.5 GPA each semester.
MCC Achievement Scholarship	Awards vary. Awards are based on academic excellence, program of study, extracurricular activities, financial need, and the desire to achieve. Recipients should be full-time students and must maintain a 2.0 grade point average each semester. Students must reapply each year for the MCC Achievement Scholarship.
Rising Eagle Scholarship	This scholarship is for the top GED graduate (highest composite GED test score earned) from each graduating class. Students must be a Mississippi resident and must enroll in 15 credit hours for the fall or spring semester immediately following their GED graduation and remain enrolled in a minimum of 15 credit hours. This award is for half-tuition for 4 semesters. Students must maintain a 2.0 GPA each semester and is stackable. The scholarship cannot be regained if lost.
Fine Arts Scholarship	Awards vary. Faculty may recognize students with talent in music, drama, or art by awarding scholarships based on auditions or portfolios. Recipients must enroll in and maintain at 15 or more credit hours.

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Athletic Scholarship	Awards vary. Recipients must meet eligibility rules of MCC. Selections are made by the coaching staff based on scouting observations and/or tryouts. Recipients must enroll in and maintain 15 or more credit hours.
Valedictorian	Full tuition scholarship (out-of-district); \$600/semester (in-district). First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and served as valedictorian of their graduating class. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters.
Salutatorian	One-half tuition scholarship (out-of-district); \$300/semester (in-district). First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and served as salutatorian of their graduating class. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.5 GPA to receive the scholarship for four consecutive semesters.
Star Student Scholarship	This scholarship is for the STAR student from a high school in Mississippi. Students must enroll the fall semester following high school graduation and maintain at least 15 credit hours each semester. Students must have a high school GPA of 3.0 or higher. The award is for \$300/semester for 4 semesters and is stackable. Students must maintain a 2.5 GPA each semester. The scholarship cannot be regained if lost. (Star students are determined by each high school as part of the Mississippi Economic Council's recognition program.)
Eagle Scout/Girl Scout	One-half tuition scholarship. First-time freshmen who are residents of Mississippi are eligible if they meet all MCC admissions requirements and provide documentation verifying their Eagle Scout/Gold Award. Lauderdale County graduates will receive this money in addition to their Tuition Guarantee funds. Students must remain enrolled in a minimum of 15 credit hours and maintain a 2.0 GPA to receive the scholarship for four consecutive semesters. Award will be made after the first day of class.
Leadership Scholarship	Leadership in high school (\$200/semester); MS resident: 2.0 GPA and enroll in a minimum of 15 credit hours.
Non-traditional Scholarships	Student must be a Mississippi resident and 23 years of age or older. If student has prior course history, he/she must have a least a 2.0 MCC GPA. Student must enroll in a minimum of 15 credit hours and maintain 15 credit hours each semester and must not have attended MCC within the past academic year. Student must apply for federal and state financial aid. This award is for up to the cost of full-tuition for one year and will be coordinated with all other financial aid. Students must maintain a 2.0 GPA each semester. All awards are based on availability of funds and are made on a first come, first served basis.
Part-time Scholarship	Student must be a Mississippi resident and enrolled in less than 12 credit hours. If student has prior course history, he/she must have at least a 2.00 MCC GPA. Student must apply for federal financial aid. The award is for up to the cost of half-tuition for one semester and will be coordinated with other financial aid. Student must maintain a 2.0 GPA each semester. All awards are based on availability of funds and are made on a first-come, first served basis. Student must reapply each semester for this scholarship.

Scholarship Policies

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

- All scholarship recipients must enroll in and be in attendance in 15 or more credit hours and maintain enrollment in 15 credit hours through the end of the eighth week of the standard semester. If by this point a student is not enrolled in and attending the minimum 15 credit hours, scholarship funds will not be applied to the student's account. Any recipient who falls below 15

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credit hours before the eighth week of the standard semester will be placed on scholarship probation for the following semester. This will allow the student to meet the 15 credit hours per semester requirement during the following semester. If the student does not maintain enrollment in a minimum of 15 credits during the probationary semester, he/she will be ineligible to receive scholarship funds. This policy applies to all students except for students accepted and enrolled in a career and technical education program (including Health Education and Nursing).

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

Additional Policies for President's and Dean's Scholarships

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

Other External and MCC Scholarships

Lauderdale County/ Meridian Junior Miss	Awarded to the winners of the Junior Miss Competition.
Future Teachers of America (FTA)	Given to a deserving education major.
Winston County Health Care Scholarship	Given to a student in a health related field who agrees to work after graduation in Winston County.

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Lanier Walker Navy League Scholarship	Given to a deserving MCC student.
Mississippi Band of Choctaw Indian Scholarships	The Choctaw Indian Tribe offers numerous scholarships to its constituents to attend MCC.
MCC Band and Chorus Scholarships	Awarded to MCC band members or chorus members.



SECTION 7: Programs of Study

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

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

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

Rationale for Required Core Courses

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

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

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

Programs of Study

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

Higher Algebra Skills – For the purposes of the AA degree, MCC defines higher algebra skills as analyzing and solving inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; and systems of equations. These skills are taught in College Algebra (MAT 1313). All AA graduates of the college must pass College Algebra (MAT 1313) or a higher mathematics course as a Core Curriculum requirement. This requirement ensures that all AA graduates have the desired higher algebra skills.

For the AAS degree, MCC promotes mathematical skills that are pertinent to the career for which the student is preparing. Business Office Management Technology and Medical Office Management Technology require Business Math (BOT 1313). Hospitality Management Technology requires Culinary Math (HRT 1163); Health Information Technology requires Health Statistics (HIT 2133); and Business and Marketing Management Technology requires Merchandising Math (MMT 1413).

Other programs, such as Computer Programming Technology, Computer Network Technology, Medical Lab Technology, Physical Therapist Assistant, Radiologic Technology, 3D CAD Engineering Technology, Systems Based Electronics Engineering Technology, Precision Machining Engineering Technology, Fire Protection Technology (at the University Transfer level), and Telecommunications Technician require a mathematics course at the Intermediate Algebra (MAT 1233) level or above as a component of the curriculum.

The Associate Degree Nursing program features mathematics components in Nursing 1110, 1210, 1320, 2110, and 2210. Mathematics elements are part of the Respiratory Care Practitioner curriculum in RCT 1214, RCT 1313, RCT 1414, RCT 1424, RCT 1323, RCT 2434, and RCT 2713. The Emergency Management and Communications Technology Program provides assurance of math skills through two courses: ECT 2313 Hazardous Materials and ECT 2513 Financial Management.

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



General Education/Academic Affairs

University Transfer Programs

Michael Thompson, Vice President

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

General Education Goals

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

University Transfer-Associate in Arts

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

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

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

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

Or

Score a 70 or higher on the ACCUPLACER Reading Section;

Or

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

Or

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

Core Curriculum for University Transfer

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

English Composition I & II.....	6 hours
College mathematics.....	3 hours
Approved choices: MAT 1313, MAT 1323, MAT 1613	
Science with lab.....	8 hours
Approved choices: BIO 1113/1111, BIO 1123/1121, BIO 1133/1131, BIO 1143/1141, BIO 1313/1311, BIO 1533/1531, BIO 2413/2411, BIO 2423/2421, BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, CHE 1113/1111, CHE 1213/1211, CHE 1223/1221, PHY 2243/2241, PHY 2253/2251, PHY 2413/2411, PHY 2423/2411, PHY 2515, PHY 2525	
Mathematics/Science elective.....	3-4 hours
Approved choices: Any math course numbered higher than College Algebra (MAT 1313), any science w/lab course listed above.	
Public Speaking.....	3 hours
Humanities.....	6 hours
Approved choices: ENG 2223, ENG 2233, ENG 2323, ENG 2333, ENG 2423, ENG 2433, HIS 1613, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HUM 1113, MFL (Elementary or Intermediate French or Spanish), PHI (any Philosophy course).	
Fine Arts.....	3 hours
Approved choices: ART 1113, MUS 1113, MUS 1133, SPT 2233	
Social/Behavioral Sciences.....	6 hours
Approved choices: CRJ 1313, ECO 2113, ECO 2123, EPY 2523, EPY 2533, GEO 1123, PSC 1113, PSY 1513, PSY 2523, SOC 2113, SOC 2133, SOC 2143, SOC 2213	
Total.....	38 hours

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

University Transfer students who plan to transfer to a public institution of higher learning in Mississippi are encouraged to use the MS Articulation and Transfer Tool (MATT) website to determine what courses are needed for their major. MATT is located at matttransfertools.com.

Students **MUST** consult the current catalog of the institution to which they intend to transfer for specific requirements. No baccalaureate degrees are awarded at Meridian Community College.

Workforce Solutions

Joseph Knight, Vice President

MCC's Workforce Solutions Division is a large umbrella that offers Career/Technical and Workforce Education and Nursing and Health Sciences Education, as well as non-credit opportunities in Adult Education, Continuing Education, Career Services, and Workforce and Grants Development. Programs in Career/Technical and Workforce Education, and Nursing and Health Sciences Education offer Associates of Applied Science, Career Certificates, or Technical Certificates; these programs are designed to meet the educational needs of students who are seeking preparation for employment in occupational fields. The non-credit programs in Workforce Solutions offer local, state, and national resources servicing industry, business, workers, and learners of all ages.

The Associate of Applied Science Degree is awarded to students in the divisions of Business, Health Education, Nursing, Industrial Technology and Emergency Services who complete the program of study specified in the catalog. The 15/16-semester hour Core Curriculum for Workforce Programs, listed below, is embedded in the curriculum for each associate degree program. Certificate programs may require part of the Core Curriculum, but do not require the complete 15/16-semester hour Core.

English Composition I3 hours

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

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

Public Speaking3 hours

Humanities/Fine Arts.....3 hours

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

Social/Behavioral Science.....3 hours

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

Total15/16 hours

The College holds true that there is a direct correlation between the quality of one's health and his/her capacity to learn and function well in society. MCC's physical education courses promote personal wellness, which transcends curricular considerations, and is rather a lifelong goal for everyone. Thus, the College strongly encourages students to enroll in a physical education course as a degree plan elective.

Career/Technical and Workforce Education

Lori Smith, Dean of Workforce Education

Career/Technical and Workforce Education offers for-credit skills-based programs that lead to certificates and/or an associate's degree. Programming is offered through the Divisions of Business, Emergency Services, and Industrial Technology.

Division of Business

Accounting Technology - Associate of Applied Science

Flora Sumrall, Program Coordinator/Instructor

The Accounting Technology pathway provides individuals with entry-level accounting positions in accounts payable, accounts receivables, payroll, and inventory as well as enhance the skills of individuals currently employed in accounting. The curriculum provides instruction to prepare individuals exiting the pathway for accounting positions in business and industry, governmental agencies, and public accounting firms.

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

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Accounting Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester	Hours
BOT 1233 Microsoft Word I	3
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
ACC 2213 Principles of Accounting I	3
BOT 1763 Communication Essentials	3
Semester Hours	15

Programs of Study

Second Semester		Hours
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
ACC 2223	Principles of Accounting II	3
ENG 1113	English Comp I	3
	Semester Hours	15

SECOND YEAR

First Semester		Hours
*BOT 1853	Microsoft Excel II	3
BOT 2463	Payroll Accounting	3
	College Math/Science Elective	3/4
BOT	Instructor Approved Elective	3
SPT 1113	Public Speaking I	3
	Semester Hours	15/16

Second Semester		Hours
BOT 2423	Income Tax Accounting	3
BOT 2923	BOT Externship and Seminar	3
	Instructor Approved Elective	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science Elective	3
	Semester Hours	15
	Total Semester Hours	60/61

Accounting Technology Associate of Applied Science Degree/60-61 hours

*Prerequisite required for this course.

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

Instructor Approved Electives

BOT 1213 Professional Development (3 hrs), BOT 2133 Desktop Publishing (3 hrs), BOT 2423 Income Tax Accounting (3 hrs), BOT 2463 Payroll Accounting (3 hrs), BOT 2743 Medical Office Concepts (3 hrs), BOT 2763 Electronic Health Records (3 hrs), BOT 2823 Communication Technology (3 hrs)

Accounting Technology – Career or Technical Certificate

Flora Sumrall, Program Coordinator/Instructor

The Accounting Technology pathway provides individuals with entry-level accounting positions in accounts payable, accounts receivables, payroll, and inventory as well as enhance the skills of individuals currently employed in accounting. The curriculum provides instruction to prepare individuals exiting the pathway for accounting positions in business and industry, governmental agencies, and public accounting firms.

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

Programs of Study

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Accounting Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
ACC 2213	Principles of Accounting I	3
BOT 1763	Communication Essentials	3
	Semester Hours	15
Second Semester		Hours
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
BOT	Instructor Approved Elective	3
BOT	Instructor Approved Elective	3
	Semester Hours	15
Accounting Technology Career Certificate/30 hours		

SECOND YEAR

First Semester		Hours
*BOT 1853	Microsoft Excel II	3
BOT 2463	Payroll Accounting	3
BOT 2223	Principles of Accounting II	3
	Instructor Approved Elective	3
BOT 2923	BOT Externship & Seminar	3
	Semester Hours	15
Accounting Technology Technical Certificate/45 hours		

*Prerequisite required for this course.

Business and Marketing Management Technology - Associate of Applied Science

Sandy Clark, Program Coordinator/Instructor

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

Programs of Study

business organizations such as hospitals, parks and recreation, armed forces and government agencies.

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

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

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Business and Marketing Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
ENG 1113	English Composition I	3
MMT 1113	Principles of Marketing	3
MMT 1313	Selling	3
MMT 1413	Merchandising Math	3
	Computer Related Elective	3
	Semester Hours	15
Second Semester		Hours
MMT 1123	*Marketing Management^	3
MMT 2233	Human Resource Management	3
	Instructor Approved Elective	3
SPT 1113	Public Speaking I	3
	Social/Behavioral Science	
	Elective	3
	Semester Hours	15

^Prerequisite: MMT 1113 Principles of Marketing

Business and Marketing Management Career Certificate/30 hours

SECOND YEAR

First Semester		Hours
MMT 1323	*Advertising	3
MMT 2213	Principles of Management	3
MMT 2323	*Internet Marketing	3

Programs of Study

Instructor Approved Elective	3
Math/Science with Lab Elective	3/4
Semester Hours	15/16

Business and Marketing Management Technical Certificate/45 hours

Second Semester	Hours
MMT 2513 *Entrepreneurship	3
BAD 2413 Legal Environment of Business	3
Instructor Approved Elective	3
Humanities /Fine Arts Elective	3
Instructor Approved Elective	3
Semester Hours	15
Total Semester Hours	60/61

Business and Marketing Management Associate of Applied Science/60 or 61 hours

Instructor Approved Electives include but are not limited to:

BOT 1493 Social Media Marketing, MMT 2133 Software Essentials for E-Business, MMT 2343 Marketing Web Page Design, MMT 2133 Internet Concepts, MMT 2613 International Marketing, Accounting elective (BOT 1433 or ACC 1213), WBL 2913 Work Based Learning, ECO 2113 Principles of Economics

Marketing Concentration Electives

MMT 1223 Consumer Behavior, MMT 2243 Marketing Case Studies, BOT 1493 Social Media Marketing Accounting elective (BOT 1433 or ACC 1213), WBL 2913 Work Based Learning, ECO 2113 Principles of Economics

Digital Marketing Concentration Electives

BOT 1493 Social Media Marketing, MMT 2133 Software Essentials for E-Business, MMT 2343 Marketing Web Page Design, MMT 2133 Internet Concepts, MMT 2613 International Marketing, Accounting elective (BOT 1433 or ACC 1213), WBL 2913 Work Based Learning, ECO 2113 Principles of Economics

Entrepreneurship Concentration Electives

MMT 2423 Retail Management, MMT 1223 Consumer Behavior, MMT 2243 Marketing Case Studies, MMT 2613 International Marketing, Accounting elective (BOT 1433 or ACC 1213), WBL 2913 Work Based Learning, ECO 2113 Principles of Economics

Fashion Marketing Concentration

FMT 1213 Fashion Marketing, FMT 2513 Image and Wardrobe Consulting, FMT 1133 Introduction to Fashion, MMT 2423 Retail Management

Business Office Management Technology - Associate of Applied Science

Flora Sumrall, Program Coordinator/Instructor

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

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

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

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

Programs of Study

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Business Office Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester	Hours
BOT 1233 Microsoft Word I	3
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting OR	3
ACC 2213 Principles of Accounting I	
BOT 1763 Communication Essentials	3
Semester Hours	15

Second Semester	Hours
*BOT 1243 Microsoft Word II	3
BOT 1823 Microsoft Excel I	3
BOT 2433 QuickBooks	3
BOT Instructor Approved Elective	3
ENG 1113 English Comp I	3
Semester Hours	15

SECOND YEAR

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

Second Semester	Hours
BOT 2833 Integrated Computer Applications	3
BOT 2923 BOT Externship and Seminar	3
BOT Instructor Approved Elective	3
Humanities/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Semester Hours	15
Total Semester Hours	60/61

*Prerequisite required for this course.

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

Programs of Study

Instructor Approved Electives include but are not limited to: BOT 1213 Professional Development, BOT 2133 Desktop Publishing, BOT 2423 Income Tax Accounting, BOT 2463 Payroll Accounting, BOT 2743 Medical Office Concepts, BOT 2763 Electronic Health Records, BOT 2823 Communication Technology

Business Office Management Technology - Certificate Program

Flora Sumrall, Program Coordinator/Instructor

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

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

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Business Office Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1433	Business Accounting OR	3
ACC 2213	Principles of Accounting I	
BOT 1763	Communication Essentials	3
	Semester Hours	15

Second Semester		Hours
*BOT 1243	Microsoft Word II	3
BOT 1823	Microsoft Excel I	3
BOT 2433	QuickBooks	3
BOT 2333	Microsoft Access	3
BOT	Instructor Approved Elective	3
	Semester Hours	15

Career Certificate Exit Point

SECOND YEAR

First Semester		Hours
*BOT 1853	Microsoft Excel II	3
BOT 2833	Integrated Computer Applications	3
BOT 2923	BOT Externship and Seminar	3
BOT	Instructor Approved Elective	3
BOT	Instructor Approved Elective	3
	Semester Hours	15
	Total Semester Hours	45

Technical Certificate Exit Point

*Prerequisite required for this course.

Instructor Approved Electives include but are not limited to:

BOT 1213 Professional Development, BOT 2133 Desktop Publishing, BOT 2423 Income Tax Accounting, BOT 2463 Payroll Accounting, BOT 2743 Medical Office Concepts, BOT 2763 Electronic Health Records, BOT 2823 Communication Technology

Cosmetology – Certificate Program

Tanya Wright, Program Coordinator/Instructor

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

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

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

Attain an ACT composite score of 14 and a math sub-score of 14;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or above on the NG Arithmetic Section (or a 230 on the ACCUPLACER NG Algebra Section);

Or

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

Or

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

And

Have either a high school diploma or GED;

And

Attend a Cosmetology Informational Session.

To be considered full-time, students in the Cosmetology Program must be enrolled in 15 or more semester credit hours at MCC.

Programs of Study

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

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

Course of study:

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

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

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

Cosmetology Teacher Training – Certificate Program

Tanya Wright, Program Coordinator/Instructor

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

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

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

Attain an ACT composite score of 14 and a math sub-score of 14;

Or

Programs of Study

Score a 245 or above on the ACCUPLACER NG Reading Section and 245 or above on the NG Arithmetic Section;

And

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

And

Students must have either a high school diploma or GED;

And

A current Cosmetology license;

And

The student must be at least 21 years old;

And

Attend a Cosmetology Teacher Training Informational Session with the MCC Cosmetology Program Director.

Ability to Benefit and MIBEST does not apply to the Cosmetology Teacher Training program; the student must have either a high school diploma or GED.

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

Course of study:

Fall Semester

	Hours
COV 2816 Cosmetology Teacher Training I	6
COV 2826 Cosmetology Teacher Training II	6

Spring Semester

	Hours
COV 2836 Cosmetology Teacher Training III	6
COV 2846 Cosmetology Teacher Training IV	6
Total Semester Hours	24

Culinary Arts Technology – Associate of Applied Science

AnHoward Hill, Program Coordinator/Chef Instructor

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

To be considered full-time, students in the Culinary Arts Technology Program must be enrolled in 15 or more semester credit hours at MCC.

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

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

Attain an ACT composite score of 17;

Or

Programs of Study

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

Or

Secure the recommendation of the program coordinator;

And

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

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

Course of study:

FIRST YEAR

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

Second Semester	Hours
CUT 1513 Garde Manger	3
CUT 1124 Culinary Principles II	4
CUT 2314 American Regional	4
CUT 2223 Menu Planning	3
CUT 1521 Culinary Arts Seminar II	1
Semester Hours	15

Career Certificate Exit Point

SECOND YEAR

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

Technical Certificate Exit Point

Second Semester	Hours
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Programs of Study

ENG 1113	English Composition I	3
	Math/Science	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Science	
	Elective	3
CUT 1541	Seminar IV	1
	Semester Hours	13
Total Semester Hours		63

Early Childhood Education Technology-Associate of Applied Science

Win Maxey-Shumate, Program Coordinator/Instructor

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

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

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

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

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

Programs of Study

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

And

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

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

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

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

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

To be considered full-time, students in the Early Childhood Education Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

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

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

Second Year

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

Programs of Study

Second Semester Technical Certificate & AAS Degree

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

Digital Marketing Technology - Associate of Applied Science

Sandy Clark, Program Coordinator/Instructor

The Digital Marketing Technology pathway prepares individuals to plan, manage, supervise, and market electronic business operations, products, and services provided via the Internet. This includes instruction in business administration, information technology, information resources management, web design, social media, computer and Internet laws and policies such as computer privacy and security, e-trading, insurance, electronic marketing, investment capital planning, enterprise operations, personnel supervision, contracting, and product and service networking.

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

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the E-Commerce/Digital Marketing Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester	Hours
ENG 1113 English Composition I	3
MMT 1113 Principles of Marketing	3
MMT 1313 Personal Selling	3
MMT 1413 Merchandising Math	3
Computer Related Elective	3
Semester Hours	15
Second Semester	Hours
*MMT 1123 Marketing Management^	3
BOT 1493 Social Media Marketing	3

Programs of Study

MMT 2133	Software Essentials for E-Business	3
SPT 1113	Public Speaking I	3
	Social/Behavioral Science	3
	Semester Hours	15

Digital Marketing Technology Career Certificate/30 hours

SECOND YEAR

First Semester	Hours
MMT 1323 Advertising	3
MMT 2343 Marketing Web Page Design	3
*MMT 2323 Internet Marketing	3
MMT 2133 Internet Concepts	3
Math/Science with Lab Elective	3
Semester Hours	15/16

Digital Marketing Technology Technical Certificate/45 hours

Second Semester	Hours
*MMT 2513 Entrepreneurship	3
BAD 2413 Legal Environment of Business	3
MMT 2613 International Marketing	3
Humanities /Fine Arts Elective	3
Accounting Elective	3
(BOT 1433 or ACC 1213)	
Semester Hours	15
Total Semester Hours	60

*MMT 2243 and MMT 2513 can only be taken in the last semester unless approved by S. Clark

^Prerequisite: MMT 1113 (Principles of Marketing)

Digital Marketing Associate of Applied Science/62 or 63 hours

Instructor Approved Electives include but are not limited to: BOT 1493 Social Media Marketing, MMT 2133 Software Essentials for E-Business, MMT 2343 Marketing Web Page Design, MMT 2133 Internet Concepts, MMT 2613 International Marketing, Accounting elective (BOT 1433 or ACC 1213), WBL 2913 Work Based Learning, ECO 2113 Principles of Economics

Graphic Design Technology-Associate of Applied Science

Daniel Ethridge, Program Coordinator/Instructor

The Graphic Design Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in the field of graphic design. Students receive instruction in the design and execution of illustrations, typography, layouts, color theory, industry specific production, rendering, digital imaging, logo design, and creative principles necessary for publication design, mass distribution, and other forms of visual communications. The Associate of Applied Science degree is earned upon the successful completion of the Graphic Design Technology curriculum.

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

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

Attain a 17 composite score on the ACT;

Or

Programs of Study

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Writing Section;

Or

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

Or

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

Or

Secure the recommendation of the program coordinator;

And

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

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

To be considered full-time, students in the Graphic Design Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study: FIRST YEAR

First Semester		Hours
ART 1313	Drawing I	3
ART 1433	Design I	3
CAT 1113	Graphic Design & Production I	3
CAT 1213	Fundamentals of Graphic Computers	3
MMT 1323	Advertising	3
	Semester Hours	15
Second Semester		Hours
CAT 1123	Graphic Design & Production II	3
CAT 1143	Typography	3
	Approved GDT Course Elective	3
	Approved GDT Course Elective	3
	Behavioral/Social Science Elective	3
	Semester Hours	15

SECOND YEAR

First Semester		Hours
	Approved GDT Course Elective	3
	Science/Math Elective	3/4
CAT 2333	Practical Advertising Techniques	3
	Approved GDT Course Elective	3
CAT 2312	Basic Advertising Design	2
	Semester Hours	14/5
Second Semester		Hours
ENG 1113	English Composition I	3
CAT 2323	Advanced Advertising Design	3

Programs of Study

CAT 2133	Graphic Design Studio	3
	Humanities/Fine Arts Elective	3
SPT 1113	Public Speaking I	3
	Semester Hours	15
	Total Semester Hours	67/68

XR Concentration Electives*

IMT 1513 Introduction to 3D Modeling
 CAT 2824 Extended (XR) 3D Modeling
 CAT 2834 Extended (XR) Development

Print and Digital Concentration Electives*

ART 1443 Design I
 ART 1323 Drawing II
 CAT 2923 Supervised Work Experience

*Recommended electives for the concentration. Other electives may be approved by the instructor.

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

Hospitality Management Technology- Career Certificate (Culinary Arts program students only)

AnHoward Hill, Program Coordinator/Instructor

The 30-hour Hospitality Management Technology Program is designed to provide students with specialized career and technical instruction in all phases of restaurant, hotel and institutional hospitality operations.

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

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

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Hospitality Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

First Semester		Hours
HRT 1123	Hospitality& Tourism	3
HRT 1114	Culinary Principles I	4
OR		

Programs of Study

CUL 1114	Culinary Principles I	
HRT 1213	Sanitation and Safety	3
HRT 1163	Culinary Math	3
*HRT 1552	Hospitality Seminar	2
	Semester Hours	15

Second Semester		Hours
HRT 1224	Restaurant & Catering Operations	4
HRT 2613	Hospitality Supervision	3
HRT 1413	Rooms Division Management	3
	CUT/HRT Elective	3
*HRT 1562	Hospitality Seminar	2
	Semester Hours	15
	Total Semester Hours	30

*HRT 1552 and HRT 1562 can be replaced by:
HRT 1511, HRT 1521, HRT 1531, and HRT 1541 or
CUT 1511, CUT 1521, CUT 1531, and CUT 1541

Media Production Technology – Associate of Applied Science

Joshua Taylor, Program Coordinator/Instructor

The Media Production Technology Program offers hands-on training in the field of broadcasting and media production. Students learn audio and video production, writing styles, and announcing for radio and television. The program offers students practical experience in producing, writing, editing, announcing, directing, reporting, and field and studio production. Students participate in the production of campus-based television and radio programs and are also involved with live telecasting of MCC sporting and campus events. Admission to the Media Production Technology Program is competitive.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Writing Section;

Or

Earn a "C" or above in English Composition I (ENG 1113) and Public Speaking (SPT 1113);

Or

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

And

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

Students entering the program for the first time must contact the program coordinator prior to enrolling in any BCT/MDT course.

To be considered full-time, students in the Media Production Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Programs of Study

Course of study:

FIRST YEAR

First Semester		Hours
MDT 1244/COM 2483	Principles of Mass Communications	4
MDT 1413	Principles of Audio Production	3
BCT 1813/COM 1511	Broadcast Assistantship I	3
ENG 1113	English Composition I	3
CSC 1123	Computer Applications I	3
	Humanities/Fine Arts Elective	3
	Semester Hours	19
Second Semester		Hours
MDT 1314	Fundamentals of TV Production	4
MDT 1423/COM 1443	Advanced Audio Production	3
MDT 1214/COM 2463	Broadcast Writing	4
BCT 1823/COM 1521	Broadcast Assistantship II	3
SPT 1113	Public Speaking	3
	Semester Hours	17

SECOND YEAR

First Semester		Hours
MDT 2314	Intermediate TV Production	4
MDT 2114/COM 1433	Broadcast Announcing	4
MDT 2414	Basic Editing	4
BCT 2813/COM 2511	Broadcast Assistantship III	3
	Math/Science with Lab Elective	3/4
	Semester Hours	18/19
Second Semester		Hours
MDT 2324/COM 1463	Advanced TV Production	4
MDT 2424	Advanced Editing	4
BCT 2823/COM 2521	Broadcast Assistantship IV	3
	Social/Behavioral Science Elective	3
	Semester Hours	14
Total Semester Hours		68/69

Medical Office Management Technology – Associate of Applied Science

Tanya Ocampo, RHIT, Program Coordinator/Instructor

The two-year program of study in Medical Office Management Technology (MOMT) is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, coding, and computer software applications.

Emphasis is placed on skills needed to become a medical billing clerk or an entry-level medical coder. Students completing the program are qualified to obtain the Certified Professional Coder certification through the American Association of Professional Coders or the Certified Coding Associate through the American Health Information Management Association.

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

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

Programs of Study

specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each BOT; ENG; A & P I Lecture and A & P I Lab course to progress in the program.

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Medical Office Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester	Hours
BOT 1233 Microsoft Word I	3
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1613 Medical Terminology I	3
BOT 1763 Communication Essentials	3
Semester Hours	15

Second Semester	Hours
*BOT 1243 Microsoft Word II	3
BOT 1433 Business Accounting OR	3
ACC 2213 Principles of Accounting I	
*BOT 1623 Medical Terminology II	3
BOT 2743 Medical Office Concepts	3
BIO 2513/2511 Anatomy & Physiology I w/Lab	4
Semester Hours	16

SECOND YEAR

First Semester	Hours
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2763 Electronic Health Records	3
ENG 1113 English Comp I	3
SPT 1113 Public Speaking I	3
Semester Hours	15

Second Semester	Hours
BOT 2663 Advanced Coding	3
BOT 2673 Medical Insurance Billing	3
BOT 2923 BOT Externship and Seminar	3
Humanities/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Semester Hours	15
Total Semester Hours	61

* Prerequisite required for this course.

A student who has earned a degree in Business and Office Management Technology and plans to pursue a degree in Medical Office Management Technology must complete all required courses within five years of receiving their BOMT- AAS degree.

Medical Office Management Technology - Certificate Program

Tanya Ocampo, RHIT, Program Coordinator/Instructor

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

The student will develop skills using medical terminology, accounting, coding, and computer software applications. Emphasis is placed on skills needed to become a medical billing clerk or an entry-level medical coder. Students completing the 45-hour Technical Certificate are qualified to obtain the Certified Professional Coder certification through the American Association of Professional Coders or the Certified Coding Associate through the American Health Information Management Association.

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

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

To be considered full-time, students in the Medical Office Management Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
BOT 1233	Microsoft Word I	3
BOT 1273	Introduction to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1613	Medical Terminology I	3
BOT 1763	Communication Essentials	3
Semester Hours		15
Second Semester		Hours
*BOT 1243	Microsoft Word II	3

Programs of Study

BOT 1433	Business Accounting OR	3
ACC 2213	Principles of Accounting I	
*BOT 1623	Medical Terminology II	3
BOT 2743	Medical Office Concepts	3
BOT 2763	Electronic Health Records	3
	Semester Hours	15

Career Certificate Exit Point

SECOND YEAR

First Semester		Hours
BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2663	Advanced Coding	3
BOT 2673	Medical Insurance Billing	3
BOT 2923	BOT Externship and Seminar	3
	Semester Hours	15
	Total Semester Hours	45

Technical Certificate Exit Point

*Prerequisite required for this course.

Nail Technician - Certificate program

Tanya Wright, Program Coordinator/Instructor

This instructional program prepares students to care for nails with emphasis on hygiene, sanitation, customer relations, and salon management.

The curriculum is designed to comply with the standards on the Mississippi State Board of Cosmetology. Each student is required to complete a total of 350 clock hours in classroom theory and supervised skill preparation and clinic work. Upon successful completion of the program, the student will receive a certificate and will be eligible to take the State Board of Cosmetology Manicure/Nail Technician certification exam.

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

Attain an ACT composite score of 14 and a math sub-score of 14;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 245 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

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

And

Have either a high school diploma or GED;

And

Attend a Nail Technician Informational Session.

Programs of Study

Ability to Benefit and MIBEST does not apply to the Nail Technician Program; the student must have either a high school diploma or GED upon enrollment.

Course of study		Hours
COV 1122	Cosmetology Orientation	2
COV 1245	Cosmetology Sciences I	5
COV 1522	Nail Care I	2
COV 1532	Nail Care II	2
COV 1722	Salon Business	2
Total Semester Hours		13

Network & Cyber Security Technology - Career Certificate Program

Anthony D'Angelo Program Coordinator/Instructor

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

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

Candidates for graduation must also obtain an A+ Certification.

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

The following courses are listed in sequence. Any change must be approved by the program coordinator.

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER Reading Section and a 230 or higher on the Algebra Section;

Or

Earn a "C" or above in English Composition I (ENG 1113) and Public Speaking (SPT 1113);

Or

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

To be considered full-time, students in the Network & Cyber Security Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

First Semester		Hours
IST 1124	IT Foundations	4
IST 1133	Fundamentals of Data Communications	3
IST 1244	Network Administration Using Windows Server	4
IST 1414	Client Side Programming	4
Semester Hours		15

Programs of Study

Second Semester		Hours
IST 1223	Network Components	3
IST 1163	Concepts of Database Design	3
IST 1143	Principles of Information Security	3
IST 2623	Linux\Unix Security	3
IST 2253	Advanced Network Admin	3
	Using Windows Server	
	Semester Hours	15
	Total Semester Hours	30

Network & Cyber Security Technology Technical Certificate/45 hours

Network & Cyber Security Technology – Technical Certificate Program

Anthony D'Angelo, Program Coordinator/Instructor

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

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

Candidates for graduation must also obtain an A+ and Security+ Certification.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER Reading Section and a 230 or higher on the Algebra Section;

Or

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

Or

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

To be considered full-time, students in the Network & Cyber Security Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Please see the Network & Cyber Security Technology instructor for the list of courses required to complete this certification option.

Course of study:

FIRST YEAR

First Semester		Hours
IST 1124	IT Foundations	4
IST 1414	Client Side Programming	4
IST 1244	Network Administration Using	4
	Windows Server	
IST 1133	Fundamentals of Data Communications	3
	Semester Hours	15

Programs of Study

Second Semester		Hours
IST 1223	Network Components	3
IST 1163	Database Design	3
IST 2623	Linux/Unix Security	3
IST 2253	Advanced Network Admin Using Windows Server	3
IST 1143	Principles of Information Security	3
	Semester Hours	15

SECOND YEAR

First Semester		Hours
IST 2234	Network Implementation	3
	Semester Hours	3

Second Semester		Hours
IST 2434	Script Programming	4
IST 1634	Wireless Security and Privacy	4
IST 1254	Network Security and Countermeasures	4
	Semester Hours	12
	Total Semester Hours	45

Network & Cyber Security Technology Technical Certificate/45 hours

Network & Cyber Security Technology – Associate of Applied Science

Anthony D'Angelo, Program Coordinator/Instructor

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

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

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

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER Reading Section and a 230 or higher on the Algebra Section;

Or

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

Or

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

To be considered full-time, students in the Network & Cyber Security Technology Program must be enrolled in 15 or more semester credit hours at MCC.

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

Programs of Study

Course of study:

FIRST YEAR

First Semester		Hours
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IST 1124	IT Foundations	4
IST 1414	Client Side Programming	4
IST 1244	Network Administration Using Windows Server	4
IST 1133	Fundamentals of Data Communications	3
IST 1811	IST Seminar I	1
	Semester Hours	16

Second Semester		Hours
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IST 1223	Network Components	3
IST 1163	Database Design	3
IST 2623	Linux/Unix Security	3
IST 2253	Advanced Network Admin Using Windows Server	3
IST 1143	Principles of Information Security	3
IST 1821	IST Seminar II	1
	Semester Hours	16

SECOND YEAR

First Semester		Hours
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MAT 1113	College Algebra	3
ENG 1113	English Comp I	3
SPT 1113	Public Speaking	3
	Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
IST 2111	IST Seminar IV	1
	Semester Hours	16

Second Semester		Hours
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IST 2233	Network Implementation	3
IST 2324	Script Programming Language	4
IST 1634	Wireless Security and Privacy	4
IST 1643	Network Defense and Countermeasures	4
IST 2121	IST Seminar IV	1
	Semester Hours	16
	Total Semester Hours	64

Network & Cyber Security Technology Associate of Applied Science/60 hours

Software Coding Technology – Career Certificate Program

Curtis Beckman, Program Coordinator/Instructor

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

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

Programs of Study

Candidates for graduation must also obtain an MTA 98-381 Introduction to Programming using Python certification.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

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

Or

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

To be considered full-time, students in the Software Coding Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

First Semester

		Hours
IST 1414	Client-Side Programming	4
IST 1513	SQL Programming	3
IST 1724	Programming in Python	4
IST 1714	JAVA Programming	4
	Semester Hours	15

Second Semester

		Hours
IST 1143	Principles of Information Security	3
IST 1524	SQL Programming II	4
IST 1764	Programming in Python II	4
IST 1154	Web and Programming Development Concepts	4
	Semester Hours	15
	Total Semester Hours	30

Software Coding Technology Career Certificate/30 hours

Software Coding Technology – Technical Certificate Program

Curtis Beckman, Program Coordinator/Instructor

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

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

Candidates for graduation must also obtain the MTA 98-381 Introduction to Programming using Python and the MTA 98-382 Introduction to Programming using Java certifications.

Programs of Study

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

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

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

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

Or

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

To be considered full-time, students in the Software Coding Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Please see the Software Coding Technology instructor for the list of courses required to complete this certification option.

Course of study:

FIRST YEAR

First Semester		Hours
IST 1414	Client-Side Programming	4
IST 1513	SQL Programming	3
IST 1724	Programming in Python	4
IST 1714	JAVA Programming	4
	Semester Hours	15
Second Semester		Hours
IST 1143	Principles of Information Security	3
IST 1524	SQL Programming II	4
IST 1764	Programming in Python II	4
IST 1154	Web and Programming Development Concepts	4
	Semester Hours	15

SECOND YEAR

First Semester		Hours
IST 1124	IT Foundations	4
IST 2724	Advanced JAVA Programming	4
IST 2824	Full-Stack Web Development	4
	Semester Hours	12
Second Semester		Hours
IST 2883	Full-Stack Web Application	3
	Semester Hours	3
	Total Semester Hours	45

Software Coding Technology Technical Certificate/45 hours

Software Coding Technology - Associate of Applied Science

Curtis Beckman, Program Coordinator/Instructor

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

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

Candidates for graduation must also pass both the the MTA 98-381 Introduction to Programming using Python and the MTA 98-382 Introduction to Programming using Java certifications.

Minimum admission requirements (in addition to general requirements):

Attain a 17 composite score on the ACT;

Or

Score a 245 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

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

Or

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

To be considered full-time, students in the Software Coding Technology Program must be enrolled in 15 or more semester credit hours at MCC.

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

Course of study:

FIRST YEAR

First Semester	Hours
IST 1414 Client-Side Programming	4
IST 1513 SQL Programming	3
IST 1724 Programming in Python	4
IST 1154 Web and Programming Development Concepts	4
IST 1811 IST Seminar I	1
Semester Hours	16

Second Semester	Hours
IST 1143 Principles of Information Security	3
IST 1714 JAVA Programming	4
IST 1764 Programming in Python II	4
IST 2814 Full-Stack Web Development	4
IST 1821 IST Seminar II	1
Semester Hours	16

SECOND YEAR

First Semester		Hours
IST 2883	Full-Stack Web Application	3
IST 1524	SQL Programming II	4
IST 1124	IT Foundations	4
IST 2724	Advanced JAVA Programming	4
IST 2111	IST Seminar III	1
	Semester Hours	16
Second Semester		Hours
ENG 1113	English Comp I	3
SPT 1113	Public Speaking I	3
MAT 1113	College Algebra	3
	Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
IST 2121	IST Seminar IV	1
	Semester Hours	16
	Total Semester Hours	64

Software Coding Technology Associate of Applied Science/60

Division of Emergency Services

Meridian Community College is recognized as a leader in higher education programs for public safety personnel. Through the Division of Emergency Service Technology, MCC administers the Mississippi Emergency Service Degree Program (ESDP). This division oversees the delivery of certificate and degree programs in Fire Protection Technology and Emergency Management and Communications Technology. These programs are commonly distributed through a unique method of distance learning. Faculty recognize the difficulty most fire and emergency service professionals encounter when working towards a degree through traditional on-campus meetings. However, ESDP courses are available through web-based resources that allow greater flexibility when completing a degree during on- or off- duty hours.

The Fire Protection and Emergency Management Programs are geared primarily for part-time students (career or volunteer) who are active in the fire service, emergency management, or public safety communication fields. Courses are offered in a format that allows public safety personnel the opportunity to apply their knowledge and skills to realistic problems related to the delivery of emergency services. Depending on the degree and option sought, students typically complete the necessary requirements for graduation within two to four years.

The Division also includes the state's first Emergency Medical Science Academy. This Academy is responsible for the delivery of all Emergency Medical Technician (EMT) and Paramedic courses, clinical experiences, and testing at MCC. The Emergency Medical Science Academy is a comprehensive learning environment designed specifically for EMS students of all levels. The Academy includes two primary classrooms, a high-fidelity skills laboratory, simulated hospital treatment room, skills evaluation area and fully functional ambulance simulators. Students studying both basic and advanced lifesaving skills will have access to numerous patient simulators for practice. The program also relies on a system of collaborative learning by integrating EMS students with nursing and other health education students in the same medical environment. Throughout the year, the EMSA also schedules several opportunities for professional development and continuing education.

The following requirements apply to certificate and degree options within the Fire Protection or Emergency Management Programs. EMT and Paramedic Program courses are addressed in a separate section of the catalog.

Programs of Study

Other required general education courses such as English, math, and Public Speaking are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

Or

Complete a minimum of 100 hours of related certification training through a recognized fire academy or emergency service training institution. Note: Meeting this requirement allows a student to enter the ESD program on a provisional basis. Other admission requirements must be met in order to enroll in general education courses;

And

Complete a student interview with the program coordinator after all other requirements have been met. Students must contact the program coordinator for enrollment in any Fire Protection Technology or Emergency Management and Communications Technology course.

Public Safety R.O.P.E.S. (Recognition of Prior Education and Service) Advanced Standing Examination Process

Public safety professionals enrolled in the Fire Protection Technology or Emergency Management and Communications Technology Degree Programs can receive college credit for specific courses completed through other emergency service training institutions. Non-academic courses that are recognized by ROPES must meet the following criteria:

- Require a minimum of 45 hours of student contact time;
- Require testing by an appropriate method of student evaluation;
- Meet or exceed the competencies established for the equivalent academic course.

Verification of a student's credentials will include validation of any documentation provided and the successful completion of a challenge examination. A nominal administrative fee will be assessed to each course completed through the ROPES program. Note: This system of earning college credit does not apply to any ESDP course administered through the Emergency Medical Science Academy.

Fire Protection Technology - Associate of Applied Science

Patrick Warner, Program Coordinator/Instructor

The Associate of Applied Science (AAS) degree is a specialized degree. The specialist degree allows students to concentrate their elective coursework in the areas of fire science.

Programs of Study

Fire Protection Technology (FFT) courses are offered through an open-learning program delivered via digital media. Students progress through the program by completing regular reading assignments and special research projects. Courses are developed using a concept known as Problem Based Learning (PBL). This method creates a learning environment through situations that require research, critical decision-making, information analysis, and problem-solving skills.

Most general education courses (English, math, Public Speaking) are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

Course of study:

Fire Protection Core Courses

	Hours
FFT 1113 Introduction to Fire Science	3
FFT 1123 Introduction to Fire Prevention	3
FFT 1213 Fire Fighting Prin. & Practices	3
FFT 1223 Fire Apparatus and Hydraulics	3
FFT 2313 Disaster Management	3
FFT 2323 Building Construction	3
FFT 2333 Fire Fighter Safety	3
FFT 2413 Strategy and Tactics	3
FFT 2423 Incident Management Systems	3
FFT 2433 Special Prob. in Fire Protection	3
Or	
EMS 1118 Emergency Medical Technician	8
Semester Hours	30/35

Career Certificate

Fire Protection Technical Specialty Courses

Students must select one area of technical concentration from the following: Fire Administration or Community Risk Management. Each technical concentration contains four elective fire protection courses.

Fire Service Administration Elective Courses

	Hours
FFT 1813 Fire Law	3
FFT 2813 Fire Department Management	3
FFT 2823 Fire Service Supervision	3
FFT 2833 Financial Management	3
FFT Approved Elective	3
Semester Hours	15

Technical Certificate Option 1

Or

Community Risk Management Elective Courses

	Hours
FFT 1913 Planning for Fire & Emergency Services	3
FFT 2913 Delivering Fire & Emergency Services	3
FFT 2923 Community Risk Management I	3
FFT 2933 Community Risk Management II	3
FFT Approved Elective	3
Semester Hours	15

Technical Certificate Option 2

General Education

	Hours
ENG 1113 English Composition I	3
SPT 1113 Public Speaking	3
CSC 1113 Computer Concepts	3

Programs of Study

Humanities/Fine Arts Elective	3
Social Science Elective	3
Math or Laboratory Science with Lab Elective	3/4
Semester Hours	15/16
Total Semester Hours	60/66

Associate of Applied Science

Emergency Management and Communications Technology - Associate of Applied Science

Patrick Warner, Program Coordinator/Instructor

The Emergency Management and Communications Technology Program prepares students for current and advanced employment in emergency management and public safety communications. Graduates typically serve as an integral part of a community's emergency contingency plan by managing response operations, providing effective communication services, and preparing for future incidents.

This degree is designed for emergency management personnel, emergency service supervisors, emergency operations center staff, 911 system supervisors, emergency service telecommunicators, and other personnel with broad responsibility towards public safety. A more concentrated degree option is offered for students seeking to specialize in the area of Homeland Security. Program students can also obtain a technical certificate in emergency management by completing the core curriculum courses.

Emergency Management and Communications Technology (ECT) courses are offered through an open-learning program delivered via digital media. Students' progress through the program by completing regular reading assignments and special research projects. Courses are developed using a concept known as Problem Based Learning (PBL). This method creates a learning environment through situations that require research, critical decision-making, information analysis, and problem-solving skills.

Most general education courses (English, math, Public Speaking) are available online through the Mississippi Virtual Community College. Students register for MSVCC courses through Meridian Community College or their local community college.

Course of study:

Emergency Management Core Courses		Hours
ECT 1113	Prin. of Emergency Mgt.	3
ECT 1123	Fire Service Operations	3
ECT 1213	Law Enforcement Operations	3
ECT 1223	Principles of Public Safety	3
	Communications	
ECT 2313	Hazardous Materials	3
ECT 2323	Incident Management Systems	3
ECT 2333	Emergency Planning	3
ECT 2413	Emergency Personnel Supervision	3
ECT 2423	Disaster Response & Recovery	3
ECT 2433	Public Info. & Awareness	3
	Semester Hours	30

Career Certificate

Emergency Incident Management Elective Courses

Select twelve hours from the following courses. Students seeking to specialize in Homeland Security must complete the three designated Homeland Security electives plus one additional elective course.

	Hours
ECT 1613 Mass Casualty Incident Mgt.	3

Programs of Study

ECT 2513	Financial Management	3
ECT 2613	Hazardous Weather Operations	3
ECT 2623	Special Problems in EM	3
ECT 2713	Emergency Management Technical Practicum	3
Or		
EMS 1118	Emergency Medical Technician	8
	Semester Hours	15/20

Technical Certificate Option 1

Homeland Security Specialty Courses		Hours
ECT 1813	Dynamics of Homeland Security	3
ECT 2813	Response to Incidents of Terrorism	3
ECT 2833	Principles of Transportation Security	3
ECT	Approved Elective	3
ECT 2933	Risk Management I	3
	Semester Hours	15

Technical Certificate Option 2

General Education		Hours
ENG 1113	English Composition I	3
SPT 1113	Public Speaking	3
	Humanities/Fine Arts Elective	3
	Social Science Elective	3
	Math or Laboratory Science with Lab Elective	3/4
	Semester Hours	15/16
	Total Semester Hours	60/66

Emergency Medical Science Technology - Associate of Applied Science

Chris Lafferty, Program Coordinator/Instructor

Emergency Medical Technicians and Paramedics are two distinct levels of responders who provide emergency medical services in an external-hospital environment. Often, these medical professionals utilize ambulance-based resources and operate under the direction of a medical control physician within well-established parameters of medical care. The Emergency Medical Science Academy at MCC offers entry-level students the opportunity to achieve their Emergency Medical Technician (EMT) certification. MCC also offers a Paramedic Program for students who already possess a valid EMT state certification and have completed Human Anatomy and Physiology I with a grade of "C" or better. All students must be 18 years or older and possess a high school diploma or GED certificate for consideration into the Emergency Medical Science Academy.

Meridian Community College is approved by the Mississippi State Board of Health through the Bureau of Emergency Medical Services to administer both EMT and Paramedic Education Programs. The curriculum used by MCC exceeds the National EMS Educational Standards developed by the National Highway Traffic Safety Administration. A major portion of classroom instruction is devoted to understanding the anatomy, physiology, and pathophysiological processes related to emergency medical care. Laboratory experiences are used to build on a competency-based instruction model to include patient assessment and management skills required for the treatment of life-threatening problems in patients of varying ages.

The Paramedic Program requires a substantial clinical practicum that involves caring for patients in a hospital emergency department and one that provides medical control to emergency medical responders. Additional clinical experiences may be found in specialized cardiac care units, intensive care units, obstetrical suites, operating theaters, psychiatric clinics, and other specialized care wards. Multiple

Programs of Study

practicum experiences are required while working with an approved ambulance service that provides advanced life-support services.

Upon successful completion of all required courses, students may participate in the National Registry's examination process for EMT or Paramedic certification. Paramedic students may continue their education beyond the certification level and complete the general education courses required for the Associate of Applied Science degree.

The Meridian Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33763
727-210-2350
www.caahep.org

Minimum Admission Requirements (In addition to general admission requirements):

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or higher on the ACCUPLACER NG Arithmetic Section;

Or

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

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average) on all previous college coursework.

All applicants must meet with the program coordinator for approval prior to enrolling in the program.

A maximum of 20 students will be admitted.

Mississippi Law requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Emergency Technician and Emergency Medical Science Technology-Paramedic Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code", etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

Programs of Study

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction, bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Students are required to receive the Hepatitis-B vaccination (or present physician's statement stating that this vaccination is not advisable). Students are also required to obtain a CPR Healthcare Provider (two-year) certification and proof of immunization for MMR and varicella. A Mantoux Two-Step TB Skin Test and drug screening will be scheduled after enrollment. All these conditions must be met prior to the start of clinical training.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to the clinical practicum. These fees will be attached as registration fees. For additional information, please contact the EMS advisor.

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

To be considered full-time, students in the Emergency Medical Science Program must be enrolled in 15 or more semester credit hours at MCC.

Emergency Medical Technician - Certificate of Completion

MCC offers a one-semester course to meet the educational needs of those seeking certification as an Emergency Medical Technician (EMT). This course provides an overview of the skills necessary to work as an EMT, which include patient assessment, transport, and treatment. Successful completion of EMS 1118 qualifies a student for additional testing and recognition by the National Registry of Emergency Medical Technicians. Student must earn a grade of "C" or better and pass the final exam with a grade of 75 or better to qualify for the National Registry examination.

EMS 1118	Emergency Medical Technician	8
	Semester Hours	8
	Total Semester Hours	8

EMS-Paramedic Technology Program

MCC offers both certificate and associate degree options for students enrolled in the Paramedic Program. All courses meet or exceed the National EMS Educational Standards developed by the National Highway Traffic Safety Administration. Paramedic students are required to complete a substantial quantity of laboratory and clinical experiences. Successful completion of the Paramedic Program qualifies a student for additional testing and recognition as a Paramedic by the National Registry of Emergency Medical Technicians.

Paramedic Technology Certificate Option Course of study: Program Prerequisites

	Hours
BIO 2513/2511 Anatomy and Physiology I with Lab	4
EMS 1118 EMT Basic	8
Semester Hours	12

Programs of Study

Paramedic Core Courses (First Semester) Hours

EMS	1122	Introduction to EMS Systems	2
EMS	1314	Airway: Management, Respiration, and Oxygenation	4
EMS	1414	Patient Assessment	4
EMS	1513	EMS Practicum I	3
EMS	1614	Pharmacology	4
		Semester Hours	17

Paramedic Core Courses (Second Semester) Hours

EMS	1825	Cardiology	5
EMS	1525	EMS Practicum II	5
EMS	2855	Medical	5
EMS	2714	Trauma	4
		Semester Hours	19

Paramedic Core Courses (Third Semester) Hours

EMS	1422	EMS Special Patient Populations	2
EMS	2414	Maternal/Child Emergencies	4
EMS	2565	EMS Practicum III	5
EMS	2912	EMS Operations	2
*BIO	2523	Anatomy and Physiology II and BIO 2521 Lab	4
		Semester Hours	16

Total Semester Hours 65

Paramedic Technology Associate of Applied Science Degree Option

Graduates of the EMS-P Certificate Program can also receive the AAS degree by completing the following academic courses:

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Social/Behavioral Science Elective	3
		Fine Arts/Humanities Elective	3
*BIO	2523	Anatomy and Physiology II and BIO 2521 Lab	4
		Semester Hours	16
		Total Semester Hours	81

*Prerequisite required for this course.

Division of Industrial Technology

3D CAD Engineering Technology-Associate of Applied Science

Stuart Brown, Program Coordinator/Instructor

The 3D CAD Engineering Technology program at MCC prepares students to enter the engineering, architectural, and manufacturing fields. Students in the program use the latest 3D CAD software to design 2D and 3D drawings, models, and parts for industry. Students receive hands on experience with the latest versions of AutoCAD, Inventor, and Revit. Courses include a variety of projects in computer-aided design, mechanical design, architectural design, and computer aided manufacturing. At the completion of the

Programs of Study

program, students have the opportunity to take the Autodesk Certified User exams in the leading-edge software AutoCAD, Inventor, and Revit. After graduation, students have the option to go to work or transfer to a university program to continue their education. Graduates from this program are employed in architectural, mechanical, and surveying fields as CAD and Engineering technicians.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

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

To be considered full-time, students in the 3D CAD Engineering Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study: Associate of Applied Science Degree

FIRST YEAR

First Semester		Hours
DDT 1163	Engineering Graphics	3
	Technical Elective	3
DDT 1313	Computer Aided Design I	3
ENG 1113	English Composition I	3
MAT 1313	College Algebra*	3
	Semester Hours	15
Second Semester		Hours
DDT 1173	Mechanical Design I	3
DDT 1323	Computer Aided Design II	3
	Approved Technical Elective**	
	Or CSC 1123	3
DDT 1213	Construction Standards & Materials	3
SPT 1113	Public Speaking	3
	Semester Hours	15

SECOND YEAR

First Semester		Hours
DDT 1613	Architectural Design I	3
DDT 1413	Elementary Surveying	3
DDT 2373	3D Modeling	3
	Technical Elective	3
	Humanities/Fine Arts Elective	3
	Semester Hours	15

Programs of Study

Second Semester		Hours
DDT 2213	Structural Detailing I	3
DDT 2153	Civil Planning and Design	3
	Technical Elective	3
	Technical Elective	3
	Behavioral/Social Science Elective	3
	Semester Hours	15
	Total Semester Hours	60

Course of study: Technical and Career Certificate

FIRST YEAR

First Semester		Hours
DDT 1163	Engineering Graphics	3
	Technical Elective	3
DDT 1313	Computer Aided Design I	3
	Semester Hours	9

Second Semester		Hours
DDT 1173	Mechanical Design I	3
DDT 1323	Computer Aided Design II	3
	Approved Technical Elective**	
	Or CSC 1123	3
DDT 1213	Construction Standards & Materials	3
	Semester Hours	12

SECOND YEAR

First Semester		Hours
DDT 1613	Architectural Design I	3
DDT 1413	Elementary Surveying	3
	Technical Elective	3
	Semester Hours	9

Career Certificate Exit Point		
	Semester Hours	30

DDT 2373	3D Modeling	3
	Semester Hours	12

Second Semester		Hours
DDT 2213	Structural Detailing I	3
DDT 2153	Civil Planning and Design	3
	Technical Elective	3
	Technical Elective	3
	Semester Hours	12
	Technical Certificate Semester Hours	45

*Students who lack entry-level skills in math should take MAT 1233 (Intermediate Algebra) before taking College Algebra.

**Approved mathematics, science, or technology course. Electives must be approved by the program coordinator.

Instructor Approved Technical Electives include but are not limited to:

DDT 1183 Technical Math, DDT 2383 Fundamentals of CAD/CAM, DDT 2823 Revit Architectural 3D Modeling, DDT 2913 Special Projects, DDT 2243 Cost Estimating, DDT 2813 Inventor 3D Model and Animation.

Automotive Technology—One Year Certificate

Elroy Gathwright, Program Coordinator/Instructor

The Automotive Technology Program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of five (5) areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, and Steering and Suspension Systems).

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

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

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a “C” or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a “C” average or above from an accredited college or university and demonstrate competency for Intermediate Algebra. Developmental coursework does not satisfy this requirement.

To be considered full-time, students in the Automotive Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

First Semester		Hours
ATT 1811	Introduction, Safety, and Employability Skills	1
ATT 1214	Brakes	4
ATT 1124	Basic Electrical/Electronic Systems	4
ATT 1424	Engine Performance I	4
ATT 1715	Engine Repair	5
	Semester Hours	18
Second Semester		Hours
ATT 2434	Engine Performance II	4
ATT 1134	Advanced Electrical/Electronic Systems	4
ATT 2334	Steering and Suspensions Systems	4
	Approved Technical Elective*	3
	Semester Hours	15
	Total Semester Hours	33

*Approved Technical Electives:

ATT 2913 Special Problems I in Automotive Technology, ATT 2923 Supervised Work Experience

Commercial Truck Driving – Certificate

Jimmy Rigdon, Program Coordinator/Instructor

MCC's Commercial Truck Driving Program is an eight-week program that prepares students to drive tractor trailers and other commercial vehicles. The program is a combination of classroom and actual road driving that includes Department of Transportation rules and regulations, safety, proper shifting, log books, preparation of paperwork, map reading, and handling cargo. Students are able to utilize a state-of-the-art truck driving simulator that helps prepare them for the actual road driving experience.

Each student logs a minimum of 20 contact hours of driving time with various loads, roads, and driving conditions. Students are required to pass the DOT Commercial Driver Written Examination and obtain a Commercial Truck Driver's License. Upon successful completion of the program, students earn a Certificate in Commercial Truck Driving.

After completing the initial eight weeks of training, students can enroll in the Commercial Truck Driving Internship. Students in the Internship are under the supervision of a company trainer for up to eight weeks. Students who enroll in the Internship are eligible to apply for financial assistance.

Enrollment in the program is limited to four students per instructor.

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

Attain 14 composite score on the ACT;

Or

Score 251 or above on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university and earn a grade of "C" in Beginning Algebra (MAT 0123) and have a High School Diploma or GED.

In addition, applicants for the Commercial Truck Driving program are required to:

- ◆ Be at least 18 years old. Applicants 18 to 22 years of age are required to submit a written statement from a company, on letterhead, stating they will be hired upon completion of the Commercial Truck Driving program. According to the Mississippi Department of Public Safety, applicants under the age of 21 will be restricted to intrastate only;
- ◆ Pass Department of Transportation physical requirements, including a drug test; and
- ◆ Pass a criminal background check and driver's history that is obtained and evaluated by Meridian Community College.

Course of study:

		Hours
DTV 1115	Commercial Truck Driving I	5
DTV 1125	Commercial Truck Driving II	5
DTV	DTV Elective(s) or other electives approved by Instructor	6-7
	Hours	16-17

DTV Electives: DVT 1313 Hazardous Materials, DVT 1323 Professional Truck Driving, DVT 1137 Commercial Truck Driving Internship

Construction Trades-Certificate

Michael Shirley, Program Coordinator/Instructor

In the one-year Construction Trades Certificate Program, students learn the skills required in the construction industry. Students actually build a residential home or on-campus building facility while learning skills in carpentry, foundations, framing, roofing, exterior finishing, interior finishing and cabinet making.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.0) or better. A grade of "C" or higher is required in each CCT course to progress in the program.

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

Attain a 16 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

To be considered full-time, students in the Construction Trades Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

Fall Semester		Hours
CCT 1116	Foundations	6
CCT 1163	Construction Mathematics	3
CCT 1236	Floor and Wall Framing	6
CCT 1911	Seminar I for Construction Trades	1
	Semester Hours	16

Spring Semester		Hours
CCT 1133	Blueprint Reading	3
CCT1245	Ceiling and Roof Framing	5
CCT 1315	Interior/Exterior Finishing and Cabinet Installation	5
CCT 1921	Seminar II for Construction Trades	1
	Semester Hours	14
	Total Hours	30

Electrical Technology-Certificate

Jim Miles, Program Coordinator/Instructor

The Electrical Technology Program prepares individuals to install, operate, maintain, and repair electrical systems. These systems include residential, commercial, and industrial wiring, motors controls, and electrical distribution panels. The program offers extensive hands-on training in electrical troubleshooting and the development of problem-solving skills in residential, commercial, and industrial electrical procedures.

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

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

Attain a 16 composite score on the ACT;

Programs of Study

Or
Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or
Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or
Complete 15 semester hours with a "C" average or above from an accredited college or university and earn a grade of "C" in Math for Occupational Education (CTE 1113). Developmental coursework does not satisfy this requirement.

To be considered full-time, students in the Electrical Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

First Semester		Hours
ELT 1113	Residential Wiring	3
ELT 1123	Commercial Wiring	3
ELT 1144	AC and DC Circuits for Electrical Technology	4
ELT 1192	Fundamentals of Electricity	2
ELT 1253	Branch Circuit and Service Entrance Calculations	3
Semester Hours		15
Second Semester		Hours
ELT 1263	Electrical Drawing and Schematics	3
ELT 1413	Motor Control Systems	3
ELT 1213	Electrical Power	3
ELT 2913	Special Projects I	3
ELT 2933	Special Projects II	3
Semester Hours		15
Total Semester Hours		30

Industrial Maintenance Technician – Two-Year Certificate

Stanley Bishop, Program Coordinator/Instructor

The two-year Industrial Maintenance Technician Program provides the student with the technical knowledge and skills necessary for success in the field of manufacturing maintenance.

The goal of the program is for students to develop skills needed to maintain equipment in manufacturing. Students will receive instruction and training in safety, fluid power, electricity, control systems, programmable logic controllers, mechanical systems, troubleshooting, preventive maintenance, welding and precision machining.

Those who complete the program will enter the workforce qualified as entry-level maintenance technicians.

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

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

Attain a 16 composite score on the ACT;

Or

Programs of Study

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college. Developmental coursework does not satisfy this requirement.

To be considered full-time, students in the Industrial Maintenance Technician Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester	Hours
IMM 1113 Industrial Maintenance Core & Safety	3
IMM 1214 Introduction to Industrial Maintenance	4
IMM 1153 Electrical Industrial Maintenance I	3
IMM 1133 Industrial Maintenance Blueprint Reading	3
IMM 1513 Equipment Installation & Alignment	3
Semester Hours	16

Second Semester	Hours
IMM 1163 Electrical Industrial Maintenance II	3
IMM 1243 Mechanical Industrial Maintenance I	3
IMM 1253 Mechanical Industrial Maintenance II	3
IMM 1323 Motor Control Systems	3
IMM 1734 Maintenance Welding and Metals	4
Semester Hours	16

SECOND YEAR

First Semester	Hours
IMM 2214 Advanced Electrical for Industrial Maintenance	4
IMM 2224 Advanced Mechanical for Industrial Maintenance	4
IMM 2613 Programmable Logic Controllers	3
IMM 2443 Basic Pipefitting	3
IMM 1911 Elective-supervised Work Experience	1
Semester Hours	15

Second Semester	Hours
IMM 2114 Equipment Maintenance, Troubleshooting and Repair	4
IMM 1235 Precision Machining Operations	5
IMM 2424 Solid State Motor Control	4
IMM 2833 Process Controls	3
IMM 1921 Elective-Supervised Work Experience	1
Semester Hours	17

Total Semester Hours 65

Precision Machining Engineering Technology-Associate of Applied Science/Certificate

Brian Warren, Program Coordinator/Instructor

The Precision Machining Engineering Technology Program is designed with three different levels of completion. In the one-year certificate program, students learn the basic skills required for machinists. The two-year certificate program is designed to teach basic skills as well as advanced manufacturing

Programs of Study

procedures in the area of Computer Numerical Control (CNC). The two-year Associate of Applied Science degree program is a continuation of advanced skills, as well as academic courses needed to complete an Associate of Applied Science degree.

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

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

Attain a 16 composite score on the ACT;

Or

Score 251 or higher on the ACCUPLACER NG Reading Section and 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Math for Occupational Education (CTE 1113);

Or

Complete 15 semester hours with a "C" average or above from an accredited college or university. Developmental coursework does not satisfy this requirement.

To be considered full-time, students in the Precision Machining Engineering Technology Program must be enrolled in 15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
MST 1313	Advanced Shop Mathematics	3
MST 1413	Blueprint Reading	3
MST 1115	Power Machinery I	5
MST 1911	Machine Shop Seminar I	1
ENG 1113	English Composition I	3
Semester Hours		15

Second Semester		Hours
MST 1124	Power Machinery II	4
MST 1613	Precision Layout	3
MST 1423	Advanced Blueprint Reading	3
MST 1921	Machine Shop Seminar II	1
	Math/Science Elective	3
	Humanities/Fine Arts Elective	3
Semester Hours		17

SECOND YEAR

First Semester		Hours
	Technical Elective*	3
MST 2135	Power Machinery III	5
MST 2715	Computer Numerical Control Operations I	5
SPT 1113	Public Speaking	3
MST 1931	Seminar III	1
Semester Hours		17

Second Semester		Hours
	Technical Elective *	4

Programs of Study

MST 2725	Computer Numerical Control Operations II	5
MST 2145	Power Machinery IV	5
MST 1941	Seminar IV	1
	Social/Behavioral Science Elective	3
	Semester hours	17
	Total Semester Hours	66

*Technical Elective options: CSC 1123 Computer Applications, DDT Principles of CAD, DDT 1123 Computational Methods of Drafting, MST 2734 Fundamentals of CAM, MST 1624 Fundamentals of GD&T, MST, 2753 CNC Ops III, MST 1222 Lathe Turning Knowledge, MST 2913 Special Problems in Machine Tool Technology, WBL 1913/1923/2913/2923 Work-Based Learning, MST 2923 Supervised Work Experience

Precision Machining Engineering Technology One-Year Certificate and Two-Year Certificate

FIRST YEAR (*One-Year Certificate*)

First Semester		Hours
MST 1313	Advanced Shop Mathematics	3
MST 1413	Blueprint Reading	3
MST 1115	Power Machinery I	5
MST 1911	Machine Shop Seminar I	1
	Technical Elective*	3
	Semester Hours	15

Second Semester		Hours
MST 1124	Power Machinery II	4
MST 1613	Precision Layout	3
MST 1423	Advanced Blueprint Reading	3
MST 1921	Machine Shop Seminar II	1
	Technical Elective	3
	Technical Elective	3
	Semester Hours	17

SECOND YEAR (*Two-Year Certificate*)

First Semester		Hours
MST 2135	Power Machinery III	5
MST 2715	Computer Numerical Control Operations I	5
	Technical Elective*	5
MST 1931	Machine Shop Seminar III	1
	Semester Hours	16

Second Semester		Hours
MST 2145	Power Machinery III	5
MST 2725	Computer Numerical Control Operations II	5
MST 1941	Machine Shop Seminar IV	1
	Technical Elective*	4
	Semester Hours	15
	Total Hours	63

Programs of Study

*Technical Elective options: CSC 1123 Computer Applications, DDT 1123 Computational Methods of Drafting, DDT 1313 Principles of CAD, MST 2734 Fundamentals of CAM, MST 1624 Fundamentals of GD&T, MST 2753 CNC Ops III, MST 1222 Lathe Turning Knowledge, MST 2913 Special Problems in Machine Tool Technology, MST 1913/1923/2913/2923 Work Based Learning, MST 2923 Supervised Work Experience

Advanced Manufacturing Technology Career Certificate

Course of Study

		Hours
MST 2313	Machine Tool Additive Manufacturing	3
MST 2413	Machine Tool CMM Inspection	3
MST 2423	Machine Tool Industrial Automation	3
MST 2753	CNC Operations III	3
MST 2763	CNC Operations IV	3
Total Hours		15

Telecommunications Technician - Associate of Applied Science

Allyson Nelson, Program Coordinator/Instructor

No new students are being accepted into this program.

This 2-year program is designed to prepare students for a wide range of technical positions within the telecommunications industry. Specific preparation is in modes, techniques, mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, PBX systems, analog and digital voice communications, data communications, fiber-optic communications, and satellite and microwave communications. Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems. An Associate of Applied Science Degree is awarded upon successful completion of a minimum of 60 semester credit hours of approved course work.

This curriculum was developed using the Electronics Technicians Association, International, standards from the National Coalition for Electronics Education and ETA's Associate C.E.T®. Examination Development Committee.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

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

To be considered full-time, students in the Telecommunications Technician Program must be enrolled in

Programs of Study

15 or more semester credit hours at MCC.

Course of study:

FIRST YEAR

First Semester		Hours
TCT 1114	Fundamentals of Telecommunications	4
EET 1114	DC Circuits	4
EET 1214	Digital Electronics	4
EET 1314	Solid State Devices and Circuits	4
ENG 1113	English Composition I	3
TCT 1910	Telecommunications Seminar I	0.5
	Semester Hours	19.5
Second Semester		Hours
TCT 2244	Fundamentals of Telephony	4
EET 1123	AC Circuits	3
	Approved Technical Elective*	4
MAT 1313	College Algebra	3
TCT 1920	Telecommunications Seminar II	0.5
	Semester Hours	14.5

SECOND YEAR

First Semester		Hours
EET 2423	Fundamentals of Fiber Optics	3
TCT 2354	Fundamentals of Wireless Communications	4
SPT 1113	Public Speaking	3
	Behavioral/Social Science Elective	3
TCT 1930	Telecommunications Seminar III	0.5
	Semester Hours	13.5
Second Semester		Hours
EET 1234	Computer Service Lab I	4
TCT 2364	Wireless Telecommunications	4
TCT 2414	Microwave and Satellite Systems	4
	Humanities/Fine Arts Elective	3
TCT 1940	Telecommunications Seminar IV	0.5
	Semester Hours	15.5
	Total Semester Hours	63

* Technical Elective Options: TCT 2424 Network Systems, TCT 2913 Special Project, TCT 2923 Supervised Work Experience, EET 2414 Electronic Communication, EET 1363 Microcontrollers, EET 1353 Fundamentals of Robotics, EET 1192 Fundamentals of Electronics, EET 1343 Motor Control Systems, EET 2363 PLC's- Programmable Logic Controllers

Communications Technology- 30 Hour Career Certificate

Allyson Nelson, Program Coordinator/Instructor

This 1-year program is designed to prepare students for a wide range of technical positions within the telecommunications industry. Specific preparation is in modes, techniques, mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, PBX systems, analog

Programs of Study

and digital voice communications, data communications, fiber-optic communications, and satellite and microwave communications. Graduates will be qualified to help select, install, operate, maintain, troubleshoot, and repair telecommunications systems.

This curriculum was developed using the Electronics Technicians Association, International, standards from the National Coalition for Electronics Education and ETA's Associate C.E.T®. Examination Development Committee.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a "C" or above in Intermediate English and Reading (ENG 0124) and demonstrate competency for Intermediate Algebra (MAT 1233);

Or

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

Students in the Communications Technology Program must attend MCC full time (15 or more semester credit

Course of study:

First Semester

		Hours
TCT 1113	Fundamentals of Telecommunications	3
EET 1113	DC Circuits	3
EET 1213	Digital Electronics	3
	Approved Technical Elective	3
	Semester Hours	15

Second Semester

		Hours
TCT 2243	Copper Cabling Systems	3
EET 1123	AC Circuits	3
EET 1333	Solid State Devices and Circuits	3
TCT 2353	Fundamentals of Wireless Technology	3
TCT 2413	Microwave and Satellite Systems	3
	Semester Hours	15

Communications Technology Career Certificate/30 hours

Technical Electives: IST 1133 Fundamentals of Data Communications, IST 1223 Network Components, IST 1143 Principles of Information Security, TCT 2424 Network Systems, TCT 292(1-6) Work Experience, TCT 2914 Special Projects

Welding and Cutting Technology – 30 hour Technical Certificate

Eric Jones, Program Coordinator/Instructor

MCC's Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored

Programs of Study

arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

This one-year program is designed to prepare the student for employment and advancement in industrial plants and construction companies.

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

Minimum admission requirements (in addition to general requirements):

Attain a 16 composite score on the ACT;

Or

Score 251 or higher on the ACCUPLACER NG Reading Section and 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a “C” or above in Math for Occupational Education (CTE 1113);

Or

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

First Semester	Hours
WLT 1115 Shielded Metal Arc Welding I	5
WLT 1124 Gas Metal Arc Welding	4
WLT 1173 Introduction to Welding and Safety	3
WLT 1313 Cutting Processes	3
Semester Hours	15
Second Semester	Hours
WLT 1135 Gas Tungsten Arc Welding	5
WLT 1143 Flux Core Arc Welding	3
WLT 1225 Shielded Metal Arc Welding II	5
WLT 1232 Blueprint Reading, Welding Symbols and Metallurgy	2
Semester Hours	15
Total Semester Hours	30

Welding and Cutting Technology – 45 hour Technical Certificate

Jacob Griffith, Program Coordinator/Instructor

MCC's Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

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

Minimum admission requirements (in addition to general requirements):

Programs of Study

Attain a 16 composite score on the ACT;

Or

Score 251 or higher on the ACCUPLACER NG Reading Section and 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a “C” or above in Math for Occupational Education (CTE 1113);

Or

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

And

Student must have successfully completed the 30-hour certificate program;

Or

Student must pass a 3G SMAW and 3G GTAW welding test.

Summer Semester	Hours
WLT 2913 Welding Code	3
PPV 1425 Basic Fabrication of pipe fitting	5
WLT 1155 Basic Pipe Welding	5
WLT 1252 Advanced Pipe Welding	2
Semester Hours	15

Welding and Cutting Technology – AAS Degree

Jacob Griffith, Program Coordinator/Instructor

MCC’s Welding and Cutting Technology Program is well-grounded in fundamental job competencies that emphasize various kinds of welding and cutting applications, such as shielded metal arc welding, flux cored arc welding, gas tungsten arc welding, and gas metal arc welding, as well as welding safety, inspection and testing.

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

Minimum admission requirements (in addition to general requirements):

Attain a 16 composite score on the ACT;

Or

Score 251 or higher on the ACCUPLACER NG Reading Section and 230 or above on the ACCUPLACER NG Algebra Section;

Or

Earn a “C” or above in Math for Occupational Education (CTE 1113);

Or

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

And

Complete all of the requirements for the 30/45 hour certificate option as well as the required academic courses listed below.

ENG 1113	English Composition 1	3 hours
SPT 1113	Public Speaking	3 hours
PSY 1513	General Psychology	3 hours
	Mathematics/ Science Elective	3 hours

Humanities /Fine Arts Elective 3 hours
Hours 15

Nursing and Health Education

Dr. Lara Collum, Associate V.P. of Nursing and Health Education

Nursing Division

Associate Degree Nursing - Associate of Applied Science

The Associate Degree Nursing Program provides students with educational opportunities for personal and intellectual development and for a career to help meet the health care needs of the community.

MCC's program prepares graduates for beginning staff level positions as registered nurses. A graduate receives an Associate of Applied Science degree and is eligible to apply to take the National Council Licensure Examination for licensure as a registered nurse. The program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning with Full Accreditation and by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, 1-404-975-5000, www.acenursing.org (continuing accreditation with a revisit in eight years, scheduled for 2026).

The program includes a balance of general education and nursing courses, along with planned experiences in patient care. Students learn basic nursing techniques in the college laboratory and care for patients in affiliated hospitals and other clinical agencies.

In addition to regular college tuition and fees, students will have additional expenses for clinical apparel, standardized tests, background checks, drug screening, organizational dues, books and insurance. A detailed cost sheet is available from the program coordinator. Students are responsible for their own transportation between the college and clinical agencies.

Legal limitations for licensure as a registered nurse:

Information related to applying for licensure to practice as a registered nurse, upon completion of the Associate Degree Nursing Program, is contained in the Mississippi Nursing Practice Law and Rules and Regulations. Graduates must apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Applicants to the Associate Degree Nursing Program should be aware of the following restriction regarding who may qualify to write the NCLEX-RN®:

"The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter."*

*Mississippi Nursing Practice Law

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student discloses a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in

Programs of Study

clinical training in a licensed entity. In addition, clinical affiliates have identified “other exclusions” or other criminal offenses that will preclude a student from participating in the clinical practicum. The student’s eligibility to participate in the clinical training phase of his/her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

If a student currently enrolled in the nursing program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, egregious behavior, violation of patient safety, non-compliance with the College’s “Student Behavior Code,” etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission until the clinical restriction is removed.

Progression: A grade of “C” for each nursing course listed in the nursing curriculum (NUR courses plus general education courses) and a cumulative grade point average of 2.00 (“C” average) or higher on all college courses are necessary to progress and to graduate from the Associate Degree Nursing Program. In addition, students must demonstrate a satisfactory pattern of behavior according to the “Criteria for Responsible Behavior,” published in the Associate Degree Nursing Student Handbook.

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

Attain an 18 composite score on the national ACT (if taken prior to October 1989, a composite of 15 is acceptable); complete the prerequisites of Anatomy and Physiology I and II with labs with a “C” or higher; have a grade point average (GPA) of 2.00 (“C” average) or higher on all previous college coursework and a grade of “C” or higher on all ADN curriculum courses;

Or

Attain a 17 composite score on the national ACT; complete Anatomy and Physiology I and II with labs with a “C” or higher and 16 additional hours of general education courses as listed in the ADN curriculum; have a cumulative grade point average (GPA) of 2.50 or higher on all previous college coursework and a grade of “C” or higher on all ADN curriculum courses;

And

Participate in a mandatory ADN information session and take the HESI Admission Assessment Exam. The mandatory information session will be scheduled for the prospective student only after all other requirements have been met. Students will receive notice from the Registrar’s Office about scheduling their information session and HESI Admission Assessment Exam.

The ADN Admissions Committee will select each semester’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. In addition to residency points, an applicant’s competitiveness is determined by national ACT score, GPA, HESI score, and grades in courses completed. See the ADN website or nursing advisor for additional details. Please be aware that there is no minimal HESI A2 score that must be earned for admission consideration; these scores are converted to points and used in the competitive process. Students scoring less than 70 on the HESI A2 will be required to enroll in Nursing Enhancement courses and pass the corresponding nursing enhancement courses with a “C” or better each semester.

After program admission and prior to the first day of class, students must obtain American Heart Association CPR certification. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test is required prior to the first day of class. Students must comply with influenza vaccination requirements of clinical agencies. Drug screening will be scheduled after enrollment. Electronic textbooks are used for the nursing program. Software requirements and other information will be provided in the admissions notification.

Programs of Study

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

Deadline for application is March 1st for fall admission and October 1st for spring admission. The application information which must be submitted by the deadline includes submission of all official transcripts, national ACT score, and MCC admission application. There is not a separate application for the nursing program. On the MCC admission application, applicants should mark Associate Degree Nursing as the program of interest. The admission application should also be marked for the term admission is being sought.

Admission requirements, curriculum, and other program information are subject to change. See your program advisor/counselor for additional information.

Students in the Associate Degree Nursing Program must attend MCC full-time (12 or more semester credit hours) unless admitted into the part-time program.

Course of study (full-time curriculum)		Hours
Prior to enrollment in NUR 1110:		
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
	Semester Hours	8

FIRST YEAR

First Semester		Hours
EPY 2533	Human Growth and Development	3
NUR 1110	Nursing I	10
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
	Semester Hours	17

Second Semester		Hours
ENG 1113	English Composition I	3
NUR 1210	Nursing II	10
PSY 1513	General Psychology	3
	Semester Hours	16

SECOND YEAR

First Semester		Hours
ENG 1123	English Composition II	3
NUR 2110	Nursing III	10
SPT 1113	Public Speaking	3
	Semester Hours	16

Second Semester		Hours
NUR 2210	Nursing IV	10
	Humanities/Fine Arts Elective	3
NUR 2201	Nursing IV Seminar	1
	Semester Hours	14
Total Hours		71

Programs of Study

All courses must be completed in, or prior to, the semester listed.

There is no expiration date for general education coursework, including sciences.

Please be aware that in the management/preceptor rotation in 4th semester, student schedules may vary.

Course of study (part-time curriculum):

Prior to enrollment in NUR 1107: Hours

BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
	Semester Hours	8

FIRST YEAR

First Semester Hours

EPY 2533	Human Growth and Development	3
NUR 1107	Nursing I, PART 1	7
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
	Semester Hours	14

Second Semester Hours

ENG 1113	English Composition I	3
NUR 1103	Nursing I, PART 2	3
NUR 1204	Nursing II, PART 1	4
PSY 1513	General Psychology	3
	Semester Hours	13

Third Semester Hours

NUR 1206	Nursing II, PART 2	6
	Semester Hours	6

SECOND YEAR

First Semester Hours

SPT 1113	Public Speaking	3
ENG 1123	English Composition II	3
NUR 2107	Nursing III, PART 1	7
	Semester Hours	13

Second Semester Hours

NUR 2103	Nursing III, PART 2	3
NUR 2204	Nursing IV, PART 1	4
	Humanities/Fine Arts Elective	3
	Semester Hours	10

Third Semester Hours

NUR 2206	Nursing IV, PART 2	6
NUR 2201	Nursing IV Seminar	1
	Semester Hours	7

Total Hours 71

All courses must be completed in, or prior to, the semester listed.

There is no expiration date for general education coursework, including sciences.

Please be aware that in one of the Nursing IV courses, during the management/preceptor rotation, student schedules may vary.

Associate Degree Nursing Accelerated Program for Licensed Practical Nurses and Paramedics

The Associate Degree Nursing Accelerated Program for Licensed Practical Nurses and Paramedics is designed to move LPNs and Paramedics through four semesters of nursing in three semesters of study. A student's success is based upon two factors: completion of some of the required general education courses before admission and faculty of the College effectively measuring the student's beginning abilities and knowledge. The transition semester is designed to assist students in mastering first-year nursing objectives that have not been previously achieved. Successful completion of the transition semester allows students to begin the second year of the ADN program.

MCC's program prepares graduates for beginning staff level positions as registered nurses. A graduate receives an Associate of Applied Science Degree and is eligible to apply to take the National Council Licensure Examination for licensure as a registered nurse. The program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning with Full Accreditation and by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, 1-404-975-5000, www.acenursing.org (continuing accreditation with a revisit in eight years, scheduled for 2026).

The program includes a balance of general education and nursing courses along with planned experiences in patient care. Students learn basic nursing techniques in the college laboratory and care for patients in affiliated hospitals and other clinical agencies.

In addition to regular college tuition and fees, students will have additional expenses for clinical apparel, standardized tests, background checks, drug screening, organizational dues, books and insurance. A detailed cost sheet is available from the program coordinator. Students are responsible for their own transportation between the college and clinical agencies.

Legal limitations for licensure as a registered nurse:

Information related to applying for licensure to practice as a registered nurse, upon completion of the Associate Degree Nursing Program, is contained in the Mississippi Nursing Practice Law and Rules and Regulations. Graduates must apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Applicants to the Associate Degree Nursing Program should be aware of the following restriction regarding who may qualify to write the NCLEX-RN®:

"The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter."*

*Mississippi Nursing Practice Law

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student discloses a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified "other exclusions" or other criminal offenses that will preclude a student from participating in the clinical practicum. The student's

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eligibility to participate in the clinical training phase of his/her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

If a student currently enrolled in the nursing program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, egregious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission until the clinical restriction is removed.

Progression: A grade of "C" for each nursing course listed in the nursing curriculum (NUR courses plus general education courses) and a cumulative grade point average of 2.00 ("C" average) or higher on all college courses are necessary to progress and to graduate from the Associate Degree Nursing Program. In addition, students must demonstrate a satisfactory pattern of behavior according to the "Criteria for Responsible Behavior," published in the Associate Degree Nursing Student Handbook.

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

Attain an 18 composite score on the national ACT (if taken prior to October 1989, a composite score of 15 is acceptable); complete all prerequisite courses listed in the course of study; have a cumulative grade point average (GPA) of 2.00 ("C" average) or higher on all previous college coursework and a grade of "C" or higher on all ADN curriculum courses;

Or

Attain a 17 composite score on the national ACT; complete 3 additional hours as listed in the ADN curriculum plus all prerequisite courses listed in the course of study; have a cumulative grade point average (GPA) of 2.50 or higher on all previous college coursework and a grade of "C" or higher on all ADN curriculum courses;

And

Have an unencumbered MS or Interstate Compact License as an LPN or a "Paramedic Registry" with no history of disciplinary action;

And

Have one year of experience or 1040 documented hours as a Licensed Practical Nurse or Paramedic. This requirement must be validated with a form that will be mailed to the student by the Registrar's office;

And

Have a written recommendation from a current or former immediate supervisor. This requirement must be validated with a form that will be mailed to the student by the Registrar's office;

And

Participate in a mandatory ADN Accelerated information session and take the HESI Admission Assessment Exam. The mandatory information session will be scheduled for the prospective student only after all other requirements have been met. Students will receive notice from the Registrar's Office about scheduling their information session and HESI Admission Assessment Exam.

The ADN Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students

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who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. In addition to residency points, an applicant's competitiveness is determined by national ACT score, GPA, HESI score, and grades in courses completed. See the ADN website or nursing advisor for additional details. Please be aware that there is no minimal HESI A2 score that must be earned for admission consideration; these scores are converted to points and used in the competitive process. Students scoring less than 70 on the HESI A2 will be required to enroll in Nursing Enhancement courses and pass the corresponding nursing enhancement courses with a "C" or better each semester.

After program admission and prior to the first day of class, students must obtain American Heart Association CPR certification. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test is required prior to the first day of class. Students must comply with influenza vaccination requirements of clinical agencies. Drug screening will be scheduled after enrollment. Electronic textbooks are used for the nursing program. Software requirements and other information will be provided in the admissions notification.

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

Deadline for application is October 1st for spring admission. The ADN Accelerated Program will admit students in the spring of each year. The application information which must be submitted by the deadline includes submission of all official transcripts, national ACT score, and MCC admission application. There is not a separate application for the nursing program. On the MCC admission application, applicants should mark ADN Accelerated as the program of interest. The admission application should also be marked for the term admission is being sought.

Admission requirements, curriculum, and other program information are subject to change. See your program advisor/counselor for additional information.

Students in the Associate Degree Nursing Accelerated Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Prior to enrollment in NUR 1320:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
ENG 1113	English Composition I	3
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
EPY 2533	Human Growth & Development	3
PSY 1513	General Psychology	3
	Total Hours before Admission	21
Transition Semester:		Hours
NUR 1320	Nursing I and II	20
	Semester Hours	20
Second Semester		Hours
ENG 1123	English Composition II	3
NUR 2110	Nursing III	10
SPT 1113	Public Speaking	3
	Semester Hours	16

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Third Semester		Hours
NUR 2210	Nursing IV	10
	Humanities/Fine Arts Elective	3
NUR 2201	Nursing IV Seminar	1
	Semester Hours	14
	Total Hours	71

All courses must be completed in, or prior to, the semester listed.

There is no expiration date for general education coursework, including sciences.

Please be aware that in the management/preceptor rotation in 4th semester, student schedules may vary.

Health Care Assistant - Certificate

Kristy Ethridge, Program Coordinator/Instructor

The Health Care Assistant (HCA) Program is a one-semester, 16-hour college credit program. This state approved program combines classroom, lab and clinical training experiences. HCA students receive instruction in basic health care assisting skills, body structure and function, special care procedures, first aid emergency procedures and Home Health Aid and Homemaker Services.

Students who successfully complete the prescribed program of study are eligible to apply to write the Nurse Aide Competency Examination in order to become certified in the State of Mississippi to practice as a Nurse Assistant. Employment opportunities include not only a career as a Health Care Assistant, but also Long-Term Care Aide, Homemaker and Home Health Aide. This program is especially helpful to those students continuing their education by obtaining basic knowledge and work skills. This program is offered both fall and spring semesters.

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

Attain a 15 composite score on the ACT;

Or

Score a 210 or higher on the ACCUPLACER NG Reading Section and a 210 or above on the ACCUPLACER NG Arithmetic Section.

Prior to clinical experiences, students must receive CPR certification. Students must provide proof of immunization for MMR, Varicella and HBV or sign a declination. A Mantoux Two-Step TB Skin Test and a Drug Screening Test will be scheduled after enrollment.

All students admitted into the program will be required to be fingerprinted for a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the Program. For additional information, contact the Health Education Advisor.

Course of study:

		Hours
HCA 1115	Basic Health-Care Assisting	5
HCA 1214	Body Structure and Function	4
HCA 1125	Special Care Procedures	5
HCA 1312	Home Health Aide and Homemaker Services	2
	Total Semester Hours	16

Mississippi Law now requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction,

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guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified "other exclusions" or other criminal offenses that will preclude a student from participating in the clinical practicum. The student's eligibility to participate in the clinical training phase of his/her health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the program.

If a student currently enrolled in the HCA program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, egregious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

Practical Nursing - Certificate

Bethany Files, Program Coordinator/Instructor

The Practical Nursing Program is a one-year certificate program. The program of learning is designed to teach the student basic nursing skills in the College laboratory and to care for patients in affiliated clinical agencies. Upon completion of the program, students will be eligible to apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®), a national examination for licensure.

The Practical Nursing Program provides educational opportunities for personal as well as intellectual development to help meet the health care needs of the community. The Practical Nursing Program is accredited by the State of Mississippi Department of Education through the Mississippi Community College Board and by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia, 30326 Phone (404) 975-5000, www.acenursing.org. As of July 1, 2019, the Mississippi Board of Nursing will oversee Mississippi Practical Nursing Program approval and accreditation.

Legal Limitations for Licensure as a Practical Nurse:

Information related to applying for licensure to practice as a Licensed Practical Nurse, upon completion of the Practical Nursing Program, is contained in the Mississippi Nursing Practice Law and Administrative Code. Graduates must apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®). Practical Nursing Program applicants should be aware of the following restriction regarding who may qualify to write the NCLEX-PN®:

"The Board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended or any provision of this chapter."* *Mississippi Nursing Practice Law

In addition to regular College tuition and fees, students have additional expenses for clinical apparel, standardized testing, books and insurance. A detailed cost sheet is available from the Program coordinator. Students are responsible for their own transportation between the College and clinical agencies.

Progression: A minimum grade of 80 is required in each course. Satisfactory clinical and lab performance is required for progression. Satisfactory demonstration of a pattern of responsible behavior is necessary for progression as outlined in the Practical Nursing Student Handbook. All program policies regarding attendance, curriculum requirements and behavior must be met for progression.

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

Must have an ACT composite score of 16 (12 if taken before October 1989) with a subscore of 12 in Math and Reading;

Or

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Score a 71 or higher on the Traditional ACCUPLACER Reading Section and a 61 or above on the Arithmetic Section; score 250 or higher on the ACCUPLACER Next Gen Reading Section and a 250 or above on the Arithmetic section or 231 or higher for QAS/Algebra Section;

Or

Complete the following courses within the last five years earning a grade of “C” or above: Human Growth and Development (EPY 2533), Anatomy and Physiology I and Anatomy and Physiology II (BIO 2513/2511, 2523/2521), and Nutrition (BIO 1613 or HEC 1253);

Or

Provide evidence of the equivalent to the requirements above, subject to the approval of the Registrar of the local community/junior college;

And

Have a cumulative grade point average (cGPA) of 2.00 (“C” average) on all previous college coursework;

And

Attend a PN information session and take a standardized admission assessment test. Students will receive notice from the Registrar’s Office about scheduling their Information Session and admission assessment test.

Mississippi Law requires health care professionals or Workforce Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to a criminal background check and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background check of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity. In addition, clinical affiliates have identified “other exclusions” or other criminal offenses that will preclude a student from participating in the clinical practicum. The student’s eligibility to participate in the clinical training phase of their health care program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the Nursing Program.

If a student currently enrolled in the Nursing Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, egregious behavior, violation of patient safety, non-compliance with the College’s “Student Behavior Code,” etc.) then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

The PN Admissions Committee will select each semester’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who have taken coursework at MCC; 2) Out-of-district students who have taken coursework at MCC; 3) Mississippi residents with no MCC coursework; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to enrollment, students must obtain American Heart Association CPR

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certification and a Mantoux Two-Step TB Skin Test. Students must provide proof of immunization for MMR. Drug screening will be scheduled after enrollment. Students must comply with influenza vaccination requirements of clinical agencies.

All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, please contact the Health Education Advisor.

Deadlines for submitting application information are October 1st for spring admission and March 1st for fall admission. The application information due by October 1st or March 1st includes submission of all official transcripts, national ACT score, ACCUPLACER score and MCC admission application for the semester admission is being sought.

Students in the traditional Practical Nursing Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FALL ADMISSION (Full-time)

First Semester		Hours
PNV 1213	Body Structure and Function	3
PNV 1443	Nursing Fundamentals and Clinical	13
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	17
Second Semester		Hours
PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1676	Alterations in Adult Health Concepts and Clinical	6
PNV 1524	IV Therapy and Pharmacology	4
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	17
Third Semester		Hours
PNV 1715	Maternal-Child Nursing	5
PNV 1813	Mental Health Nursing	3
PNV 1914	Nursing Transition	4
	Semester Hours	12
	Total Semester Hours	46

SPRING ADMISSION (Full-time)

First Semester		Hours
PNV 1213	Body Structure and Function	3
PNV 1443	Nursing Fundamentals and Clinical	13
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	17
Second Semester		Hours
PNV 1524	IV Therapy and	

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	Pharmacology	4
PNV 1715	Maternal Child Nursing	5
PNV 1813	Mental Health Nursing	3
	Semester Hours	12

Third Semester		Hours
PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1676	Alterations in Adult Health Concepts and Clinical	6
PNV 1914	Nursing Transition	4
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	17
	Total Semester Hours	46

Course of study (part-time curriculum):

First Semester		Hours
PNV 1213	Body Structure and Function	3
PNV 1426	Nursing Fundamentals	6
	Semester Hours	9

Second Semester		Hours
PNV 1437	Nursing Fundamentals Lab and Clinical	7
PNV 1911	Practical Nursing Seminar I	1
	Semester Hours	8

Third Semester		Hours
PNV 1715	Maternal Child Nursing	5
PNV 1813	Mental Health Nursing	3
	Semester Hours	8

Fourth Semester		Hours
PNV 1524	IV Therapy and Pharmacology	4
PNV 1666	Medical Surgical Nursing Concepts and Clinical	6
PNV 1921	Practical Nursing Seminar II	1
	Semester Hours	11

Fifth Semester		Hours
PNV 1676	Alterations in Adult Health Concepts and Clinical	6
PNV 1914	Nursing Transition	4
	Semester Hours	10
	Total Semester Hours	46

Division of Health Education

Dental Assisting – Certificate

Tiffani Minchew, Program Coordinator/Instructor

Programs of Study

The Dental Assisting Technology (DAT) Program is a one-year certificate program designed to prepare the student for employment and advancement in dental assisting. Upon successful completion of this program, the student will have performed a variety of patient care, office and laboratory duties. The program includes lecture hours, lab hours, and supervised clinical experiences. In the clinical experiences, the student will assist the dentist at chairside in private offices, clinics, and state facilities, as applicable.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Dental Assisting is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of the DAT program will be awarded a certificate of completion. Upon graduation from the program, the student will be able to apply for a Mississippi radiology permit, which is necessary to administer dental radiographs or digital images in the state of Mississippi. The student is required to sit for two of the three components of the Dental Assisting National Board CDA exam (Infection Control Exam- ICE and Radiology Health and Safety Exam- RHS) during the program year.

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

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

Attain a 17 or better composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or above on the ACCUPLACER NG Arithmetic Section (or 231 on the ACCUPLACER NG Algebra QAS Section);

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university with six (6) of the hours being awarded in English Composition I (ENG 1113) and Public Speaking (SPT 1113). Developmental coursework does not satisfy this requirement;

And

Have a cumulative GPA of 2.00 ("C" average) on all previous college coursework;

And

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Attend a DAT Information Session offered in late spring. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The DAT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: (1) In-district students who complete program prerequisites and/or general education coursework at MCC; (2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; (3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; (4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to beginning of class, students must begin a three-part Hepatitis-B vaccination (or present physician's statement stating that this vaccination is not advisable) and have a current CPR card not expiring while the students are in the program. Students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test and a Drug Screening Test will be scheduled after classes begin.

Students in the Dental Assisting Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

First Semester		Hours
SPT 1113	Public Speaking	3
DAT 1111	Dental Orientation	1
DAT 1214	Dental Assisting Materials	4
DAT 1313	Dental Science I	3
DAT 1415	Chairside Assisting I	5
DAT 1514	Dental Radiology I	4
DAT 1911	Dental Seminar I	1
	Semester Hours	21

Second Semester		Hours
DAT 1323	Dental Science II	3
DAT 1423	Chairside Assisting II	3
DAT 1522	Dental Radiology II	2
DAT 1612	Dental Health Education	2
DAT 1714	Practice Management	4
DAT 1815	Clinical Experience I	5
DAT 1921	Dental Seminar II	1
	Semester Hours	20

Third Semester		Hours
ENG 1113	English Composition I	3
DAT 1822	Clinical Experience II	2
DAT 1433	Chairside Assisting III	3
	Semester Hours	8
	Total Semester Hours	49

Dental Hygiene Technology - Associate of Applied Science

Dr. Paige Pennington, Director of Dental Programs

The Dental Hygiene Technology (DHT) Program provides students with a general education and clinical dental hygiene experience to prepare them for a career in the dental hygiene profession. A dental hygienist

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is a licensed, preventive health professional who provides educational, clinical, and therapeutic services and promotes total health through the maintenance of optimal oral health. All phases of dental health education are covered and practiced through clinical experience. Students gain clinical experience by treating patients in all categories ranging from children to the aged as well as patients with oral and general systemic conditions. Students also participate in community dental health activities.

MCC's Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation as well as by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL. Graduates of the program are awarded an Associate of Applied Science degree in Dental Hygiene and are eligible to write the National Board of Dental Examiners, as well as individual state board examinations for dental hygiene.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Dental Hygiene Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code", etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction, bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered whether the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

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

In addition to general admission requirements, all of the following must be complete to meet the minimum requirements for the dental hygiene program:

- A complete application for admission to Meridian Community College; and
- Attain an 18 composite score on the ACT; and
- Submit all transcripts (high school and college) and official ACT scores, to the Admission Office by April 30th; and
- Submit a handwritten autobiographical information sheet and proof of six (6) hours observation in a dental clinic (faxed to the Dental Hygiene Department at 601-581-3525) by the April 30th deadline; and
- Observe the MCC Dental Hygiene Clinic for two (2) hours. Schedule an appointment to observe

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- at ctucker@meridiancc.edu or 601-484-8748; and
- Complete all prerequisites with a “C” average or above; and
- Complete Anatomy and Physiology I and II within five (5) years prior to admission; and
- Have a cumulative grade point average of 2.0 (“C” average) or higher on all previous college coursework. Final college transcripts must be received by May 21st.

All applicants must attend a DHT Information Session. Applicants will receive notice about the Information Session once all of their documents have been received.

The DHT Admissions Committee will select each year’s class from the pool of applicants who meet minimum requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education advisor for selection details and deadlines.

Prior to classes beginning, students are required to receive the Hepatitis-B vaccination (or present physician’s statement stating that this vaccination is not advisable). Students are also required to obtain a CPR Healthcare Provider (two year) certification from the American Heart Association— Proof of immunization for MMR and varicella are required by August 1. A Mantoux Two-Step TB Skin Test and drug screening will be scheduled after enrollment. All these conditions must be met prior to the start of clinical training.

All students admitted into the program will be required to pay for fingerprinting and background checks, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. For additional information, please contact the Health Education advisor.

Students in the Dental Hygiene Technology Program must attend MCC full-time (15 or more semester credit hours).

The admission process is competitive. Performance in the following Dental Hygiene academic core courses is used in computing an applicant’s admission ranking:

Course of study:

*Program prerequisites:		Hours
BIO 2923	Microbiology	3
BIO 2921	Microbiology Lab	1
BIO 2513	Anatomy & Physiology I	3
BIO 2511	Anatomy & Physiology I Lab	1
BIO 2523	Anatomy & Physiology II	3
BIO 2521	Anatomy & Physiology II Lab	1
CHE 1113	Survey of Chemistry (or higher)	3
CHE 1111	Survey of Chemistry Lab (or higher)	1
Total Credit Hours		16

The following courses are not prerequisites, but completion increases program admission competitiveness:

		Hours
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
	Humanities/Fine Arts Elective	3
SOC 2113	Introduction to Sociology	3
Semester Hours		26

Programs of Study

FIRST YEAR

First Semester		Hours
DHT 1115	Fundamentals of Dental Hygiene	5
DHT 1252	Dental Anatomy/Embryology	2
DHT 1314	Dental Radiology	4
DHT 1931	Dental Medical Emergencies	1
BIO 1613	Nutrition	3
	Semester Hours	15

Second Semester		Hours
DHT 1416	Clinical Dental Hygiene I	6
DHT 1513	Periodontics	3
DHT 1941	Theories of Patient Care	1
DHT 1243	Anatomy/Histology of Head & Neck	3
DHT 2232	General/Oral Pathology	2
	Semester Hours	15

Summer Semester		Hours
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
	Humanities/Fine Arts Elective	3
SOC	Introduction to Sociology	3
	Semester Hours	12

SECOND YEAR

First Semester		Hours
DHT 2426	Clinical Dental Hygiene II	6
DHT 2713	Dental Pharmacology	3
DHT 2613	Dental Materials	3
DHT 2922	Dental Ethics/Law	2
DHT 2961	General/Dental Nutrition	1
	Semester Hours	15

Second Semester		Hours
DHT 2436	Clinical Dental Hygiene III	6
DHT 2823	Community Dental Health I	3
DHT 2832	Community Dental Health II	2
DHT 2952	Fundamentals of Licensure	2
SPT 1113	Public Speaking	3
	Semester Hours	16
	Total Program Semester Hours	89

Health Information Technology - Associate of Applied Science

Rebecca Higginbotham, Program Coordinator/Instructor

The Health Information Technology (HIT) program consists of courses in health record systems and related technology courses as well as general education courses. Practical experience in the health information management departments of local health care facilities is an integral part of the program. The program also offers an online option.

The Health Information Technology (Associate Degree) Program at Meridian Community College is

Programs of Study

accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technology Program gives students the knowledge and skills to help ensure quality of health care through quality information without direct patient contact. The medical world depends on health information specialists to collect data, interpret it, protect it and determine how it can be used.

As a Health Information Technician, a graduate is prepared to assume duties in the field, including ICD-10-CM and CPT coding, reimbursement methodologies, quality assessment, utilization and risk management, medical staff credentialing, health record law, statistical applications, cancer program maintenance, and accreditation/licensure issues.

Mississippi Law now requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Health Information Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of this program are eligible to write the accreditation examination of the American Health Information Management Association for the designation of Registered Health Information Technician (RHIT).

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. In order to progress in this program, students must earn at least a "C" in all HIT courses, Anatomy and Physiology I and II, and English Comp I. Competencies must be met at the level stated in the course outline.

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

Attain an 18 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or above on the ACCUPLACER NG Arithmetic Section;

Or

Programs of Study

Complete 12 hours or more with a “C” average or above at an accredited college or university. Six of these hours must be earned in Occupational Math (CTE 1113) or a higher math equivalent and English Comp I (ENG 1113) with a “C” or better. Developmental coursework does not satisfy this requirement;

And

Have a cumulative grade point average (cGPA) of 2.0 (“C” average on all previous college coursework);

And

Complete Anatomy and Physiology I and Anatomy and Physiology I Lab with at least a “C”. Computer Applications must also have been completed within three years prior to admission into the Health Information Technology Program;

And

Attend an HIT Information Session. Students will receive notice from the Registrar’s Office about scheduling their Information Session;

And

Observe in a Health Information Management Department and submit a written summary of the visit.

The HIT Admissions Committee will select each year’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must provide proof of immunization for MMR. A drug screening test will be scheduled after classes begin. A Mantoux Two-Step TB Skin Test will be scheduled after classes begin.

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

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

***Admission requirements are minimum standards, and admission to the program is competitive. Admission is not guaranteed.*

Course of study:

Prerequisites:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I lab	1
	Or	
BIO 2214	Anatomy and Physiology I with Lab	4

Programs of Study

FIRST YEAR

First Semester		Hours
HIT 1114	Health Record Systems	4
HIT 1213	Medical Terminology	3
HIT 2253	Pathophysiology & Pharmacology I	3
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
ENG 1113	English Composition I	3
CSC 1123	Computer Applications I	3
Semester Hours		20

Second Semester		Hours
HIT 1323	Health Care Law and Ethics	3
HIT 2453	Pathophysiology & Pharmacology II	3
HIT 2913	Computers in Healthcare	3
	Humanities/Fine Arts Elective	3
SPT 1113	Public Speaking	3
Semester Hours		15

SECOND YEAR

First Semester		Hours
HIT 2615	Coding Systems I	5
HIT 2123	Alternate Care Systems	3
HIT 2512	Professional Practice Experience I	2
HIT 2133	Health Statistics	3
HIT 2142	Electronic Health Record	2
Semester Hours		15

Second Semester		Hours
HIT 2625	Coding Systems II	5
HIT 2713	Health Care Supervision	3
HIT 2812	Performance Improvement Techniques	2
HIT 2522	Professional Practice Experience II	2
HIT 2633	Reimbursement Methodologies	3
	Social/Behavioral Science Elective	3
HIT 2921	Certification Fundamentals for HIT	1
Semester Hours		19
Total Semester Hours		69

Medical Assisting Technology—Associate of Applied Science

Gloria Adams, Program Coordinator/Instructor

The Medical Assisting Technology (MET) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL

Programs of Study

33763: telephone: 727-210-2350. Upon successful completion of the technical program, the student will be eligible to take a national certification examination.

The Medical Assisting Technology Program consists of courses in general education, health courses and related technical courses. Students gain practical experience through various clinical rotations at area health care facilities.

MCC's Medical Assisting Technology Program gives students the knowledge and skills to help ensure job placement into the ever-growing medical field. Medical Assisting is a multi-skilled health education profession whose practitioners work primarily in ambulatory settings, such as medical offices and clinics. Medical Assistants function as members of the health care delivery team and perform both business administrative and clinical procedures.

The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties include preparing patients for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation of X-ray and laboratory examinations. Both business administrative and clinical duties involve purchasing and maintaining supplies and equipment.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Medical Assisting Technology is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each MET course to progress in the program. Courses must be taken sequentially, and competencies stated in each course syllabus must be met.

Minimum admission requirements are as follows (in addition to general admission requirements):

Programs of Study

Attain a 16 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or above on the ACCUPLACER NG Arithmetic Section (or 231 on the ACCUPLACER NG Algebra QAS Section);

Or

Complete 15 hours or more with a “C” average at an accredited college or university. Developmental coursework does not satisfy this requirement;

And

Have a cumulative GPA of 2.00 (“C” average) on college coursework;

And

Attend a MET Information Session. Students will be notified by letter from the Registrar’s Office about scheduling an Information Session after other requirements have been met.

Admission is competitive, and specific admission requirements must be met. All requirements and required application materials are due by May 1, preceding the fall admission desired. The deadline will be extended, if needed, until maximum enrollment is met.

The MET Admissions Committee will select each year’s class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must present a CPR Healthcare Provider certification and proof of immunization for MMR. A background check, a Mantoux Two-Step TB Skin Test, and a random drug screening will be scheduled after enrollment. All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the Program. For additional information, contact the health education counselor or your advisor.

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

Course of study:

Prerequisites:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I, Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II, Lab	1
CSC 1123	Computer Applications	3
	Semester Hours	11

First Semester	Hours
MET 1113 Medical Terminology	3
MET 1313 Clinical Procedures I	3
MET 1513 Pharmacology for MA	3
MET 1413 Medical Law and Ethics	3
MET 1911 Medical Assisting Seminar I	1

Programs of Study

PSY 1513 General Psychology	3
Semester Hours	16
Second Semester	Hours
MET 1214 Medical Business Practices	4
MET 1323 Clinical Procedures II	3
MET 2224 Computer Concepts for MA	4
MET 2234 Medical Insurance	4
MET 1921 Medical Assisting Seminar II	1
ENG 1113 English Composition I	3
Semester Hours	19
Third Semester	Hours
SPT 1113 Public Speaking	3
MET 2334 Medical Lab for MA	4
MET 2613 Clinical Review	3
MET 2715 Practicum	5
MET 1931 Medical Assisting Seminar III	1
Humanities/Fine Arts	3
Semester Hours	19
Total Program Hours	65**
**Includes pre-requisite courses	

Medical Laboratory Technology - Associate of Applied Science

Sheila Johnson, Program Coordinator/Instructor

The Medical Laboratory Technology (MLT) curriculum is a two-year Associate of Applied Science degree program of study that prepares individuals to work in a clinical laboratory. As members of the health care delivery team, clinical laboratory personnel are responsible for assuring reliable and accurate laboratory test results that contribute to the diagnosis, treatment, prognosis, and prevention of physiological and pathological conditions. This program is designed to meet the standards and requirements for careers in clinical laboratory science. At career entry, the medical laboratory technician/clinical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, and urinalysis) as the primary analyst making specimen-oriented decisions on pre-determined criteria. Upon successful completion of the technical program, the student will be eligible to take a national certification examination. This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N River Rd. Suite 720 Rosemont, IL 60018-5119, (773) 714-8880.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Medical Laboratory Technology Program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior

Programs of Study

Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

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

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

Attain an 18 composite score on the ACT;

Or

Score a 251 or higher on the ACCUPLACER NG Reading Section and a 251 or above on the ACCUPLACER NG Arithmetic Section;

Or

Complete 15 semester hours with a "C" average or above at an accredited college or university and meet requirements for Intermediate Algebra (MAT 1233). Developmental coursework does not satisfy this requirement;

And

Have a cumulative grade point average (CGPA) of 2.00 ("C" average) on all previous college coursework;

And

Attend an MLT Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The MLT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must provide proof of immunization for MMR. A Drug Screening Test will be scheduled after classes begin. A negative Mantoux Two-Step TB Skin Test is required before students can enter the clinical practicum the second January in the program.

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

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

Programs of Study

Course of study:

FIRST YEAR

First Semester

		Hours
MLT 1111	Fundamentals of MLT/ Phlebotomy	1
ENG 1113	English Composition I	3
CHE 1213/ CHE 1211	General Chemistry I / Lab	4
	Or	
CHE 1113/ CHE 1111	Chemistry Survey / Lab	4
BIO 2513/ BIO 2511	Anatomy and Physiology I/Lab	4
	Or	
BIO 1133	General Biology I	
BIO 1131	General Biology I Lab	4
	Or	
BIO 2924	Microbiology with Lab	4
MAT 1233	Intermediate Algebra (or higher math equivalent)	3
MLT 1213	Urinalysis/Body Fluids	3
	Semester Hours	18

Second Semester

		Hours
SPT 1113	Public Speaking	3
MLT 1413	Immunology/Serology	3
MLT 2523	Pathogenic Microbiology I	3
MLT 1313	Hematology I	3
	Semester Hours	12

Summer Semester

	Hours
Humanities/Fine Arts Elective	3
Behavioral Science Elective	3
Semester Hours	6

SECOND YEAR

First Semester

		Hours
MLT 1324	Hematology II	4
MLT 1515	Clinical Chemistry	5
MLT 2424	Immunohematology	4
MLT 2614	Pathogenic Microbiology II	4
	Semester Hours	17

Second Semester

		Hours
MLT 2711	Seminar	1
MLT 2944	Clinical Practicum I	4
MLT 2954	Clinical Practicum II	4
MLT 2964	Clinical Practicum III (40 Hours per Week)	4
	Semester Hours	13

Summer Semester

	Hours
MLT 2974	Clinical Practicum IV (40 Hours per Week)
	4

Programs of Study

MLT 2722	Certification Fundamentals of MLT	2
	Semester Hours	6
	Total Semester Hours	72

Physical Therapist Assistant - Associate of Applied Science

Tommy Winston, Program Coordinator/Instructor

The Physical Therapist Assistant (PTA) Program consists of courses in general education, basic science courses and courses in physical therapy. Students gain practical experience through various clinical rotations at area and regional health care facilities.

The Physical Therapist Assistant Program at Meridian Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>. Graduates of accredited programs are eligible to write the licensure examination administered by the Mississippi State Board of Physical Therapy.

As a licensed physical therapist assistant, the graduate is eligible to work under the direction of a physical therapist in a variety of health care settings providing physical therapy service to patients.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Physical Therapist Assistant is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each PTA course to progress in the program. Courses must be taken sequentially, and competencies stated in each course syllabus must be met.

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

Programs of Study

Attain an 18 composite score on the national ACT;

Or

Attain a 16 or 17 composite on the national ACT and complete 18 semester hours of program general education coursework with an average of "C" or above at an accredited college or university. These 18 hours of coursework should be selected from the following: Physical Science Survey I, Anatomy and Physiology I and II, College Algebra, English Composition I, General Psychology, Public Speaking, and Humanities/Fine Arts elective. Anatomy and Physiology must have been completed within three years prior to admission into the PTA program;

And

Observe in a Physical Therapy Department;

And

Submit two references;

And

Submit an autobiographical essay;

And

Attend an interview session after all other requirements have been met.

Admission is competitive, and specific admission requirements must be met. All requirements and required application materials are due by May 1, preceding the fall admission desired. The deadline will be extended, if needed, until maximum enrollment is met.

The PTA Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education advisor for selection details and deadlines.

After program admission and prior to classes beginning, students must present a physical examination, a CPR Healthcare Provider certification and proof of immunization for MMR. A background check, a Mantoux Two-Step TB Skin Test, and a random drug screening will be scheduled after enrollment. All students admitted into the program will be required to pay for fingerprinting and a background check, which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education Advisor.

Students in the Physical Therapist Assistant Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

FIRST YEAR

First Semester	Hours
PHY 2243 Physical Science I	3
PHY 2241 Physical Science I Lab	1
ENG 1113 English Composition I	3
BIO 2513 Anatomy and Physiology I	3
BIO 2511 Anatomy and Physiology I Lab	1
PSY 1513 General Psychology	3
PTA 1123 Fundamental Concepts of Physical Therapy	3
PTA 1111 Health Care Experience I	1
Semester Hours	18

Programs of Study

Second Semester		Hours
MAT 1313	College Algebra	3
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1
SPT 1113	Public Speaking	3
PTA 1213	Fundamental Skills for Physical Therapist Assistants	3
PTA 1315	Kinesiology	5
	Humanities/Fine Arts Elective	3
	Semester Hours	21

Summer Semester		Hours
PTA 1224	Therapeutic Modalities	4
PTA 1911	Seminar	1
PTA 2233	Electrotherapy	3
PTA 1921	Seminar	1
PTA 2413	Clinical Education I	3
	Semester Hours	12

SECOND YEAR

First Semester		Hours
PTA 1324	Therapeutic Exercise and Rehabilitation I	4
PTA 2334	Therapeutic Exercise and Rehabilitation II	4
PTA 2513	Medical Conditions and Related Pathology	3
PTA 2911	Seminar	1
	Semester Hours	12

Second Semester		Hours
PTA 2424	Clinical Education II	4
PTA 2434	Clinical Education III	4
PTA 2444	Clinical Education IV	4
PTA 2523	Physical Therapy Seminar	3
	Semester Hours	15
	Total Program Hours	78

Important Notice: Advanced placement credit and/or College Level Examination Program (CLEP) will not substitute for ENG 1113 (English Composition I).

Radiologic Technology (X-ray) – Associate of Applied Science

Debra Herring, Program Coordinator/Instructor

Radiologic Technology (RGT) is a general education and clinical training program designed to prepare students for entry-level Radiography. General education and radiography courses are taught on campus with clinical instruction and experience provided in local and out of town affiliated radiology centers. Competency-based instruction is provided so that skills and proficiency are attained.

The program consists of six consecutive semesters of training and is nationally accredited by the Joint

Programs of Study

Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, Illinois 60606-2901, (312) 704-5300. Graduates of the program are awarded an Associate of Applied Science degree in Radiologic Technology and are eligible to apply for admission to the certifying examination of The American Registry of Radiologic Technologists. After successful completion of the national examination, the title "Registered Technologist, Radiography, American Registry of Radiologic Technologist" and its abbreviation "R.T. (ARRT)" may be used. The program is not designed for transfer to a senior college.

Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians who prescribe and/or perform radiologic procedures. Equipment emitting ionizing radiation is used to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician to diagnose disease processes. The radiographer is responsible for all functions in the Radiology Department to ensure consistent radiographic images and provide for personal and patient safety from radiation hazards. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Radiologic Technology is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the college's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.00) or better. A grade of "C" or higher is required in each RGT course to progress in the program. All RGT coursework must be taken sequentially. In addition, students must establish clinical proficiency each semester.

Application: Apply by May 1 deadline.

Meet minimum admission requirements (in addition to general requirements):

Attain an 18 composite score on the ACT;

And

Complete Anatomy & Physiology I, with Lab, and College Algebra with a "C" or higher;

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And
Have a cumulative grade point average (cGPA) of 2.00 ("C" average) on all previous college coursework;
And
Be at least 18 years of age prior to participation in energized labs or clinical rotations;
And
Participate in a mandatory RGT information session.

The RGT Admissions Committee will select each semester's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The application deadline is May 1st.

The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students.

Students who identify as Radiologic Technology majors will receive notice from the registrar's office about scheduling their information session. The mandatory information session will be scheduled on a weekday afternoon in May for the prospective student only after all other requirements have been met.

After program admission and prior to attending clinical rotations, students must provide proof of immunization for MMR. Additionally, students are required to obtain two-year healthcare provider CPR training, TB skin test and submit to drug screening after enrollment. These services will be scheduled by MCC program faculty. The student is responsible for the costs of these services.

All students admitted into the Program are required to pay for fingerprinting and background checks, which are performed after admission and prior to clinical assignments. These fees are attached as registration fees. There are certain convictions that prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she is dismissed from the program. For additional information, please contact the health education counselor or your advisor.

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

Course of study:

Pre-requisites:		Hours
BIO 2514	Anatomy and Physiology I w/Lab	4
MAT 1313	College Algebra	3

FIRST YEAR

Freshman Summer I		Hours
AHT 1113	Medical Vocabulary	3
ENG 1113	English Composition I	3
BIO 2524	Anatomy & Physiology II w/Lab	4
Semester Hours		10

Freshman Fall		Hours
RGT 1513	Radiographic Procedures I	3
RGT 1212	Fundamentals of Radiography	2

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RGT 1312	Principles of Radiation Protection	2
RGT 1613	Physics of Imaging Equipment	3
RGT 1114	Clinical Education I	4
PSY 1513	General Psychology	3
	Semester Hours	17

Freshman Spring Hours

RGT 1222	Patient Care and Radiography	2
RGT 1323	Principles of Exposure & Image Production	3
RGT 1523	Radiographic Procedures II	3
RGT 1124	Clinical Education II	4
	Humanities/Fine Arts Elective	3
	Semester Hours	15

Freshman Summer II Hours

RGT 1137	Clinical Education III	7
	Semester Hours	7

SECOND YEAR

Sophomore Fall Hours

RGT 2533	Radiographic Procedures III	3
RGT 1333	Digital Image Acquisition & Display	3
RGT 2132	Ethical & Legal Responsibilities	2
RGT 2147	Clinical Education IV	7
RGT 2911	Radiation Biology	1
SPT 1113	Public Speaking	3
	Semester Hours	19

Sophomore Spring Hours

RGT 2542	Radiographic Procedures IV	2
RGT 2922	Radiographic Pathology	2
RGT 2933	Certification Fundamentals	3
RGT 2157	Clinical Education V	7
	Semester Hours	14

Total Hours 89 including prerequisites

College Level Examination Program (CLEP) testing, as well as any high school courses that result in College Credit, is acceptable by the program's accrediting agency (JRCERT) provided the courses are within five years of program entry.

Respiratory Care Practitioner - Associate of Applied Science

Christina Brown-Bradley, Program Coordinator/Instructor

The Respiratory Care Practitioner (RCT) Program is a specialized training program that provides a student with the knowledge and skills to become a competent respiratory care practitioner. Skills application is vital in this comprehensive program. Successful program graduates use critical thinking, problem solving and the ability to apply technology to the work environment. This field has experienced rapid expansion, and the trend is expected to continue.

The practitioner may perform the following respiratory care modalities under direct or indirect supervision

Programs of Study

of a therapist or physician: Hyperexpansion therapy to include Intermittent Positive Pressure Breathing (IPPB); Continuous Positive Pressure Breathing (CPAP); and Incentive Spirometry, Humidity/Aerosol Therapy, including the administration of aerosolized medication under physician prescription, medical gas therapy, chest physiotherapy, cardiopulmonary resuscitation, adult and infant mechanical ventilation, pulmonary function testing and electrocardiograms (EKGs), as well as other therapeutic and diagnostic procedures. The practitioner also receives instruction in infection control, cleaning, sterilization and general maintenance of respiratory therapy equipment.

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in Respiratory Care Practitioner is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

The program is accredited at the Advanced Therapist level through the Committee on Accreditation for Respiratory Care (COARC), 1248 Hardwood Road, Bedford, TX 76021-4244, (817) 283-2835. www.coarc.com. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the entry level, as well as the advanced practitioner level exam, for Respiratory Care Practitioners (CRT - Certified Respiratory Therapist; RRT - Registered Respiratory Therapist) administered by the National Board for Respiratory Care.

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

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

Attain a 17 composite score on the ACT;

Or

Score a 240 or higher on the ACCUPLACER NG Reading Section and a 231 on the ACCUPLACER NG Algebra QAS Section and a 275 on the ACCUPLACER NG Arithmetic Section;

Or

Complete at least 15 semester hours of program specific coursework with a "C" average or above at an accredited college or university. Courses must include A&P I w/Lab, A&P II w/Lab (required as prerequisites). Remaining credit hours can be chosen from English Composition I, Public Speaking,

Programs of Study

Computer Concepts or Applications, Behavioral Science and a Humanities or Fine Arts;

And

Have a cumulative grade point average (cGPA) of 2.00 ("C" average) or above on all previous college coursework;

And

Earn a "C" or higher in BIO 2513/2511 Anatomy and Physiology I and BIO 2523/2521 Anatomy and Physiology II prior to admission;

And

Attend an RCT Information Session. Students will receive notice from the Registrar's Office about scheduling their Information Session.

The Respiratory Care Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission, students must provide proof of immunization for MMR. A Mantoux Two-Step TB Skin Test and a drug screening test will be scheduled after enrollment.

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

Students in the Respiratory Care Practitioner Program must attend MCC full-time (12 or more semester credit hours).

Course of study:

Program Prerequisites:		Hours
BIO 2513	Anatomy and Physiology I	3
BIO 2511	Anatomy and Physiology I Lab	1
BIO 2523	Anatomy and Physiology II	3
BIO 2521	Anatomy and Physiology II Lab	1

FIRST YEAR

Fall Semester		Hours
RCT 1213	Respiratory Care Science	3
RCT 1313	Cardiopulmonary Anatomy & Physiology	3
RCT 1223	Patient Assessment and Planning	3
RCT 1414	Respiratory Care Technology I	4
RCT 1011	Seminar I	1
RCT 1613	Respiratory Pharmacology	3
	Semester Hours	17

Spring Semester		Hours
SPT 1113	Public Speaking	3
RCT 1516	Clinical Practice I	6

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RCT 1424	Respiratory Care Technology II	4
RCT 1021	Seminar II	1
RCT 2333	Cardiopulmonary Pathology	3
	Semester Hours	17

Summer Semester		Hours
RCT 1524	Clinical Practice II	4
RCT 1323	Pulmonary Function Testing	3
ENG 1113	English Composition I	3
	Semester Hours	10

SECOND YEAR

Fall Semester		Hours
	Behavioral/Social Science	
	Elective	3
	Humanities/ Fine Arts Elective	3
RCT 2534	Clinical Practice III	4
RCT 2434	Respiratory Care Technology III	4
RCT 2031	Seminar III	1
CSC 1113	Computer Concepts	3
	Semester Hours	18

Spring Semester		Hours
RCT 2713	Respiratory Care Seminar	3
RCT 2546	Clinical Practice IV	6
RCT 2614	Neonatal/Ped. Management	4
	Semester Hours	12
	Total Semester Hours	75

Surgical Technology – Associate of Applied Science

Mecklin Soules, Program Coordinator/Instructor

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

Mississippi Law requires health care professionals or Career Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services to submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed health care entity. If such fingerprinting or criminal background checks of the student disclose a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to such health program of study, nor will he/she be eligible to participate in clinical training in a licensed entity.

If a student currently enrolled in the Surgical Technology program is prohibited from participating in clinical experiences by any clinical affiliate of Meridian Community College (e.g., positive drug screen, gregarious behavior, violation of patient safety, non-compliance with the College's "Student Behavior Code," etc.), then the student will be dismissed from the program of study. The student is not eligible for program readmission

Programs of Study

unless the clinical restriction is removed.

In addition to the disqualifying events listed in Section 37-29-232 of the Mississippi Code of 1972 annotated, clinical affiliates may, at their discretion, refuse to provide clinical experiences to any student whom the clinical affiliates feel are not suitable for employment or for the clinical experience setting.

Any drug conviction; bodily harm, neglect or abuse, or felony DUI conviction within a year of the starting date of class is cause for denial of the clinical experience setting. Any convictions more than a year beyond the starting date of class will be examined by the "Review Standards Committee" with a decision rendered if the student is allowed to participate in the clinical experience setting. Any charges pending a resolution will require documentation of disposition from the student.

Graduates of the Surgical Technology program will be awarded an Associate of Applied Science in Surgical Technology. MCC's Surgical Technology program is a nationally accredited program

Progression: To meet graduation requirements for this program, students must successfully complete the specified courses listed below with a "C" average (GPA of 2.0) or better. A grade of "C" or higher is required in each SUT courses to progress in the program.

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

Attain a National ACT composite score of **16**;

Or

Attain ACCUPLACER NG Reading Score of **251** and ACCUPLACER NG Arithmetic Score of **251**;

AND

Complete 29/30 semester hours of general education pre-requisite coursework with a "C" average or above at an accredited college or university;

AND

Have a cumulative GPA of 2.00 ("C" average) on college coursework;

AND

Participate in a mandatory SUT information session. The mandatory information session will be scheduled for the prospective student only after all other requirements have been met. Students will receive notice from the Registrar's Office about scheduling their information session.

The SUT Admissions Committee will select each year's class from the pool of applicants who meet minimum admission requirements. Any application with incomplete records will not be considered for admission. The admission process is competitive, and completion of minimum requirements is not a guarantee of admission. Priority consideration for admission will be given as follows: 1) In-district students who complete program prerequisites and/or general education coursework at MCC; 2) Out-of-district students who complete program prerequisites and/or general education coursework at MCC; 3) Mississippi residents who complete program prerequisites and/or general education coursework elsewhere; 4) Out-of-state students. Check with the Health Education Advisor for selection details and deadlines.

After program admission and prior to beginning of classes, all students must complete a physical examination, supply a record of Measles/Mumps/Rubella (MMR) immunization and proof of Hepatitis B (HBV) vaccination (or present a physician's statement that this vaccination is not advisable), and proof of Varicella vaccination (or present a physician's statement that this vaccination is not advisable). In addition, after classes begin, all students must present evidence of CPR certification, and submit to a random drug screening, complete a Mantoux Two-Step Tuberculosis (TB) skin test, and complete the annual flu vaccination.

All students admitted into the program will be required to pay for fingerprinting and a background check,

Programs of Study

which will be performed after admission and prior to clinical laboratories. These fees will be attached as registration fees. There are certain convictions that will prevent an individual from being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the program. For additional information, contact the Health Education advisor.

Students in MCC's Surgical Technology Program must attend MCC full-time (15 or more semester credit hours).

Course of study:

FIRSTYEAR

First Semester		Hours
BIO 2514	Anatomy and Physiology I, Lecture and Laboratory	4
SPT 1113	Public Speaking I	3
	Social/Behavioral Science	3
	Elective*	
ENG 1113	English Composition I	3
	Semester Hours	13

Second Semester		Hours
BIO 2524	Anatomy and Physiology II, Lecture and Laboratory	4
EPY 2533	Human Growth & Development	3
AHT 1113	Medical Terminology	3
MAT 1313 or	College Algebra	
MAT 1314	College Algebra with Lab	3/4
	Humanities/Fine Arts Elective*	3
	Semester Hours	16/17

SECOND YEAR

First Semester		Hours
SUT 1113	Fundamentals of Surgical Technology	3
SUT 1217	Principles of Surgical Technique	7
SUT 1314	Surgical Anatomy	4
SUT 1413	Surgical Microbiology	3
	Semester Hours	17

Second Semester		Hours
SUT 1518	Basic and Related Surgical Procedures	8
SUT 1528	Specialized Surgical Procedures	8
	Semester Hours	16

Summer Term (10-weeks)		Hours
SUT 1539	Advanced Surgical Procedures	9
	Semester Hours	9
	Total Semester Hours	70/71

*Electives must be approved by program advisor.

Programs of Study

If seeking the Associate of Applied Science degree, it is required that the student complete all academics prior to entering the program,

NOTE: Students must maintain a “C” grade in all Surgical Technology and required academic courses to remain in the program.



Section 8: Community and Business Development

Adult Education

Jennifer Whitlock, Director of Adult Education

Meridian Community College's (MCC's) AE program provides adults the opportunity to develop and build the basic skills necessary to function more effectively as members of society through improved educational skills, high school equivalency (HSE) completion, workforce readiness, and transitional skills for post-secondary education. To be competitive in today's work environment, it is essential that individuals prepare themselves in a multitude of areas (math, reading, writing, communication, teamwork, computer skills, etc.). Students sixteen and seventeen (16 & 17) years of age are eligible to enroll in the program but must provide an official drop/withdrawal form confirming they are no longer enrolled in secondary school. All students are required to have some form of government issued identification. Individuals may register for FREE AE/HSE classes by contacting the AE office for dates and times. Registration includes an orientation and assessment test. The orientation session provides information about the program and the campus, while the assessment test determines educational level, strengths, and weaknesses. Upon completion of the assessment test, students are assigned to the Smart Start class as well as other classes. The AE Program is housed in the Ralph E. Young, Jr. Center for Adult Basic Education, located on MCC's campus. Program faculty/staff can be contacted at 601-484-8796.

Smart Start Class focuses on essential skills needed to become work or career-ready for middle-skill level employment by addressing the needs identified by employers. The students will develop job skills necessary for their careers, learn and practice good work habits and effective communication skills necessary for successful employment. Students are also given the opportunity to earn a National Career Readiness Certificate (NCRC).

HSE Prep Classes provide students with the necessary instruction to take the high school equivalency test (GED or HiSET). Instruction is delivered in a variety of formats that include group, individualized, and/or technology aided. Classes are taught at the Ralph E. Young Center and several locations throughout the community. Classes are offered in the morning, afternoon, and evening. If a student has regular attendance and meets eligibility requirements, he/she may be recommended by their instructors to participate in Integrated Education & Training (IET). This program allows a student to train for a career AND earn their high school equivalency at the same time.

Literacy Classes are available for adults who need to learn to read or need to improve their basic reading skills. We have small learning groups with students on the same educational skill level. An assessment is given to determine the appropriate plan of instruction. These classes are available in the morning and evening.

HSE (High School Equivalency) Testing- There are multiple pathways to earn a Mississippi High School Equivalency Diploma. MCC offers the GED (General Educational Development) and HiSET (High School Equivalency Test). The GED (ged.com) is a computer-based test that cost \$120 for the full battery. It has four subject areas – Reading & Writing, Science, Social Studies, and Mathematics. HiSET (hiset.ets.org) is \$85 for the full battery and is delivered via computer or paper based. It is comprised of 5 subject areas – Reading, Writing, Science, Social Studies, and Mathematics.

Community and Business Development

Scholarships are available to assist examinees with the cost of either test after obtaining the required score on the practice test. Upon passing an HSE test, MCC helps graduates begin their college careers by offering one free class. A cap and gown graduation ceremony is held in honor of the graduates.

Career Center

Katrina Garrett, Career Center Director

The Career Testing Center is located in Webb Hall, Room 102. At no charge, students may receive resume assistance and perform online and computer-based career searches. Certifications, licensures, College Level Examination Program (CLEP), DSST, Praxis, GRE, MAT and pre-employment testing are available through the Career Testing Center. For more information about testing or the services of the career center, call 601-481-1370.

Continuing Education

Laureta Chislom, Life Long Learning Coordinator

The **Continuing Education** program is dedicated to providing lifelong learning opportunities in our area. Continuing Education offers educational and recreational opportunities for the community. Participants of all ages may take advantage of these short-term, non-credit classes. Most classes meet in the afternoons, evenings, or weekends, and the number of participants in each class varies according to the type of class and available space. Admission to the College is *not* a requirement for participation. All classes have limited enrollments and are filled on a first-come basis. Some classes require a minimum number of students, and if this minimum is not met, classes will be canceled and participants notified. Classes for the spring and fall semesters may include arts and crafts, ballet, cooking, creative writing, painting, hair braiding, water aerobics, and many more. In addition, customized programs and/or classes may be developed to meet specific needs upon request. Costs vary according to the type and length of class. Participants may register in MCC-Riley Workforce Development Center. For more information, contact Laureta Chislom at 601-553-3484.

Meridian Community College provides opportunities for **Continuing Education Units (CEUs)** for many organizations. The CEU is used as the basic measurement for an individual's participation in non-credit classes, courses, and programs. Many organizations require the CEU as a means of certifying educational and professional development and for continuation or renewal of licenses. CEU credits are issued after the successful completion of a course with one CEU credit for every 10 contact hours. Some CEU credits are offered through Ed2go, a platform to deliver Internet-based non-credit classes. Some of the classes are IT Certification Prep; Teacher CEU's; Grant Writing; Test Prep; ACT/SAT and Praxis. Go online at www.ed2go.com/meridian, or for more information contact MCC-Riley Workforce Development Center at 601.482.7445.

Workforce Grants and Development

Lucy Lamberth, Director of Workforce Grants and Development

Workforce Development includes training for specific businesses and industries. Services include computer classes, advanced skills training, certification training, safety training, the Meridian Public Safety Academy, management training, quality training, and others. Training programs can be customized as

Community and Business Development

needed to meet the specific needs of individual businesses or groups of businesses. Financial assistance from the Mississippi Community College Board is available to qualifying businesses and industries for some services and classes, and professional and technical assistance is often available from state resource pools.

Advanced Skills Training is defined as any skill set which requires training beyond the normal academic areas. Manufacturing automation, computer networking, and specialized software program training are a few of the programs available. All training can be customized as needed and can be conducted at business locations or in Meridian Community College workforce development lab environments. Partnerships with local businesses and other education providers ensure top quality training. Classes include, but are not limited to, the following:

- Microsoft Office Training and Testing
- Distribution Training
- Computer Accounting (QuickBooks)
- Manufacturing Skills Basic Certification Training
- Entrepreneurial Classes
- Meridian Public Safety Academy
- Part-time/Reserve Law Enforcement Training
- Detention Officer Training
- ServSafe Certification
- OSHA 10-hour and 30-hour General Industry
- OSHA 10-hour and 30-hour Construction
- Basic Life Support HCP-CPR
- Tuberculosis Surveillance and Testing Certification
- Radiation Health and Safety certification
- Computer Training
- Customized Training
- Customer Service Training
- Electrical Apprenticeship Program
- EMT Refresher
- Leadership Training
- Management Training
- APICS
- Quality Training
- IV Therapy Recertification

For more information, contact any Project Manager:

Darren Bane - 601-481- 1318
Lynne Carey - 601-481-1300
Mallory Hardy – 601-484-8653
Lucy Lamberth – 601-484-8776

The **Meridian Public Safety Academy** provides training for part-time/reserve law enforcement officers and for detention officers. Part-time/Reserve Law Enforcement Officer training is for law enforcement volunteers and part-time law enforcement officers. Training programs usually meet on Tuesday and Thursday nights, but some eight-hour Saturday sessions are required. Participants must attend the orientation session, and a passing score on an entrance physical exam is required to begin the program. Detention Officer Training is required for every detention officer in the State of Mississippi. These classes usually meet on Monday, Tuesday and Wednesday evenings. A fee is charged, and participants may register at MCC-Riley Workforce Development Center. For more information, contact Lynne Carey at 601-481-1300.

Community and Business Development

Computer Training ranges from general to customized training. The Workforce Development staff is available to meet with business and industry personnel to determine training needs and facilitate educational requirements and company and individual goals. These training programs can be delivered on site or in computer labs located in MCC-Riley Workforce Development Center. Laptop computers are also available to take to the business site as needed. Classes are offered during the day, week nights, or weekends depending on the time most convenient for each business and its employees. Instructors are experienced and current in their knowledge of the computer programs and the working environment. Full-time faculty, as well as experienced part-time faculty, deliver high quality training sessions. Computer training includes Microsoft Office Suite, which encompasses Microsoft Word; Microsoft Excel; and Microsoft PowerPoint. Both basic and advanced skills are offered. Other computer courses offered on a regular basis include accounting on the computer using QuickBooks Pro and Basics of Computers, a basic class to understand the use of a computer. A fee is charged for computer classes. Participants may register in MCC-Riley Workforce Development Center. For more information, contact Darren Bane at 601- 481-1318.

Workforce Development **Customized Training** is designed to meet the specific needs of business and industry. Services and resources available include conducting task analysis to determine training content, designing comprehensive training programs and providing training materials, instructors, facilities, and equipment as necessary. Financial assistance is available from the Mississippi Community College Board, and businesses are often eligible for a 50 percent tax credit offered by the State. The types of customized training are dictated by the company. The College has contact with a variety of instructors, which allows the College to meet instructional requirements. For more information, contact any Workforce project manager.

An **Electrical Apprenticeship Program** is provided through Workforce Development. This program is provided at the request of a local electrical union. The program has five levels, and each phase of the program is one year in length. Call the International Brotherhood of Electrical Workers, 601-483-0486, for additional information.

The **Emergency Medical Technician (EMT) Refresher** classes are offered at the basic and paramedic levels. Both EMT Paramedic and EMT Refresher classes are coordinated through MCC's EMS-Paramedic Program. Contact Lynne Carey at 601-481-1300 for more information.

The **Entrepreneur Development Program** helps area entrepreneurs receive training to successfully open and expand businesses. The program offers a twelve (12) week class that will provide potential and existing entrepreneurs the fundamentals of starting and operating a business. For more information, contact Darren Bane at 601-481-1218.

The **Workforce Innovation and Opportunity Act** Funding (WIOA)

Meridian Community College, partnering with the Mississippi Department of Employment Services, provides service to a dislocated worker, unemployed adult, or under employed adult clients from the WIOA funding source.

Please contact Shannon Coleman in the WIN Job Center for more information at 601-553-9531.

Eagles S.O.A.R. (Skills for Occupational Advancement & Readiness) Out-of-School Youth Program offered in partnership with SMPDD/Twin Districts Workforce Investment Area's WIOA Youth Program.

Get a head start on your career. Learn employability skills and gain the credentials for the workforce. Earn work experience and incentives to soar into your future. The program is designed for qualifying out-of-school youth ages 16-24 in Lauderdale County. For more information, contact the OSY Program Director, Victoria Liddell at 601-481-1398.

Community and Business Development

The Workforce Grants and Development programs are located in the MCC-Riley Workforce Development Center. Contact Workforce Grants and Development staff by calling 601-482-7445.



SECTION 9: COURSE DESCRIPTIONS

Course Abbreviations

The abbreviations or course prefixes are listed alphabetically below. Students should consult the current schedule for additional courses and course availability when planning their schedule.

ACC	Accounting	HON	Honors
AHT	Medical Vocabulary	HPR	Health, Physical Education & Recreation
ART	Art	HRT	Hotel & Restaurant Technology
ATT	Automotive Technology	HUM	Humanities
BAD	Business Administration	IDT	Sign Language
BCT	Broadcast Communications	IMM	Industrial Maintenance Technician
BIO	Biology	IST	Information Systems Technology
BOT	Business & Office Management Technology/ Medical Office Management Technology	JOU	Journalism
CAT	Commercial Art Technology	LEA	Leadership
CCT	Construction Trades	LLS	Learning and Life Skills
CDT	Early Childhood Education Technology	MAT	Mathematics
CHE	Chemistry	MDT	Media Production Technology
COM	Communications	MET	Medical Assisting Technology
COV	Cosmetology/Nail Technician/ Cosmetology Teacher Training	MFL	Modern Foreign Language
CRJ	Criminal Justice	MLT	Medical Laboratory Technology
CSC	Computer Science	MMT	Marketing Management Technology
CTE	Career & Technical Education	MST	Precision Machining Engineering Technology
CUT	Culinary Arts Technology	MUA	Music Applied
DAT	Dental Assisting Technology	MUO	Music Organizations
DDT	3D CAD Engineering Technology	MUS	Music Foundations
DHT	Dental Hygiene	NUR	Nursing
DTV	Commercial Truck Driving	PHI	Philosophy and Bible
ECO	Economics	PHY	Physics
ECT	Emergency Management and Communication Technology	PNV	Practical Nursing
EDU	Education	PPT	Rigging and Signaling
ELT	Electrical Technology	PSC	Political Science
EET	Systems Based Electronics Engineering Technology	PSY	Psychology
EGR	Engineering	PTA	Physical Therapist Assistant
EMS	Emergency Medical Services	RCT	Respiratory Care Practitioner
ENG	English	RET	Real Estate
EPY	Educational Psychology	RGT	Radiologic Technology
FFT	Fire Protection Technology	ROT	Robotics
GEO	Geography	SOC	Sociology
GLY	Geology	SPT	Speech & Theater
HCA	Health Care Assistant (Nurse Assistant)	SUT	Surgical Technology
HIS	History	SWK	Social Work
HIT	Health Information Technology (Medical Records)	TCT	Telecommunications Technician
		WBL	Work-Based Learning
		WDT	Web Design Technology
		WLT	Welding & Cutting Technology

Note: "cr" stands for semester credit hour. The last digit of the course number generally indicates the semester credit hours awarded and also the number of hours the course meets each week.

General Education/University Transfer Courses

Accounting

ACC 2213 **Principles of Accounting I**, 3 cr.

Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. 3 hours lecture.

ACC 2223 **Principles of Accounting II**, 3 cr.

A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: ACC 2213. 3 hours lecture.

Army

AMR 1113 **Foundations of Officership Lecture and Lab**, 3 cr.

Introduction to personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and recommended physical training. 2 hours lecture, 2 hours lab.

AMR 1123 **Basic Leadership Lecture and Lab**, 3 cr.

Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

AMR 2113 **Individual Leadership Studies Lecture and Lab**, 3 cr.

Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

AMR 2123 **Leadership and Teamwork**, 3 cr.

An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. 2 hours lecture, 2 hours lab.

Art

ART 1113 **Art Appreciation**, 3 cr.

A course designed to provide an understanding and appreciation of the visual arts. Satisfies 3 credit hours of Fine Arts in AA and AAS Core. 3 hours lecture.

ART 1313 **Drawing I**, 3 cr.

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation, and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. 6 hours lab.

ART 1323 **Drawing II**, 3 cr.

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, and creative expression. Prerequisite: ART 1313. 6 hours lab.

ART 1383 **Photography I**, 3 cr.

An introduction to the theory, practice, and history of photography, with emphasis on the basic camera and darkroom processes. Prerequisite: Must have 35mm adjustable camera for class. 3 hours lecture, 1 hour lab.

ART 1393 **Photography II**, 3 cr.

Continuation of physical principals and techniques introduced in Photography I. Advanced camera and darkroom techniques with emphasis on photographic design and alternative processes are explored. 3 hours lecture, 1 hour lab.

ART 1433 **Design I**, 3 cr.

Introduction to the fundamentals of two dimensional design with emphasis in black and white media. This course will provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. 6 hours lab.

ART 1443 **Design II**, 3 cr.

Continuation of Design I with emphasis in color theory. This course will provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Prerequisite: ART 1433. 6 hours lab.

ART 1453 **Three Dimensional Design**, 3 cr.

This course will provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles of studio problems in mixed media. Prerequisite: ART 1433 or permission of instructor. 6 hours lab.

ART 2513 **Painting I**, 3 cr.

An introduction to painting compositions and techniques. This course will cover techniques used in painting media in a variety of subject matter. Prerequisite: ART 1313 or permission of instructor. 6 hours lab.

ART 2523 **Painting II**, 3 cr.

A further study in the compositions, techniques and concepts in Painting I. This course will present advanced

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problems in painting media.
Prerequisite: ART 2513 or permission of instructor. 6 hours lab.

ART 2613 **Ceramics I**, 3 cr.

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. 6 hours lab.

ART 2623 **Ceramics II**, 3 cr.

Continuation of skills introduced in Ceramics I. Emphasis is on individual problem solving. Prerequisite: ART 2613. 6 hours lab.

Business

BAD 1113 **Introduction to Business**, 3 cr.

This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management and business careers. 3 hours lecture.

BAD 2323 **Business Statistics**, 3 cr.
Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313. 3 hours lecture.

BAD 2413 **Legal Environment of Business**, 3 cr.

An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. 3 hours lecture

BAD 2533 **Computer Applications in Business and Industry**, 3 cr.

This course is designed to teach computer applications to include:

word processing, electronic spreadsheets, database management, presentation design, and electronic communications. 3 hours lecture.

Biology

BIO 1111 **Principles of Biology I, Laboratory**, 1 cr.

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I Lecture. Co-requisite: BIO 1113. 2 hours lab.

BIO 1113 **Principles of Biology I, Lecture**, 3 cr.

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics. Co-requisite: BIO 1111. 3 hours lecture.

BIO 1114 **Principles of Biology I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1121 **Principles of Biology II, Laboratory**, 1 cr.

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II Lecture. Co-requisite: BIO 1123. 2 hours lab.

BIO 1123 **Principles of Biology II, Lecture**, 3 cr.

A lecture course for non-science

majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Co-requisite: BIO 1121. 3 hours lecture.

BIO 1124 **Principles of Biology II, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1131 **General Biology I, Laboratory**, 1 cr.

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I Lecture. Co-requisite: BIO 1133. 2 hours lab.

BIO 1133 **General Biology I, Lecture**, 3 cr.

A lecture course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: ACT composite of 20 or successful completion of BIO 1113. Co-requisite: BIO 1131. 3 hours lecture.

BIO 1134 **General Biology I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Prerequisite: ACT composite of 20 or successful completion of BIO 1114. 3 hours lecture, 2 hours lab.

BIO 1141 **General Biology II, Laboratory**, 1 cr.

A laboratory course for science

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majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II Lecture. Co-requisite: BIO 1143. 2 hours lab.

BIO 1143 General Biology II, Lecture, 3 cr.

A lecture course for science majors that reinforces themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Prerequisite: BIO 1133. Co-requisite: BIO 1141. 3 hours lecture.

BIO 1144 General Biology II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Prerequisite: BIO 1134. 3 hours lecture, 2 hours lab

BIO 1311 Botany I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture. Co-requisite: BIO 1313. 2 hours lab.

BIO 1313 Botany I, Lecture, 3 cr.

A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Co-requisite: BIO 1311. 3 hours lecture.

BIO 1511 Principles of Anatomy and Physiology I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in

BIO 1513 Principles of Anatomy and Physiology I, Lecture. Co-requisite: BIO 1513. 2 hours lab.

BIO 1513 Principles of Anatomy and Physiology I, Lecture, 3 cr.

A lecture course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Co-requisite: BIO 1511. 3 hours lecture.

BIO 1514 Principles of Anatomy and Physiology I, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1521 Principles of Anatomy and Physiology II, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1523 Principles of Anatomy and Physiology II, Lecture. Co-requisite: BIO 1523. 2 hours lab.

BIO 1523 Principles of Anatomy and Physiology II, Lecture, 3 cr.

A lecture course that provides an introduction to the anatomical and physiological study of the human endocrine cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Co-requisite: BIO 1521. 3 hours lecture.

BIO 1524 Principles of Anatomy and Physiology II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that provides an introduction

to the anatomical and physiological study of the human endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1531 Survey of Anatomy and Physiology, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in lecture classes. Co-requisite: BIO 1533. 2 hours lab.

BIO 1533 Survey of Anatomy and Physiology, Lecture, 3 cr.

A lecture course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Co-requisite: BIO 1531. 3 hours lecture.

BIO 1534 Survey of Anatomy and Physiology, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 1613 Nutrition, 3 cr.

A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, absorption, and their applications for healthcare providers. 3 hours lecture.

BIO 1711 Biomedical Research I, 1 cr.

This course will provide hands on instruction of the necessary skills in order to prepare students to launch a

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unique investigation in the area of biomedical research. This course focuses on the structural basics such as literature reviews, elements of a research proposal/ publication/ presentation, experimental design, analysis of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc. 2 hours lab.

BIO 1721 **Biomedical Research II**, 1 cr.

This course will provide students with the opportunity to perform a unique investigation in the area of biomedical research of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, etc. 2 hours lab.

BIO 2211 **Introduction to Marine Science, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2213 Introduction to Marine Science, Lecture. 2 hours lab.

BIO 2213 **Introduction to Marine Science, Lecture**, 3 cr.

A lecture course providing an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. 3 hours lecture.

BIO 2214 **Introduction to Marine Science, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that provides an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 2314 **Dendrology, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course concerning the taxonomy,

morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: BIO 1313. 3 hours lecture, 2 hours lab.

BIO 2411 **Zoology I, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. Co-requisite: BIO 2413. 3 hours lab.

BIO 2413 **Zoology I, Lecture**, 3 cr.

A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Co-requisite: BIO 2411. 3 hours lecture.

BIO 2414 **Zoology I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 3 hours lab.

BIO 2421 **Zoology II, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II, Lecture. Requires dissection. Co-requisite BIO 2423. 2 hours lab.

BIO 2423 **Zoology II, Lecture**, 3 cr.

A lecture course that includes in-depth studies of vertebrate taxonomy and animal systems. Co-requisite: BIO 2421. Prerequisite: BIO 1133 or BIO 2413. 3 hours lecture.

BIO 2424 **Zoology II, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles

introduced in lecture classes. Prerequisite: BIO 1134. 3 hours lecture, 2 hours lab.

BIO 2431 **General Zoology, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2433 General Zoology, Lecture. Co-requisite: BIO 2411. 2 hours lab.

BIO 2433 **General Zoology, Lecture**, 3 cr.

A lecture course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Co-requisite: BIO 2431. 3 hours lecture.

BIO 2434 **General Zoology, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that phylogeny and classification systems and studies of the invertebrate and vertebrate taxa. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 2511 **Anatomy and Physiology I, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I Lecture. Requires dissection. Co-requisite: BIO 2513. 2 hours lab.

BIO 2513 **Anatomy and Physiology I, Lecture**, 3 cr.

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: ACT composite of 16, ACCUPLACER Reading score of 71 or completion of BIO 1113, 1123, 1133, 1143, or 1533 with a "C" or higher. Co-requisite: BIO 2511. 3 hours lecture.

BIO 2514 **Anatomy and Physiology I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory

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course that covers the anatomical and physiology of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: ACT composite of 16, ACCUPLACER Reading score of 71 or completion of BIO 1113, 1123, 1133, 1143, or 1533 with a "C" or higher. 3 hours lecture, 2 hours lab.

BIO 2521 Anatomy and Physiology II, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Requires dissection. Co-requisite 2523. 2 hours lab.

BIO 2523 Anatomy and Physiology II, Lecture, 3 cr.

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Co-requisite: BIO 2521. Prerequisite: BIO 2513/2511 Anatomy & Physiology I with lab (or BIO 2514). 3 hours lecture.

BIO 2524 Anatomy and Physiology II, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisites: BIO 2514 Anatomy & Physiology I with Lab (or BIO 2513/2511). 3 hours lecture, 2 hours lab.

BIO 2611 Cell Biology, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that

introduced in BIO 2613 Cell Biology Lecture. Co-requisite: BIO 2613. 2 hours lab.

BIO 2613 Cell Biology, Lecture, 3 cr.

A lecture course providing a comparative study of cell structures among plant, animal and bacterial systems. Co-requisite: BIO 2611. 3 hours lecture.

BIO 2614 Cell Biology, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course providing a comparative study of cell structures among plant, animal, and bacterial systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

BIO 2921 Microbiology, Laboratory, 1 cr.

A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Co-requisite: BIO 2923. 2 hours lab.

BIO 2923 Microbiology, Lecture, 3 cr.

A lecture course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Prerequisite: BIO 1111, 1121, 1131, 1531, 1534, or 2521. Co-requisite: BIO 2911. 3 hours lecture.

BIO 2924 Microbiology, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

Prerequisite: BIO 1111, 1121, 1131, 1531, 1534, or 2521. Co-requisite: BIO 2911. 3 hours lecture, 2 hours lab.

Chemistry

CHE 1111 Chemistry Survey, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1113 Chemistry Survey Lecture. Prerequisite: ACT math sub-score of 18 or completion of MAT 1233 Intermediate Algebra with a "C" or higher. Co-requisite: CHE 1113 Chemistry Survey. 2 hours lab.

CHE 1113 Chemistry Survey, Lecture, 3 cr.

A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Prerequisite: ACT math sub-score of 18 or completion of MAT 1233 Intermediate Algebra with a "C" or higher. Co-requisite: CHE 1111 Chemistry Survey Lab. 3 hours lecture.

CHE 1114 Chemistry Survey, Lecture and Laboratory, 4 cr.

A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: ACT math sub-score of 18 or higher or completion of MAT 1233 Intermediate Algebra with a "C" or higher. 3 hours lecture, 2 hours lab.

CHE 1211 General Chemistry I, Laboratory, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Pre/Co-requisite: MAT 1313 College Algebra or higher. Co-requisite: CHE 1213 General Chemistry I. 3 hours lab.

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CHE 1213 **General Chemistry I, Lecture**, 3 cr.

A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Pre/Co-requisite: MAT 1313 College Algebra or higher. Co-requisite: CHE 1211 General Chemistry I with Lab. 3 hours lecture.

CHE 1214 **General Chemistry I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Pre/Co-requisite: MAT 1313 or higher. 3 hours lecture, 3 hours lab.

CHE 1221 **General Chemistry II, Laboratory**, 1 cr.

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II Lecture. Co-requisite: CHE 1223 General Chemistry II. 3 hours lab.

CHE 1223 **General Chemistry II, Lecture**, 3 cr.

A lecture course that covers solutions, kinetics, equilibrium, acid-base chemistry, thermodynamics, and electrochemistry. Prerequisites: MAT 1313 College Algebra or higher and CHE 1213 General Chemistry I. Co-requisite: CHE 1221 General Chemistry II Lab. 3 hours lecture.

CHE 1224 **General Chemistry II, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that covers solutions, kinetics, equilibrium, thermodynamics, acid-base chemistry, and electrochemistry. Labs associated with this course contain experiments and exercises

that reinforce the principles introduced in lecture classes. Prerequisites: MAT 1313 or higher and CHE 1211/1213 or CHE 1214. 3 hours lecture, 3 hours lab.

CHE 2421 **Organic Chemistry I, Laboratory**, 1 cr.

A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Prerequisites: CHE 1213 General Chemistry I and CHE 1223 General Chemistry II. Co-requisite: CHE 2423 Organic Chemistry I. 3 hours lab.

CHE 2423 **Organic Chemistry I, Lecture**, 3 cr.

A lecture covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Prerequisites: CHE 1213 General Chemistry I and CHE 1223 General Chemistry II. Co-requisite: CHE 2421 Organic Chemistry Lab. 3 hours lecture.

CHE 2424 **Organic Chemistry I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Prerequisites: CHE 1211/1213 or 1214 and CHE 1221/1223 or 1224. 3 hours lecture, 3 hours lab.

CHE 2431 **Organic Chemistry II, Laboratory**, 1 cr.

A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Prerequisites: CHE 2421 Organic Chemistry I Lab and CHE 2423 Organic Chemistry I.

Co-requisite: CHE 2433 Organic Chemistry II Lab. 3 hours lab.

CHE 2433 **Organic Chemistry II, Lecture**, 3 cr.

A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Prerequisite: CHE 2423 Organic Chemistry I. Co-requisite: CHE 2431 Organic Chemistry II Lab. 3 hours lecture.

CHE 2434 **Organic Chemistry II, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Prerequisites: CHE 2421/2423 or CHE 2424. 3 hours lecture, 3 hours lab.

Criminal Justice

CRJ 1313 **Introduction to Criminal Justice**, 3 cr.

History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. 3 hours lecture.

CRJ 1323 **Police Administration and Organization**, 3 cr.

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organization behavior. 3 hours lecture.

CRJ 1353 **Practicum in Criminal Justice**, 3 cr.

Practicum in an approved criminal justice agency under supervision of the agency concerned and college instructor. Written evaluation required of agency.

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CRJ 1363 **Introduction to Corrections**, 3 cr.

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system. 3 hours lecture.

CRJ 1383 **Criminology**, 3 cr.

The study of criminal behavior to include theories, statistics, trends of criminal behavior. 3 hours lecture.

CRJ 2513 **Juvenile Justice**, 3 cr.

Organization, functions, and jurisdiction of juvenile agencies are studied. Processing, detention, and disposition of cases are also covered. Statutes and court procedures applied to juveniles are also covered. 3 hours lecture.

Computer Science

CSC 1113 **Computer Concepts**, 3 cr.

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. 3 hours lecture.

CSC 1123 **Computer Applications I**, 3 cr.

This course is designed to teach computer applications to include word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. 3 hours lecture.

CSC 1133 **Computer Applications II**, 3 cr.

This course is a continuation of CSC 1123 with concentration on advanced computer applications to include Advanced Applications, OLE, Macros, and emerging technology. 3 hours lecture.

CSC 2134 **Programming I with C++**, 4 cr.

This course is an introduction to problem solving methods and algorithm development; designing, debugging, and documentation in

C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/functions, and array processing. (Course has a required lab component.) 3 hours lecture, 2 hours lab.

CSC 2144 **Programming II with C++**, 4 cr.

This course is designed to be a continuation of program and algorithm development and analysis, search/sort methods, dynamic memory management, abstract data types and object-oriented design, designing and debugging larger programs. (Course has a required lab component.) 3 hours lecture, 2 hours lab.

Economics

ECO 2113 **Principles of Macroeconomics**, 3 cr.

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. 3 hours lecture.

ECO 2123 **Principles of Microeconomics**, 3 cr.

The study of firms, industries, and consumers to include the following topics; supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. 3 hours lecture.

Education/Study Skills

EDU 0111 **PRAXIS Core Academic Skills for Educators (CASE) Preparation**, 1 cr.

Review of basic skills in reading, writing and mathematics required on the PRAXIS I examination. Completion of practice examinations and attendance at Future Educators meetings. 1 hour lecture.

EDU 1613 **Foundation in Education**, 3 cr.

Survey of the history and philosophies of American education

with special emphasis on current issues and problems in education. 3 hours lecture.

EDU 2513 **Introduction to Elementary Education**, 3 cr.

An introduction to elementary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in the elementary school. 3 hours lecture.

EDU 2613 **Introduction to Secondary Education**, 3 cr.

An introduction to secondary schools and the role of teachers. Study of a formulation of philosophical thought in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in junior and/or senior high schools. 3 hours lecture.

Engineering

EGR 2413 **Engineering Mechanics**, 3 cr.

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two or three dimensions. Prerequisite: PHY 2514 General Physics I-A. 3 hours lecture.

English

ENG 0124 **Intermediate English and Reading**, 4 cr.

This course is designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. This course does not satisfy degree or program requirements. 4 hours lecture.

ENG 1113 **English Composition I**, 3 cr.

English Composition I prepares the

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student to think critically and compose texts for academic and professional rhetorical situations. Students must demonstrate competency in basic computer usage to exit the course. Prerequisite: ACT score of 17 or above in English (or equivalent) or a "C" or above in ENG 0124. 3 hours lecture.

ENG 1114 **Enhanced English Composition I**, 4 cr.

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. 3 hours lecture, 1 hour lab.

ENG 1123 **English Composition II**, 3 cr.

ENG 1123 is a continuation of ENG 1113 with an emphasis on research, argumentation, and composition. In this course, students continue to develop effective techniques of writing and reading. Readings, essays, and a research paper are required. Prerequisite: ENG 1113. 3 hours lecture.

ENG 2133 **Creative Writing I**, 3 cr.

This course involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. 3 hours lecture.

ENG 2143 **Creative Writing II**, 3 cr.

This course is a continuation of reading and writing poetry, short fiction, creative nonfiction, and/or drama. Students refine skills learned in ENG 2133 by writing complete poems, short stories, and/or one-act plays. This course is the last creative writing course students can take for credit. Prerequisite: ENG 2133 or its equivalent. 3 hours lecture.

ENG 2153 **Traditional Grammar**, 3 cr.

This course focuses on the basic elements of English grammar and mechanics. Beginning with parts of speech, it covers sentence patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation, and mechanics: all aspects of traditional grammar that writers - including elementary teachers introducing language skills to children may encounter.

Prerequisite: ENG 1113. 3 hours lecture

ENG 2223 **American Literature I**, 3 cr.

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2233 **American Literature II**, 3 cr.

This course surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2323 **British Literature I**, 3 cr.

This course surveys British Literature from the Anglo-Saxon Period through the Restoration and the Eighteenth Century. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2333 **British Literature II**, 3 cr.

This course surveys British Literature from the Romantic Period to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2423 **World Literature I**, 3 cr.

This course surveys texts representative of global and historical diversity from the ancient world through the early modern world. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

ENG 2433 **World Literature II**, 3 cr.

This course surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Prerequisite: ENG 1113 and ENG 1123. 3 hours lecture.

Educational Psychology

EPY 2513 **Child Psychology**, 3 cr.

A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. 3 hours lecture.

EPY 2523 **Adolescent Psychology**, 3 cr.

A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. 3 hours lecture.

EPY 2533 **Human Growth and Development**, 3 cr.

A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. 3 hours lecture.

Geology

GLY 1111 **Physical Geology, Laboratory**, 1 cr.

Laboratory course which may accompany GLY 1113. Study of the common rocks, minerals, topographic maps, and geologic maps. 1 hour credit, 2 hours lab.

GLY 1113 **Physical Geology**, 3 cr.

The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. 3 hours lecture.

Geography

GEO 1123 **Principles of Geography**, 3 cr.

A topical survey of basic 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 physical and cultural landscapes. 3 hours lecture.

History

HIS 1113 **Western Civilization I**, 3 cr.

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This course is a general survey of Western Civilization from ancient times to Mid-Seventeenth century. 3 hours lecture.

HIS 1123 Western Civilization II, 3 cr.

This course is a general survey of Western Civilization since the seventeenth century. 3 hours lecture.

HIS 1163 World Civilizations I, 3 cr.

This course is a general survey of world history from ancient times to the 1500s. 3 hours lecture.

HIS 1173 World Civilizations II, 3 cr.

This is a general survey of world history since the 1500s. 3 hours lecture.

HIS 1613 African-American History, 3 cr.

This course is a survey of African-American History from Africa origins to modern times. 3 hours lecture.

HIS 2213 American (U.S.) History I, 3 cr.

This course is a survey of American (U.S.) History to 1877. 3 hours lecture.

HIS 2223 American (U.S.) History II, 3 cr.

This is a survey of American (U.S.) history since 1865. 3 hours lecture.

Honors

HON 1911 HONORS FORUM I, 1 cr.
Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. 1 hour lecture.

HON 1713 HONORS LEADERSHIP DEVELOPMENT, 3 cr.

Admission is by faculty consent. The central focus is the development of leadership skills. This course integrates readings from the humanities, classic works of literature, and experiential learning exercises with readings and discussions of traditional theories. 3 hours lecture.

HON 1921 HONORS FORUM II, 1 cr.
Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. 1 hour lecture.

HON 2911 HONORS FORUM III, 1 cr.

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. 1 hour lecture.

HON 2921 HONORS FORUM IV, 1 cr.

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. 1 hour lecture.

Humanities

HUM 1113 Humanities, 3 cr.

This course is a humanistic approach to man's creative achievements in art, literature, music and philosophy in western civilization. 3 hours lecture.

Journalism

JOU 1111 College Publications I, 1 cr.

A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising, and photography will be emphasized according to student need. 1 hour lecture.

JOU 1121 College Publications II, 1 cr.

This course is a continuation of JOU 1111. 1 hour lecture.

Leadership

LEA 1811 Leadership and Organization Skills I, 1 cr.

An introduction of leadership styles and skills, roles, and functions of the

officers of student organizations. 1 hour lecture.

LEA 1821 Leadership and Organization Skills II, 1 cr.

A study of leadership styles and skills, roles, and functions of officers of student organizations
Prerequisite: LEA 1811. 1 hour lecture.

LEA 1911 Leadership and Communication Skills Development – Recruiting and Public Relations I, 1 cr.

This course introduces the student to his/her responsibilities as a member of the recruiting/public relations team. 1 hour lecture.

LEA 1921 Leadership and Communication Skills Development – Recruiting and Public Relations II, 1 cr.

A continuation of LEA 1911. 1 hour lecture.

LEA 2811 Leadership and Organization Skills III, 1 cr.

An application of leadership styles and skills, rolls and functions of officers of student organizations.
Prerequisites: LEA 1811, 1821. 1 hour lecture.

LEA 2821 Leadership and Organization Skills IV, 1 cr.

An evaluation of leadership styles and skills, rolls and functions of officers of student organizations.
Prerequisites: LEA 1811, 1821, 1831. 1 hour lecture.

LEA 2911 Leadership and Communication Skills Development – Recruiting and Public Relations III, 1 cr.

A continuation of LEA 1921. 1 hour lecture.

LEA 2921 Leadership and Communication Skills Development – Recruiting and Public Relations IV, 1 cr.

A continuation of LEA 2911. 1 hour lecture.

Learning and Life Skills

LLS 1151 **College Life**, 1 cr.

This course is designed to assist the first-time student in achieving academic, career, and personal success. 1 hour lecture.

LLS 1211 **Self-Affirmation**, 1 cr.

This course is designed to assist students in becoming more aware of their strengths and to improve self-concepts.

LLS 1312 **Orientation**, 2 cr.

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments and gives the student guidance in collegiate life. 2 hours lecture.

LLS 1321 **Career Exploration**, 1 cr.

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. 1 hour lecture.

LLS 1351 **Introduction to S.T.E.M. Professions**, 1 cr.

This course is designed to present the educational requirements, the various professions and the entry points for employment for students interested in STEM professions. 1 hour lecture.

LLS 1352 **Introduction to S.T.E.M. Professions**, 2 cr.

This course is designed to present the educational requirements, the various professions and the entry points for employment for students interested in STEM professions. 1 hour lecture, 2 hours lab.

LLS 1423 **College Study Skills**, 3 cr.

This course is designed as an advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate. 3 hours lecture.

LLS 1723 **Employment Readiness**, 3 cr.

This course is designed to prepare students for employment by teaching

importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. 3 hours lecture.

Mathematics

MAT 0123 **Beginning Algebra**, 3 cr.

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Prerequisites: ACT Math sub-score of 13-15. This course does not satisfy degree or program requirements. 3 hours lecture.

MAT 1233 **Intermediate Algebra**, 3 cr.

This class is designed to prepare students for college algebra. The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisite: MAT 0123 with a grade of "C" or better or at least one unit of high school algebra with an ACT math sub-score of 16 – 18. 3 hours lecture.

MAT 1234 **Enhanced Intermediate Algebra**, 4 cr.

This class is designed to prepare students for college algebra. The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Prerequisite: ACT math sub-score of 15. 4 hours lecture.

MAT 1313 **College Algebra**, 3 cr.

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: MAT 1233 with a grade of "C" or two units of high school algebra with an ACT math sub-score of at least 19. 3 hours lecture.

MAT 1314 **Enhanced College Algebra**, 4 cr.

This course includes inequalities; functions; linear and quadratic

equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: ACT math sub-score of 17-18. 4 hours lecture.

MAT 1323 **Trigonometry**, 3 cr.

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: MAT 1313 with a grade of "C" or better or an ACT sub-score of 21. 3 hours lecture.

MAT 1333 **Finite Mathematics**, 3 cr.

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Prerequisite: MAT 1313 with a grade of "C" or better or equivalent. 3 hours lecture.

MAT 1513 **Business Calculus I**, 3 cr.

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisites: MAT 1313 with a grade of "C" or better. 3 hours lecture.

MAT 1523 **Business Calculus II**, 3 cr.

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Prerequisites: MAT 1513 with a grade of "C" or better. 3 hours lecture.

MAT 1613 **Calculus I**, 3 cr.

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. MAT 1323 with a grade of "C" or better or an ACT sub-score of 23. 3 hours lecture.

MAT 1623 **Calculus II**, 3 cr.

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications.

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Prerequisite: MAT 1613 with a grade of "C" or better. 3 hours lecture.

MAT 1723 **Real Number System**, 3 cr.

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory and properties and operations of real numbers. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1733 **Geometry, Measurement and Probability**, 3 cr.

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1743 **Problem Solving with Real Numbers**, 3 cr.

Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 1753 **Quantitative Reasoning**, 3 cr.

Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, set theory, probability, descriptive statistics, and finance. Prerequisite: ACT sub-score of 17. 3 hours lecture.

MAT 2113 **Introduction to Linear Algebra**, 3 cr.

This course includes the following topics: systems of linear equations; matrices; Vector spaces; orthogonality; determinants; linear transformation; Eigenvalues and Eigenvectors; applications. Prerequisite: MAT 1623 with a grade of "C" or better. 3 hours lecture.

MAT 2323 **Statistics**, 3 cr.

Introduction to statistical methods of describing, summarizing, comparing,

and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313 or higher with a grade of "C" or better. 3 hours lecture.

MAT 2613 **Calculus III**, 3 cr. 3 cr.

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series; vectors and geometry of space. Prerequisite: MAT 1623 with a grade of "C" or better. 3 hours lecture.

MAT 2623 **Calculus IV**, 3 cr.

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Prerequisite: MAT 2613 with a grade of "C" or better. 3 hours lecture.

MAT 2913 **Differential Equations**, 3 cr.

This course includes the following topics: solutions of first and higher order differential equations; existence theorems; Laplace transforms; applications. Prerequisite: MAT 2613 with a grade of "C" or better. 3 hours lecture.

Modern Foreign Language

MFL 1113 **French I**, 3 cr.

This course, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Phonetic symbols are used to aid correct pronunciation. 3 hours lecture.

MFL 1123 **French II**, 3 cr.

This class is a continuation of French 1113, with wider vocabulary and more complex structures and functions. 3 hours lecture.

MFL 1213 **Spanish I**, 3 cr.

An oral-aural approach, this course stresses conversation, pronunciation, listening comprehension, reading,

writing, and functional grammar with emphasis on communication. 3 hours lecture.

MFL 1213/1223 **Spanish I & II**, 6 cr.

This accelerated course is comprised of five lecture sessions per week plus an informal lab component. Students will develop basic language skills of reading, writing, speaking pronunciation, and listening comprehension at a beginning level and will study cultural aspects of the Spanish-speaking world. 6 hours lecture.

MFL 1223 **Spanish II**, 3 cr.

This course is a continuation of MFL 1213 with wider vocabulary and more complex structures and functions. The course serves to promote further development of previously learned skills and knowledge. Students will be able to express themselves in a culturally appropriate manner in various time frames. Prerequisite: A grade of "D" or higher in MFL 1213 or one year of high school Spanish. 3 hours lecture.

MFL 1313 **German I**, 3 cr.

This course is an introductory course that incorporates an oral-aural approach stressing conversation, pronunciation, comprehension, reading, writing, and functional grammar. 3 hours lecture.

MFL 1323 **German II**, 3 cr.

This course continues MFL 1313 with wider vocabulary and more complex structures and functions. 3 hours lecture.

MFL 2113 **French III**, 3 cr.

This course continues MFL 1123 with additional materials of literary and cultural value. 3 hours lecture.

MFL 2123 **French IV**, 3 cr.

Continues MFL 2113 with additional literary and cultural readings and compositions, as well as a review of essential elements of grammar. 3 hours lecture.

MFL 2213 **Spanish III**, 3 cr.

MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. This course promotes more advanced implementation of all

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four language skills with even greater emphasis placed on oral communication. grade of "D" or higher in MFL 1213 and 1223 or two years of high school Spanish. 3 hours lecture.

MFL 2213/2223 Spanish III & IV, 6 cr.
As a continuation of MFL 1213/1223, this course design remains the same with respect to class meetings and lab requirements. Students develop language skills at a more advanced level. Grammar and language mechanics are major points of emphasis in this course. Prerequisites: MFL 1213 and 1233, or two years of high school Spanish. 6 hours lecture.

MFL 2223 Spanish IV, 3 cr.
MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions, as well as a review of essential elements of grammar. This advanced course gives students an opportunity to better develop proficiency in reading and listening comprehension, conversational skills, and in writing. Prerequisites: A grade of D or higher in MFL 1213, 1223 and 2213, or 3 years of high school Spanish. 3 hours lecture.

MFL 2243 Conversational Spanish I, 3 cr.
This advanced course is designed to further develop conversational language proficiency. This course is conducted totally in Spanish. Prerequisites: A grade of "D" or higher in MFL 1213, 1223, 2213 and 2223, or four years of high school Spanish. 3 hours lecture.

MFL 2253 Conversational Spanish II, 3 cr.
This advanced course is a continuation of MFL 2243 and is designed to further develop conversational language proficiency. This course is conducted totally in Spanish. Prerequisite: A grade of "D" or higher in MFL 2243. 3 hours lecture.

MFL 2613 Foreign Language Study Abroad, 3 cr.
A unique language and culture learning opportunity designed and provided by individual colleges.

Location, duration, and requirements may vary by institution.

Music (Applied)

MUA 1172, 1182, 2172, 2182 Brass for Music Education Majors I, II, III, IV, 2 cr.

These courses offer brass instruction for music education majors with an emphasis on brass instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUA 1211 Class Guitar I, 1 cr.

Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 1221 Class Guitar II, 1 cr.

Instruction for beginning guitar players that includes basic accompanying styles and an introduction to classical guitar technique.

MUA 1241, 1251, 2241, & 2251 Elective Guitar I, II, III, IV, 1 cr.

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature.

MUA 1272, 1282, 2272, 2282 Guitar for Music Education Majors I, II, III, IV, 2 cr.

Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. 1 hour lesson, 10 hours practice.

MUA 1472, 1482, 2472, 2482 Percussion for Music Education Majors I, II, III, IV, 2 cr.

These classes offer percussion instruction for music education majors, with an emphasis on percussion instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels

of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUA 1511, 1521, 2511, 2521 Class Piano I, II, III, IV, 1 cr.

Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. 1 hour lecture, 3 hours practice.

MUA 1541, 1551, 2541, 2551 Piano for Non Majors I, II, III, IV, 1 cr.

Individual piano instruction for non-music majors. Permission of the instructor and an audition are required. Lessons are for one-half hour each week with a minimum of 5 hours practice weekly. A performance exam is required at the end of the semester. Prerequisite: Permission of the instructor.

MUA 1542, 1552, 2542, 2552 Piano for Voice Majors I, II, III, IV, 2 cr.

Individual piano instruction for voice majors. These classes will meet once a week for one hour. Students will be required to practice a minimum of five hours per week. A performance exam is required at the end of the semester. Co-requisite: MUS 1214, 1224, 2214, or 2224. 1 hour class, 5 hours practice.

MUA 1572, 1582, 2572, 2582 Piano for Music Education Majors I, II, III, IV, 2 cr.

Individual piano instruction including technique, appropriate repertoire, and memorization. Lessons are for one hour each week with a minimum of 10 hours practice weekly. Students taking these classes are required to complete a performance exam at the end of the semester. Prerequisite: Permission of the instructor. Co-requisite: MUS 1214, 1224, 2214, or 2224.

MUA 1672, 1682, 2672, 2682 Strings for Music Education Majors I, II, III, IV, 2 cr.

These classes offer bowed string instrument instruction for music education majors with strings as their area of emphasis. They are an introduction to string technique, literature, etudes, and performance

standard literature.

MUA 1772, 1782, 2772, 2782 Voice for Music Education Majors I, II, III, IV, 2 cr.

Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. These courses are for full-time students who are music majors. These courses are designed to teach the fundamental principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. Students taking these courses must also register for Concert Choir. Music majors with an emphasis in voice will have a one hour lesson each week with a minimum of 10 hours practice weekly. Music majors taking voice as a secondary instrument will be given an audition at the beginning of the semester and must then have permission of the instructor. Those music majors with emphasis in an instrument other than voice will have a one hour lesson each week with a minimum of 7 hours practice weekly. All students taking these classes are required to complete a performance exam at the end of the semester. Prerequisite: Permission of the instructor. Co-requisite: MUO 1212, 1222, 2212, or 2222.

MUA 1872, 1882, 2872, 2882 Woodwinds for Music Education Majors I, II, III, IV, 2 cr.

These classes offer woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. They are designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Designed for full-time students, this study is for string, brass, percussion or woodwind instrument as a major instrument. Students take a minimum of two half-hour lessons each week or one hour lesson each week and spend a minimum of 10 hours practice each week. An audition is necessary for admission to this course. A performance exam is required at the end of the semester. 1 hour lesson,

10 hours practice.

Musical Organizations

MUO 1111, 1121, 2111, 2121 Concert Band I, II, III, IV, 1 cr.

Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Admission is by audition or permission of the instructor and is open to high school, college students and community members. Students meet three hours each week for practice. 3 hours lab.

MUO 1131, 1141, 2131, 2141 Ensemble -Guitar I, II, III, IV, 1 cr.

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Admission is by permission of the instructor. Practice is a minimum of two hours each week. 2 hours lab.

MUO 1132, 1142, 2132, 2142 Dimensions Band I, II, III, IV, 2 cr.

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Students are selected for this group on the basis of playing ability. Auditions are held in the spring for the following school year. The group rehearses a minimum of 5 hours each week. This live band serves as a rhythm section which performs popular music with the vocal group "The Dimensions." Students must be full time to enroll.

MUO 1152, 1162, 2152, 2162 Small Mixed Ensemble-Gospel Choir I, II, III, IV, 2 cr.

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. 2 hours lecture.

MUO 1171, 1181, 2171, 2181 Stage Band I, II, III, IV, 1 cr.

These courses are designed to give students the opportunity to perform jazz and a variety of music styles in a

"big band" setting or similar instrumentation. Admission is by audition or permission of the Instructor. Students meet for two hours practice each week and perform in the MCC Jazz Band. 2 hours lab.

MUO 1212, 1222, 2212, 2222 Concert Choir I, II, III, IV, 2 cr.

A course for music majors and non-majors focused on performing choral music from a variety of style periods. These courses are open to all students. The MCC Concert Choir provides opportunities for students to develop their musical potential and aesthetic understanding through singing in a choral ensemble. Study includes instruction in healthy vocal technique, team work, and desirable ensemble attributes: intonation, blend, balance, appropriate tone quality, and critical listening. Students will strengthen their ability to analyze and evaluate music and music performances. Students will rehearse, discuss, and perform choral repertoire of various genres. Attention will also be given to relating their music experiences to personal development. Open to all students.

MUO 1242, 1252, 2242, 2252 Dimensions Singers I, II, III, IV, 2 cr.

These courses are for select singers focused on performing from one or more genres of music. "The Dimensions" is Meridian Community College's high-energy show group. Performing an exciting, visual program of song-and-dance routines, "The Dimensions" provides entertainment for many campus and community events. Their repertoire consists of various musical styles including pop, Motown, and classic rock. The group performs with a live band. Students are selected by audition on the basis of vocal ability and stage presence. The group rehearses a minimum of 7 hours each week.

Music

MUS 1113 Music Appreciation, 3 cr.

A course designed to give the

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student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture from the Middle Ages through the present day. Musical understanding is developed through the introduction of style and form. Satisfies 3-credit hours of Fine Arts in AA and AAS core. 3 hours lecture.

MUS 1133 Fundamentals of Music, 3 cr.

Study of basic knowledge of music fundamentals to prepare students for music theory. This course is designed to prepare students for Music Theory. Concepts covered include notation, scales, keys, rhythm, intervals, triads, and their inversions. 3 hours lecture.

MUS 1214 Music Theory I, 4 cr.

This is a study of functional harmony through analysis and part writing, sight-singing, and ear training. This comprehensive course deals with musical notation, scales, intervals, part-writing procedures, non-harmonic and harmonic analysis. Students develop the ability to sing scales, intervals and simple melodies through the use of syllables and numbers, learn to read rhythms correctly at sight, play triads in inversions, cadences, chord progressions and simple modulations. Rhythmic, harmonic and melodic dictation is also given. Meets six hours each week. 3 hours lecture, 3 hours lab.

MUS 1224 Music Theory II, 4 cr.

This is a continued study of functional harmony through analysis and part writing, sight-singing, and ear training. Prerequisite: MUS 1214. 3 hours lecture, 3 hours lab.

MUS 1812, 1822, 2812, 2822 Music Theatre Workshop I, II, III, IV, 2 cr.

The workshop is designed to introduce the student to all facets of music theatre. One public performance will be given each semester. Open to all students.

MUS 2123 Music Survey (Majors), 3 cr. An advanced listening course designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Prerequisite: MUS 1214. 3 Hours lecture.

MUS 2214 Music Theory III, 4 cr.

This is a continuation study of functional harmony through analysis and part writing, sight-singing, and ear training. A continuation of Music Theory I and II, this course emphasizes the seventh chords, altered chords and the chords of the augmented sixth. This study includes harmonic and formal analysis and part-writing procedures, modern compositional practices, sight-read melodies containing modulation and more complex rhythmic patterns. Students learn to play chord progressions using all types of triads and seventh chords. Meets six hours each week. Prerequisites: MUS 1214 and MUS 1224 with a grade of "C" or higher. 3 hours lecture, 3 hours lab.

MUS 2224 Music Theory IV, 4 cr.

This is a continued study of functional harmony through analysis and part writing, sight-singing, and ear training. Prerequisite: MUS 2214. 3 hours lecture, 3 hours lab.

Paralegal

PLG 1113 Introduction to Paralegal Studies, 3 cr.

The role of the paralegal in the practice of law. Introduction to legal research and source materials. 3 hours lecture.

Philosophy

PHI 1113 Old Testament Survey, 3 cr.

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. 3 hours lecture.

PHI 1133 New Testament Survey, 3 cr.

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. 3 hours lecture.

PHI 1153 Jesus and the Gospels, 3 cr.

This is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the First Century and recognition of various early interpretations of the meaning of the life and person of Jesus. 3 hours lecture.

PHI 1163 Acts and the Epistles, 3 cr.

A survey of the work of the apostles as portrayed in the book of Acts and the Epistles. Attention is given to the development of the First Century Christian Church and the historical background of the various Epistles. 3 hours lecture.

PHI 2113 Introduction to Philosophy I, 3 cr.

This is an introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills; emphasis will be given to significant people and trends of philosophy both past and present. The ideas of great philosophers are also an integral part of this course as students are introduced to their different systems of thought. 3 hours lecture.

PHI 2143 Introduction to Ethics, 3 cr.

An introduction to moral philosophy with the investigation of selected moral problems. 3 hours lecture.

PHI 2613 World Religions I, 3 cr.

This course offers an introduction to the beliefs and developments of the Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. 3 hours lecture.

Physical Sciences

PHY 1113 Introduction to Astronomy I, Lecture, 3 cr.

This is a lecture course that includes surveys of the solar system, our galaxy and the universe. 3 hours lecture.

Course Descriptions

PHY 2241 **Physical Science I, Laboratory**, 1 cr.

This is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I Lecture. Co-requisite: PHY 2243 Physical Science Survey I Lecture. 2 hours lab.

PHY 2243 **Physical Science I, Lecture**, 3 cr.

This is a lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite: PHY 2241 Physical Science Survey I Lab. 3 hours lecture.

PHY 2244 **Physical Science I, Lecture and Laboratory**, 4 cr.

This combined lecture and laboratory course includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2251 **Physical Science II, Laboratory**, 1 cr.

This laboratory course contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science II Lecture. Co-requisite: PHY 2253 Physical Science Survey II Lecture. 2 hours lab.

PHY 2253 **Physical Science II, Lecture**, 3 cr.

A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite: PHY 2251 Physical Science II Lab. 3 hours lecture.

PHY 2254 **Physical Science II, Lecture and Laboratory**, 4 cr.

This is a combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2411 **General Physics I,**

Laboratory, 1 cr.

This is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I Lecture. Students will use equipment and computers to perform laboratory experiments. Laboratory reports are required. Co-requisite: PHY 2413 General Physics I Lecture. 2 hours lab.

PHY 2413 **General Physics I, Lecture**, 3 cr.

A lecture course covering mechanics and conservation laws. This is a non-calculus based course primarily for preprofessional majors. Prerequisites: MAT 1313 College Algebra and MAT 1323 Trigonometry. Co-requisite: PHY 2411 General Physics I Lab. 3 hours lecture.

PHY 2414 **General Physics I, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory course covering mechanics and conservation laws. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. 3 hours lecture, 2 hours lab.

PHY 2421 **General Physics II, Laboratory**, 1 cr.

In this laboratory course that contains experiments and exercises, the principles introduced in PHY 2423 General Physics II Lecture will be reinforced. Students will use equipment and computers to perform laboratory experiments. Laboratory reports are required. Co-requisite: PHY 2423 General Physics II. 2 hours lab.

PHY 2423 **General Physics II, Lecture**, 3 cr.

A lecture course covering electricity, magnetism, and optics. This is a non-calculus based course primarily for preprofessional majors. Prerequisite: PHY 2413 General Physics I. Co-requisite: PHY 2421 General Physics II Lab. 3 hours lecture.

PHY 2424 **General Physics II, Lecture and Laboratory**, 4 cr.

A combined lecture and laboratory

course covering electricity, magnetism, and optics. This is a noncalculus based course primarily for preprofessional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2414. 3 hours lecture, 2 hours lab.

PHY 2515 **General Physics I-A, Lecture and Laboratory**, 5 cr.

(Engineering Physics) A combined lecture and laboratory course covering mechanics and conservation laws. This is a calculus based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: MAT 1623 Calculus II. 4 hours lecture, 3 hours lab.

PHY 2525 **General Physics II-A, Lecture and Laboratory**, 5 cr.

(Engineering Physics) A combined lecture and laboratory course covering electricity, magnetism, and optics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Prerequisite: PHY 2515 General Physics I-A. (See Engineering for EGR 2413, Engineering Mechanics.) 4 hours lecture, 3 hours lab.

Political Science

PSC 1113 **American National Government**, 3 cr.

Survey of the foundations, institutions, and political aspects of American national government. 3 hours lecture.

PSC 1123 **American State and Local Government**, 3 cr.

Survey of the relationship among American local, state and national governments and the organization, function, and operation of different levels of government. 3 hours lecture.

Course Descriptions

Psychology

PSY 1513 General Psychology, 3 cr.
An introduction to the scientific study of human behavior and mental processes, this class includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. 3 hours lecture.

PSY 2113 Laboratory in Psychology: Cognition & Behavior, 3 cr.

In this course, students will experience discussion and application of descriptive (survey, case study, archival, and observational) correlation, and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual, and cognitive functioning. Students will be introduced to research ethics and issues. Prerequisite: PSY 1513. 3 hours lab.

PSY 2223 Perspectives on Child Maltreatment and Child Advocacy, 3 cr.

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. 3 hours lecture.

PSY 2513 Child Psychology, 3 cr.

A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. 3 hours lecture.

PSY 2523 Adolescent Psychology, 3 cr.

A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. 3 hours lecture.

Social Work

SWK 1113 Social Work: A Helping Profession, 3 cr.

The course exposes students to a 'helping' profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices, such as mental health, child welfare, disaster, corrections, faith-based, military, international relief and industry. 3 hours lecture.

SWK 2223 Perspectives on Child Maltreatment and Child Advocacy, 3 cr.

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. 3 hours lecture.

Sociology

SOC 1113 Introduction to Social Science, 3 cr.

This course gives students insights into people's behavior by examining ideas from various social sciences. 3 hours lecture.

SOC 2113 Introduction to Sociology, 3 cr.

This course is designed to introduce students to the scientific study of human society and social interaction. Social influences on individuals and groups are examined. 3 hours lecture.

SOC 2133 Social Problems, 3 cr.

This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. 3 hours lecture.

SOC 2143 Marriage and Family, 3 cr.

A study of the development of marriage and family as social institutions within society. 3 hours lecture.

SOC 2213 Introductory SOC Anthropology, 3 cr.

A survey of major fields of basic principles in the comparative study of mankind. 3 hours lecture.

SOC 2223 Perspectives on Child Maltreatment and Child Advocacy, 3 cr.

This introductory child advocacy studies course covers the historical, legal framework, responses to child maltreatment, and current cultural controversies pertinent to child maltreatment and child advocacy. 3 hours lecture.

SOC 2313 Community Involvement, 3 cr.

This course provides students with experience in a public or non-profit organization, or other appropriate work environment, to encourage them to recognize the value of their active participation in the service/learning process. This course requires up to 16 hours of seminar, 40-60 hours of field experience and reflective work.

Spanish

See MFL, **Modern Foreign Languages**.

Speech

SPT 1113 Public Speaking, 3 cr.

Students study and practice making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. 3 hours lecture.

SPT 1153 Voice, Diction, and Phonetics, 3 cr.

This is a study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. It includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Prerequisite: SPT 1113 or permission of instructor. 3 hours lecture.

Course Descriptions

SPT 1233 **Acting I**, 3 cr.

This course is an introduction to the basic techniques of acting for the stage. It includes training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, mime, monologue, and scene work. 3 hours lecture.

SPT 1242 **Drama Production I**, 2 cr.
Participation in college drama. A minimum of 25 work hours is required.

SPT 1252 **Drama Production II**, 2 cr.
Participation in college drama. Minimum 25 work hours required.

SPT 1273 **Theatrical Makeup**, 3 cr.
Techniques in the application of makeup for the stage. 3 hours lecture.

SPT 2173 **Interpersonal Communication**, 3 cr.
Theory and analysis of dyadic relationships (one-on-one interactions). This course explores topics such as perception, listening, conflict management, relationship building and management, and relational power. 3 hours lecture.

SPT 2233 **Theater Appreciation**, 3 cr.
An introduction of the cultural, historical, and social aspects of drama, this class content provides an appreciation of theater and performance art to develop audience standards through demonstration of the unique characteristics of theater. Satisfies 3-credit hours of Fine Arts in AA and AAS Core. 3 hours lecture.

SPT 2242 **Drama Production III**, 2 cr.
Participation in college drama. Minimum of 25 work hours required.

SPT 2252 **Drama Production IV**, 2 cr.
Participation in college drama. Minimum of 25 work hours required.

SPT 2263 **Directing**, 3 cr.
The student will learn the fundamentals of directing such as script analysis, conceptualization, staging scheduling and communication. 3 hours lecture.

SPT 2283 **Acting II**, 3 cr.

This course offers continued training in the techniques of role preparation and character development through concentrated monologue and scene work. 3 hours lecture.

Wellness and Fitness (Formerly Health, Physical Education and Recreation)

HPR 1111 **Swimming I Non-Swimmers**, 1 cr.

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities associated with swimming. Swimsuit and fee required. 2 hours lab.

HPR 1111 **Beginning Tennis**, 1 cr.

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 associated with tennis. Students must furnish their own racket. 2 hours lab.

HPR 1111 **Pound I**, 1 cr.

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. 2 hours lab

HPR 1121 **Pound II**, 1 cr.

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. 2 hours lab.

HPR 1121 **Swimming II Beginners**, 1 cr.

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 associated with swimming. Prerequisite: Mastery of introduction to the water. Swimsuit and fee required. 2 hours lab.

HPR 1121 **Intermediate Tennis**, 1 cr.

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 associated with tennis. Students must furnish their own racket. Prerequisite: Satisfactory completion of HPR 1111 Beginning Tennis or permission of the instructor. 2 hours lab.

HPR 1131 **Varsity Sports**, 1 cr.

Students receive credit for their first semester of participation in one of the following varsity teams: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 1141 **Varsity Sports II**, 1 cr.

Students receive credit for their second semester of participation in one of the following varsity teams: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 1213 **Personal & Community Health**, 3 cr.

This course covers the 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. 3 hours lecture.

HPR 1313 **Introduction to Kinesiology/Health, Physical Education, and Recreation**, 3 cr.

This course covers an 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. 3 hours lecture.

HPR 1511 **Team Sports I**, 1 cr.

This course covers the rules, techniques, participation and equipment used in (name sport).

HPR 1521 **Team Sports II**, 1 cr.

This course covers the rules, techniques, participation and equipment used in (name sport).

Course Descriptions

HPR 1531 **Weight Training**, 1 cr.

This course covers rules, techniques, participation, and equipment used in weight training. 2 hours lab.

HPR 1531 **Beginning Bowling**, 1 cr.

This course covers rules, techniques, participation, and equipment used in bowling. 2 hours lab Fee required. 2 hours lab.

HPR 1532 **SCUBA Diving I**, 2 cr.

This course covers rules, techniques, participation, and equipment used in SCUBA diving. Additional fees apply. 2 hours lecture and lab.

HPR 1541 **Weight Training II**, 1 cr.

This course covers rules, techniques, participation, and equipment used in weight training. 2 hours lab.

HPR 1541 **Intermediate Bowling**, 1 cr.

This course covers rules, techniques, participation, and equipment used in bowling. Fee required. 2 hours lab.

HPR 1551 **Water Aerobics**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Swimsuit and fee required. 2 hours lab.

HPR 1551 **Jogging/Fitness Walking I**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1551 **Fitness and Conditioning Training I**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1551 **Spin I**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab

HPR 1552 **Fitness and Conditioning I**, 2 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 4 hours lab.

1561 **Hydro-Fit (Deep Water Aerobics)**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Prerequisite: Must demonstrate swimming proficiency as prescribed by instructor. Swimsuit and fee required. 2 hours lab.

HPR 1561 **Jogging/Fitness Walking II**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1561 **Fitness Conditioning Training in Body Sculpting and Fitness/Conditioning/Strength and Toning**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1561 **Fitness and Conditioning Training II**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1561 **Spin II**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab

HPR 1561 **Bootcamp I**, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 1562 **Fitness and Conditioning II**, 2 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. . 4 hours lab.

HPR 1571 **Dance I**, 1 cr.

This course covers an overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. 2 hours lab.

HPR 1593 **Health Concepts of Physical Education**, 3 cr.

This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and a reduced risk of disease. Students will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control. 3 hours lecture.

HPR 1613 **Physical Education and Elementary School**, 3 cr.

A study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Theory and laboratory. 3 hours lecture.

HPR 1813 **Foundations of Leisure and Recreation**, 3 cr.

The course covers analysis of the Parks and Recreation profession to provide a basic understanding of leisure as an increasingly important component of our society. 3 hours lecture.

HPR 2111 **Swimming III**, 1 cr.

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 associated with swimming. Prerequisite: Pass the skills test for Advanced Beginner Swimmer. Swimsuit and fee required. 2 hours lab.

HPR 2121 **Swimming IV**, 1 cr.

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities associated with swimming. Prerequisite: Pass the skills test for Intermediate Swimmer. Swimsuit and fee required. 2 hours

Course Descriptions

lab.

HPR 2131 Varsity Sports III, 1 cr.

Students receive credit for the third semester of participation in the following varsity sports: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 2141 Varsity Sports IV, 1 cr.

Students receive credit for the fourth semester of participation in the following varsity sports: baseball, basketball, cheerleading, golf, soccer, softball, tennis, and track.

HPR 2213 First Aid and CPR, 3 cr.

This course covers the instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. 3 hours lecture.

HPR 2222 Lifeguarding and Water Safety, 2 cr.

This is the American Red Cross Lifeguarding Course with emphasis toward certifying life guards for swimming areas. This course is designed to teach life skills and knowledge needed to prevent and respond to aquatic emergencies. Prerequisites: The student must be at least 15 years of age and pass a 300 yard swim test using the front crawl stroke and breaststroke. Also, he/she must be able to swim 20 yards, retrieve a brick off the pool bottom, and return 20 yards with the brick. Swimsuit and fee required. 2 hours lecture and lab.

HPR 2232 Water Safety Instructor, 2 cr.

Techniques of aquatic instruction, including community water safety and progression swimming, are covered in this class. Prerequisite: The student must be at least 16 years of age and possess proficient swimming skills to include the front crawl, back crawl, elementary backstroke and breaststroke. American Red Cross certification is possible. This class teaches the student to be a swimming instructor. Swimsuit and fee required. 3 hours lecture and lab.

HPR 2323 Recreation Leadership, 3 cr.

This course covers the planning and leadership techniques for conducting

organized park and recreation programs for all ages. 3 hours lecture.

HPR 2412 Individual and Team Sports Officiating I, 2 cr.

This course covers personal skill development, rules, and officiating techniques for individual and team sports. 2 hours lecture.

HPR 2433 Basketball Theory, 3 cr.

This course covers and explores the theories, practices, tactics, and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as individual skills, team tactics, organization, and management practices. 3 hours lecture and lab.

HPR 2453 Baseball Theory, 3 cr.

This course covers and explores the theories, practices, tactics, and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as individual skills, team tactics, organization, and management practices. 3 hours lecture and lab.

HPR 2483 Track Theory, 3 cr.

This course covers and explores the theories, practices, tactics, and strategies involved in coaching track. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as individual skills, team tactics, organization, and management practices. 3 hours lecture.

HPR 2511 Team Sports III, 1 cr.

This course covers the rules, techniques, participation and equipment in (name sport).

HPR 2521 Team Sports IV, 1 cr.

This course covers the rules, techniques, participation and equipment in (name sport).

HPR 2531 Pilates, 1 cr.

This course covers the rules, techniques, participation and equipment in Pilates. 2 hours lab.

HPR 2541 Yoga, 1 cr.

This course covers the rules, techniques, participation and equipment in yoga. 2 hours lab.

HPR 2551 Power Hour I, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab

HPR 2551 Step Aerobics, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 2561 Fitness, Conditioning, Training in Cardio, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 2561 Power Hour II, 1 cr.

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab

HPR 2561 Bootcamp II, 1 cr.

Students will participate in techniques that include practice of basic principles of fitness and conditioning through a variety of exercises and activities. 2 hours lab.

HPR 2571 Dance III (Zumba II), 1 cr.

This course is a continuation of dance techniques and covers instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line. 2 hours lab.

HPR 2711 Athletic Training Terminology, 1 cr.

This course develops students' knowledge of musculoskeletal and orthopedic terminology related to athletic training and other related health professions. 1 hour lecture.

HPR 2723 Prevention and Care of Athletic Injuries, 3 cr.

This class covers the theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. 3 hours lecture.

Course Descriptions

HPR 2733 Introduction to Athletic Training, 3 cr.

This course covers an introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation, and competencies with 50 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. 3 hours lecture.

Career and Technical/Workforce Education Courses

3D CAD Engineering Technology

DDT 1163 Engineering Graphics, 3 cr.

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. 2 hours lecture, 2 hours lab.

DDT 1183 Technical Math, 3 cr.

This course involves a study of computational skills required for the development of accurate design and drafting methods. 3 hours lecture.

DDT 1173 Mechanical Design I, 3 cr.

Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures) used in mechanical design. Prerequisite: DDT 1163 Engineering Graphics and DDT 1313 Computer Aided Design I. 2 hours lecture, 2 hours lab.

DDT 1213 Construction Standards and Materials, 3 cr.

This course introduces the standards and materials used in the construction process. 3 hours lecture.

DDT 1313 Computer Aided Design I, 3 cr.

This course is designed to develop basic operating system and drafting skills on CAD. 2 hours lecture, 2 hours lab.

DDT 1323 Computer Aided Design II, 3 cr.

Continuation of Computer Aided Design I (DDT 1313). Subject areas include dimensioning, sectional views, and symbols. Prerequisite: DDT 1313 Computer Aided Design I. 2 hours lecture, 2 hours lab.

DDT 1413 Elementary Surveying, 3 cr.

This is a basic surveying course that deals with principles of geometry, theory, and use of leveling instruments; calculations; the control and reduction of errors; and the understanding of land surveying history. Prerequisite: DDT 1183 Technical Math. 2 hours lecture, 2 hours lab.

DDT 1613 Architectural Design I, 3 cr.

This course is a study and development of architectural design principles for a residential and/or commercial structure utilizing a 2D or 3D application. Prerequisites: DDT 1323 Computer Aided Design II and DDT 1213 Construction Standards and Materials. 2 hours lecture, 2 hours lab.

DDT 2153 Civil Planning and Design, 3 cr.

This course deals with the development of civil planning and design processes. Prerequisite: DDT 1413 Elementary Surveying and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2213 Structural Detailing I, 3 cr.

Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). Students will utilize 2D or 3D software. Prerequisite: DDT 2373 3D Modeling and DDT 1613 Architectural Design I. 2 hours lecture, 2 hours lab.

DDT 2243 Cost Estimating, 3 cr.

Preparation of material and labor quantity surveys from actual working drawings and specifications. 3 hours lecture.

DDT 2373 3D Modeling, 3 cr.

This course will emphasize the user coordinate system and 3-D modeling. Prerequisite: DDT 1323 Computer Aided Design II. 2 hours lecture, 2 hours lab.

DDT 2383 Fundamentals of CAD/CAM, 3 cr.

This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using CAD/CAM software packages as they relate to Machine Tool Technology. Prerequisite: DDT 1173 Mechanical Design I and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2813 Inventor 3D Model and Animation, 3 cr.

This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the utilization of assembly drawings and animation of working parts. 2 hours lecture, 2 hours lab.

DDT 2823 Revit Architectural 3D Modeling, 3 cr.

This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building. Prerequisite: DDT 1613 Architectural Design I and DDT 2373 3D Modeling. 2 hours lecture, 2 hours lab.

DDT 2913 Special Project, 3 cr.

Practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Co-requisite: DDT 1613 Architectural Design I and DDT 2373 3D Modeling. 6 hours lab.

Course Descriptions

DDT 2923 **Work-Based Learning in Drafting/ Design Technology**, 3 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Students must work a minimum of nine hours a week in the externship. Students can only participate with the consent of the instructor and must have completed at least one semester of advanced course work in the drafting program. 6 hours lab.

Advanced Manufacturing Technology

MST 2313 **Machine Tool Additive Manufacturing**, 3 cr.

This course is a synchronized approach considering functional design, analysis and manufacturing that support seamless integration of geometry with performance. The course will address additive manufacturing principles, variety and their concept; scope of additive manufacturing with application area; industrial applications. 2 hours lecture, 2 hours lab.

MST 2413 **Machine Tool CMM Inspection**, 3 cr.

This course identifies the major types and components of the coordinate measuring machine and describes the coordinate system. 2 hours lecture, 2 hours lab.

MST 2423 **Machine Tool Industrial Automation**, 3 cr.

This course teaches the operating systems and advanced programming methods of industrial robots and mechatronics systems. Actual industrial grade robots are used to train the student in the areas of operation, maintenance, and robotics applications in addition to hands on learning to develop and practice the techniques used in programming and sequencing mechatronics systems. 2 hours lecture, 2 hours lab.

Automotive Technology courses. The instructor and student work closely t

MST 2754 **Computer Numerical Control Operations III**, 4 cr.

A continuation of computer numerical control (CNC) operations II and computer assisted manufacturing (CAM) techniques and practices. Includes the use of CNC Machining Centers with 4th and 5th axis capabilities and the use of dynamic work offsets. 2 hours lecture, 4 hours lab.

MST 2763 **Computer Numerical Control Operations IV**, 3 cr.

A continuation of computer numerical control (CNC) operations III and computer assisted manufacturing (CAM) techniques and practices. Includes the use of CNC Turning Centers with live tooling and Swiss CNC. 2 hours lecture, 2 hours lab.

Automotive Technology

ATT 1124 **Basic Electrical/Electronic Systems**, 4 cr.

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. 2 hours lecture, 4 hours lab.

ATT 1134 **Advanced Electrical/Electronic Systems**, 4 cr.

This course is designed to provide advance skills and knowledge related to all components of the vehicle electrical system, including gauges, driver information systems, horn, wiper/wiper systems, and accessories. 2 hours lecture, 4 hours lab.

ATT 1214 **Brakes**, 4 cr.

This course provides advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. 2 hours lecture, 2 hours lab.

ATT 1424 **Engine Performance I**, 4 cr.

This course features advanced skills

and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. In addition, the course of study includes instruction, diagnosis, and correction of problems associated within these areas. Prerequisite: Basic Electrical/Electronic Systems (ATV/ATT 1124). 2 hours lecture, 4 hours lab.

ATT 1715 **Engine Repair**, 5 cr.

This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components, including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. 2 hours lecture, 6 hours lab.

ATT 1811 **Introduction, Safety, and Employability Skills**, 1 cr.

Students will gain knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with automotive program and automotive industry. 1 hour lecture.

ATT 2334 **Steering and Suspension Systems**, 4 cr.

This course provides advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. 2 hours lecture, 4 hours lab.

ATT 2434 **Engine Performance II**, 4 cr.

This course features advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. 2 hours lecture, 4 hours lab.

ATT 291(1-3) **Special Problem in Automotive Technology**, 1-3 cr.

A course that provides students with an opportunity to utilize skills and knowledge gained in other

Course Descriptions

Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Prerequisite: Consent of instructor. 2-6 hours lab.

ATT 2923 **Supervised Work Experience**, 3 cr.

This is a cooperative class between industry and education designed to integrate the student's technical studies with industrial experience. Three semester hours credit based on 45 contact hours per credit hour. 135 hours lab.

Business Office Technology

BOT 1213 **Professional Development**, 3 cr.

This course emphasizes an awareness of interpersonal skills essential for job success. 2 hours lecture, 2 hours lab.

BOT 1233 **Microsoft® Word® I**, 3 cr.

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. 2 hours lecture, 2 hours lab. National Assessment: MOS MS Word® or OPAC MS Word® Basic

BOT 1243 **Microsoft® Word® II**, 3 cr.

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill-building. 2 hours lecture, 2 hours lab. Prerequisites: BOT 1233 Microsoft® Word® I. National Assessment: MOS MS Word® or OPAC MS Word® Intermediate

BOT 1273 **Introduction to Microsoft® Office®**, 3 cr.

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. 2 hours lecture, 2 hours lab.

BOT 1313 **Applied Business Math**, 3 cr.

This course is designed to develop competency in mathematics for business use. 2 hours lecture, 2 hours lab.

BOT 1433 **Business Accounting**, 3 cr.

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. . 2 hours lecture, 2 hours lab.

BOT 1613 **Medical Office Terminology I**, 3 cr.

This course is an introduction to medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. 2 hours lecture, 2 hours lab.

BOT 1623 **Medical Office Terminology II**, 3 cr.

This course is a continuation of Medical Terminology I (BOT 1613), which includes medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. 2 hours lecture, 2 hours lab. National Assessment: OPAC Medical Terminology

BOT 1763 **Communication Essentials**, 3 cr.

This course focuses on basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. 2 hours lecture, 2 hours lab. National Assessment: OPAC Proofreading

BOT 1823 **Microsoft® Excel® I**, 3 cr.

This course focuses on application Microsoft® Excel® as an aid to management decision making. 2 hours lecture, 2 hours lab. National Assessment: MOS MS Excel® or OPAC Excel® Basic

BOT 1853 **Microsoft® Excel® II**, 3 cr.

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. 2 hours lecture, 2 hours lab. National Assessment: OPAC Excel® Intermediate.

BOT 2133 **Desktop Publishing**, 3 cr.

This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of desktop publishing software. Prerequisite: BOT 1243 Microsoft Word II or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2333 **Microsoft® Access®**, 3 cr.

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. 2 hours lecture, 2 hours lab. National Assessment: MOS MS Access® or OPAC Database.

BOT 2423 **Income Tax Accounting**, 3 cr.

This course introduces tax accounting including federal income tax laws and report preparation. 2 hours lecture, 2 hours lab.

BOT 2433 **QuickBooks®**, 3 cr.

This course applies basic accounting principles using QuickBooks®. 2 hours lecture, 2 hours lab. National Assessment: Intuit® QuickBooks® or OPAC QuickBooks®

BOT 2463 **Payroll Accounting**, 3 cr.

This course provides an in-depth study of payroll accounting. 2 hours lecture, 2 hours lab.

Course Descriptions

BOT 2643 CPT Coding, 3 cr.

This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. Prerequisite: BOT 1613 Medical Office Terminology I, BOT 1623 Medical Office Terminology II, or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2653 ICD Coding, 3 cr.

This course is an introduction to the field of diagnostic and inpatient procedural coding. Prerequisite: BOT 1613 Medical Office Terminology I, BOT 1623 Medical Office Terminology II, or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2663 Advanced Coding, 3cr.

This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams. 2 hours lecture, 2 hours lab.

BOT 2673 Medical Insurance Billing, 3 cr.

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Prerequisites: BOT 2643 CPT Coding and BOT 2653 ICD Coding. 2 hours lecture, 2 hours lab.

BOT 2743 Medical Office Concepts, 3 cr.

This course provides coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving is emphasized. 2 hours lecture, 2 hours lab.

BOT 2753 Medical Information Management, 3 cr.

This course will provide coverage of medical office practices using software simulation. 2 hours lecture, 2 hours lab.

BOT 2763 Electronic Health Records, 3 cr.

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various

healthcare settings. 2 hours lecture, 2 hours lab.

BOT 2823 Communication Technology, 3 cr.

This course presents an overview of the resources available for communications using current technology. 2 hours lecture, 2 hours lab.

BOT 2833 Integrated Computer Applications, 3 cr.

This advanced course integrates activities using the enhanced features of application software including Microsoft® Office® suite. Prerequisites: BOT 1243 Microsoft Word II, BOT 2333 Microsoft Access, and BOT 1843 Microsoft Excel II or consent of instructor. 2 hours lecture, 2 hours lab.

BOT 2923 BOT Externship and Seminar, 3 cr.

Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester or after completion of 30 BOT program hours. 2 hours lecture, 3 hours externship.

Commercial Truck Driving

DTV 1115 Commercial Truck Driving I, 5 cr.

This course covers fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. It also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 1 hour lecture, 10 hours lab.

DTV 1125 Commercial Truck Driving II, 5 cr.

A continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. It also

includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. 1 hour lecture, 10 hours lab.

DTV 1137 Commercial Truck Driving Internship, 7 cr.

Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at Meridian Community College with the trucking company of his/her choice. The successful completion of this course will enable the student to drive independently with minimum supervision with the company of his/her choice. 336 hours lab.

DVT 1313 Hazardous Materials, 3 cr.

This course is designed to meet the theory instruction training requirements for drivers pursuing their hazmat endorsement. 3 hours lecture.

DVT 1323 Professional Truck Driving, 3 cr.

This course is designed to cover life on the road topics as it pertains to professional truck driving.

Construction Trades

CCT 1116 Foundations, 6 cr.

This course includes site selection, site preparation, site layout, building forms and construction of foundations. 2 hours lecture, 8 hours lab.

CCT 1123 Forming Applications, 3 cr.

This course includes forming applications for foundations flatwork reinforcing concrete patented forms and tilt-up wall systems. 2 hours lecture, 2 hours lab.

CCT 1133 Blueprint Reading, 3 cr.

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. 2 hours lecture, 2 hours lab.

CCT 1163 Construction Mathematics, 3 cr.

This course includes the fundamental principles of practical problems in

Course Descriptions

mathematics that carpenters may encounter in the workforce. 10 hours lab.

CCT 1236 Floor and Wall Framing, 6 cr.

This course is designed to give students experience in floor and wall framing. 2 hours lecture, 8 hours lab.

CCT 1245 Ceiling and Roof Framing, 5 cr.

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. 1 hour lecture, 8 hours lab.

CCT 1315 Interior/Exterior Finishing and Cabinet Installation, 5 cr.

This course includes thermal and sound protection types of interior ceilings, wall coverings, floor coverings, trim work and cabinet installation. It also includes the installation and finishing of wall coverings, cornices and exterior trim. 10 hours lab.

CCT 1911 Seminar I Carpentry, 1 Cr.

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among construction trades professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals. 1 hour lecture.

CCT 1921 Seminar II Carpentry, 1 cr.

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among construction trades professionals are outcomes of this

course. One hour per week with additional activities to meet organizational goals. 1 hour lecture.

Cosmetology

COV 1122 Cosmetology Orientation, 2 cr.

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practices as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 2 hours lecture.

COS 1245 Cosmetology Sciences I, 5 cr.

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practices as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 3 hours lecture. 6 hours clinical lab.

COV 1255 Cosmetology Sciences II, 5 cr.

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 3 hours lecture, 6 hours clinical lab.

COV 1263 Cosmetology Sciences III, 3 cr.

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 2 hours lecture, 3 hours clinical lab.

COV 1426 Hair Care I, 6 cr.

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 2 hours lecture, 12 hours clinical lab.

COV 1436 Hair Care II, 6 cr.

This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 2 hours lecture, 12 hours clinical lab.

COV 1443 Hair Care III, 3 cr.

This course consists of practical applications about properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 9 hours clinical lab.

COV 1522 Nail Care I, 2 cr.

This course consists of basic nail care services including nail structures and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions

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associated with each. 1 hour lecture, 3 hours clinical lab.

COV 1532 **Nail Care II**, 2 cr.

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab.

COV 1542 **Nail Care III**, 2 cr.

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 6 hours clinical lab.

COV 1622 **Skin Care I**, 2 cr.

An introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab.

COV 1632 **Skin Care II**, 2 cr.

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab.

COV 1642 **Skin Care III**, 2 cr.

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 6 hours clinical lab.

COV 1722 **Salon Business I**, 2 cr.

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab.

COV 1732 **Salon Business II**, 2 cr.

This course covers how to operate a successful salon and employment opportunities. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. 1 hour lecture, 3 hours clinical lab.

COV 2816 **Cosmetology Teacher Training I**, 6 cr.

This course covers developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2826 **Cosmetology Teacher Training II**, 6 cr.

This course covers developing of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2836 **Cosmetology Teacher Training III**, 6 cr.

This course covers developing appropriate lesson plans and practical application of cosmetology instruction. 3 hours lecture, 9 hours clinical lab.

COV 2846 **Cosmetology Teacher Training IV**, 6 cr.

This course covers classroom management techniques; cosmetology law, rules, and regulations; and practical application of cosmetology instruction. 2 hours lecture, 12 hours clinical lab.

Culinary Arts Technology

CUT 1153 **Introduction to Culinary Arts**, 3 cr.

This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. 3 hours lecture.

HRT 1163 **Culinary Math**, 3 cr.

The purpose of this course is to develop basic mathematical computation for all facets of the food service industry. Math skills learned will advance students/graduates at all levels of employment from servers and cooks to chefs and managers. 2 hours lecture, 2 hours lab.

CUT 1114 **Culinary Principles I**, 4 cr.

This course is a study of fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. 2 hours lecture, 4 hours lab.

CUT 1124 **Culinary Principles II**, 4 cr.

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. 2 hours lecture, 4 hours lab.

CUT 1134 **Principles of Baking**, 4 cr.

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. 2 hours lecture, 4 hours lab.

Course Descriptions

CUT 1511 **Culinary Arts Seminar I**, 1 cr.

Students practice leadership and management skills necessary for success in culinary arts and business management. Instruction also focuses on business ethics, business manners, problem solving and professional growth development that coincide with Collegiate DECA goals. This also addresses computer-based management systems. 1 hour lecture.

CUT 1513 **Garde Manger**, 3 cr.

This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. 1 hour lecture, 4 hours lab.

CUT 1521 **Culinary Arts Seminar II**, 1 cr.

This course is a continuation of CUT 1511. 1 hour lecture.

CUT 1531 **Culinary Arts Seminar III**, 1 cr.

This course is a continuation of CUT 1511 and CUT 1521. 1 hour lecture.

CUT 1541 **Culinary Arts Seminar IV**, 1 cr.

This course is a continuation of CUT 1511, CUT 1521, and CUT 1531. 1 hour lecture.

CUT 2223 **Menu Planning**, 3 cr.

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. 3 hours lecture.

CUT 292(3-6) **Supervised Work Experience in Culinary Arts Technology**, 3 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial

contact hours. 3 to 18 hours externship.

CUT 2314 **American Regional Cuisine**, 4 cr.

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. 2 hours lecture, 4 hours lab.

CUT 2424 **International Cuisine**, 4 cr.

This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. 2 hours lecture, 4 hours lab.

HRT 2623 **Hospitality Human Resource Management**, 3 cr.

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. 2 hours lecture, 2 hours lab.

HRT 2613 **Hospitality Supervision**, 3 cr.

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. 2 hours lecture, 2 hours lab.

Dental Assisting

DAT 1111 **Dental Orientation**, 1 cr.

This course introduces the development, function, status, and organization of the dental profession; and the professional, legal, and ethical responsibilities of the dental assistant. Terminology emphasizing prefixes, suffixes, roots, abbreviations, spelling, and definitions of medical and dental terms. 1 hour lecture.

DAT 1214 **Dental Assisting Materials**, 4 cr.

Dental safety precautions are emphasized in this course. Students make a comprehensive study of the

physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operator and dental laboratory. 2 hours lecture, 4 hours lab.

DAT 1313 **Dental Science I**, 3 cr.

Topics covered include physiology, anatomy, and morphology as related to the oral cavity. Content is organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. 2 hours lecture, 2 hours lab.

DAT 1323 **Dental Science II**, 3 cr.

Topics covered include embryology, pharmacology, microbiology, and pathology as related to dentistry. Content is organized to give the student basic information required for effective dental assisting. 3 hours lecture.

DAT 1415 **Chairside Assisting I**, 5 cr.

This course is a comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to postoperative care in the treatment room. 2 hours lecture, 6 hours lab.

DAT 1423 **Chairside Assisting II**, 3 cr.

A continuation of the study of information related to assisting at the dental chair, this course emphasizes techniques utilized in performing all dental procedures at the chair. Special consideration is given to assisting in the dental specialties. 2 hours lecture, 2 hours lab.

DAT 1433 **Chairside Assisting III**, 3 cr.

This course is a continuation of Chairside Assisting II. 2 hours lecture, 2 hours lab.

DAT 1514 **Dental Radiology I**, 4 cr.

Principles and safety precautions in dental radiology are studied in this course. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs on a manikin. 3 hours lecture, 2 hours lab.

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DAT 1522 Dental Radiology II, 2 cr.
This course is a continuation of Dental Radiology I. Emphasis is placed on clinical competence in exposing periapical radiographs. 4 hours lab.

DAT 1612 Dental Health Education, 2 cr.
A study of the nutritional needs of the body, this course emphasizes nutritional requirements for maintaining good oral hygiene. This is a comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. 2 hours lecture.

DAT 1714 Practice Management, 4 cr.
This course is a comprehensive study of the dental office business procedures. Topics covered include patient contact, patient records, insurance, financial records, telephone usage, office management, basic skills in psychology, and professional ethics. 3 hours lecture, 2 hours lab.

DAT 1815 Clinical Experience I, 5 cr.
This is a supervised clinical experience in an authorized dental clinic. 1 hour lecture, 12 hours clinical.

DAT 1822 Clinical Experience II, 2 cr.
This is a continuation of supervised clinical experience in an authorized dental clinic. 6 hours clinical.

DAT 1911 Dental Seminar I, 1 cr.
This course presents the opportunity for group assembly on a regular basis to work toward achievement of course objectives. Leadership skills and understanding of group dynamics, community service, interaction with other health education students, the practice of reading and interpreting professional literature are all outcomes of this course. Student and patient safety will also be discussed. 1 hour lecture.

DAT 1921 Dental Seminar II, 1 cr.
This course is a continuation of DAT 1911. 1 hour lecture.

Dental Hygiene

DHT 1115 Fundamentals of Dental Hygiene, 5 cr.

The foundation of clinical dental hygiene procedures and practice prepares students for treating patients in the MCC Dental Hygiene Clinic. Areas of study include prevention of disease transmission and aseptic technique, patient-operator positioning, extra and intraoral examinations, measuring vital signs, dental charting, instrumentation, removal of dental stains, application of fluoride, evaluation of patient medical history, and emergency procedures in the dental office. Students practice on mannequins, progress to student-on-student instrumentation, and pass clinical proficiency exams before treating the public. 2 hours lecture, 6 hours lab.

DHT 1243 Anatomy and Histology of the Head and Neck, 3 cr.

This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It includes studies of the microscopic and development of types of cells, tissues, and organs of the head and neck. 3 hours lecture.

DHT 1252 Dental Anatomy and Embryology, 2 cr.

This course is a study of morphological characteristics of the teeth, supporting structures, and surveys of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arches, salivary glands, buccal mucosa, pharynx, and tongue. 2 hours lecture.

DHT 1314 Dental Radiology, 4 cr.

This course is a study of dental radiology and clinical use. Students learn theory and techniques of producing radiographs, radiation safety, processing and mounting films, normal anatomical landmarks, and interpretation of structures seen in dental radiographs. 3 hours lecture, 2 hours lab.

DHT 1416 Clinical Dental Hygiene I, 6 cr.

Students provide comprehensive dental hygiene care of patients in the MCC Dental Hygiene Clinic under direct supervision. Focus is continued on instrumentation skills and radiography for patients of all ages. Didactics include discussion of personalized patient education, dental adjuncts and maintenance schedule, as well as treatment of patients with specialized needs (oral cancer, blood disorders, and cardiovascular disease). 2 hours lecture, 12 hours clinic.

DHT 1513 Periodontics, 3 cr.

This course includes the supporting structures of teeth with a comprehensive clinical and theoretical overview of conditions in good health as well as bacterial diseases of varying etiology. Clinical application theory is studied for the advanced periodontal patient in order to maintain a healthy and functional dental apparatus. 3 hours lecture.

DHT 1931 Dental Medical Emergencies, 1 cr.

This course provides the student with the opportunity to discuss managing dental office emergencies. 1 hour lecture.

DHT 1941 Theories of Patient Care, 1 cr.

This course provides the student with the opportunity to discuss patient care and treatment plans. 1 hour lecture.

DHT 2232 General/Oral Pathology, 2 cr.

This course includes the etiology, diagnosis, and treatment of various pathological conditions that may affect the human body with particular emphasis on lesions that involve the oral cavity. 2 hours lecture.

DHT 2426 Clinical Dental Hygiene II, 6 cr.

Instruction reinforces principles and procedures learned in Fundamentals, Clinical Hygiene I, and other DHT courses through supervised, comprehensive dental hygiene care. 2 hour lecture, 12 hours clinic.

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DHT 2436 **Clinical Dental Hygiene III**, 6 cr.

This course reinforces principles and procedures learned in Fundamentals, Clinical Dental Hygiene I, Clinical Dental Hygiene II, and other dental hygiene courses through supervised and comprehensive dental hygiene patient care. 2 hours lecture, 12 hours clinic.

DHT 2613 **Dental Materials**, 3 cr.

Students will study the physical science of dental materials including the properties and proper manipulation of these materials by the dentist/dental hygienist. 2 hours lecture, 2 hours lab.

DHT 2713 **Dental Pharmacology**, 3 cr.

An introduction to drug actions and their mechanism of action when introduced into the human body is explored in this class. Special emphasis is given to drugs used in the modern dental office, including emergency procedures. 3 hours lecture.

DHT 2823 **Community Dental Health I**, 3 cr.

This course provides an introduction to preventive dentistry as administered on federal, state, and local levels through official and voluntary health agencies scientific study of social interactions between individuals and groups. Field experience gives an opportunity to observe and participate in some phases of community and school dental health programs. 3 hours lecture.

DHT 2832 **Community Dental Health II**, 2 cr.

This course is a continuation of Community Dental Health I and includes application of preventive dentistry. Field experiences to give an opportunity to observe and participate in some phases of community and/or school dental health programs. 1 hour lecture, 2 hours lab.

DHT 2922 **Dental Ethics and Law**, 2 cr.

Ethical concepts are discussed and researched in this course based on the American Dental Association and

the American Dental Hygiene Association's Code of Ethics. In addition, students study the basic concepts of the U.S. legal system with detailed emphasis on dental and dental hygiene regulations by the State of Mississippi in preparation for State Board examination. 2 hours lecture.

DHT 2952 **Fundamentals of Licensure**, 2 cr.

This course provides the student with the opportunity to discuss dental disciplines and professional development. 2 hours lecture.

DHT 2961 **General and Dental Nutrition**, 1 cr.

This course provides the student with the general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. 1 hour lecture.

Early Childhood Education Technology

CDT 1111 **Early Childhood Education Seminar I**, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 1113 **Early Childhood Profession**, 3 cr.

This course is an introduction to the profession of early childhood (birth to 8 years) education that includes types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. 2 hours lecture, 2 hours lab.

CDT 1121 **Early Childhood Education Seminar II**, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 1214 **Infant and Toddler Development**, 4 cr.

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. 3 hours lecture, 2 hours lab.

CDT 1224 **Preschool and Primary Development**, 4 cr.

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programs. Practice is given with preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3-8) 3 hours lecture, 2 hours lab.

CDT 1313 **Creative Arts for Young Children**, 3 cr.

This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. 3 hours lecture.

CDT 1343 **Child Health, Safety, and Nutrition**, 3 cr.

This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). 3 hours lecture.

CDT 1713 **Language and Literacy Development for Young Children**, 3 cr.

This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences

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throughout the curriculum. 3 hours lecture.

CDT 2111 Early Childhood Education Seminar III, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 2121 Early Childhood Education Seminar IV, 1 cr.

This course focuses on objectives that best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities. 1 hour lecture.

CDT 2233 Guiding Social and Emotional Behavior, 3 cr.

This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. 3 hours lecture.

CDT 2413 Development of the Exceptional Child, 3 cr.

This course provides knowledge of children who are developing atypically, family and classroom intervention strategies, and available resources. Legal, ethical, legislative, and family issues will be explored. 2 hours lecture, 2 hours lab.

CDT 2513 Family Dynamics and Community Involvement, 3 cr.

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families to best promote their children's development, and learning. Ages birth to 8 years. 3 hours lecture.

CDT 2613 Methods, Material & Measurement, 3 cr.

This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood

curriculum, and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. 3 hours lecture.

CDT 2714 Social Studies, Math and Science for Young Children, 4 cr.

This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. 4 hours lecture.

CDT 2813 Administration of Programs for Young Children, 3 cr.

This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. 3 hours lecture.

CDT 2914 Initial Practicum, 4 cr.

This course is a supervised practicum which includes a minimum of 120 contact hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. 8 hours lab.

CDT 2944 Advanced Practicum, 4 cr.

This course is a supervised practicum which includes a minimum of 120 contact hours of supervised teaching in an approved early childhood setting. This capstone course focuses on the student's demonstration of competencies throughout the daily routine in an early childhood classroom. 8 hours lab.

Electrical Technology

ELT 1113 Residential Wiring, 3 cr.

This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code ® requirements, and specialized circuits. 2 hours lecture, 2 hours lab.

ELT 1123 Commercial Wiring, 3 cr.

This course provides instruction and practice in the installation of commercial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks. 2 hours lecture, 2 hours lab.

ELT 1144 AC and DC Circuits for Electrical Technology, 4 cr.

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. 0.5 hour lecture, 7 hours lab.

ELT 1192 Fundamentals of Electricity, 2 cr.

This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. 4 hours lab.

ELT 1213 Electrical Power, 3 cr.

This course provides information on electrical motors and their installation. Instruction and practice in using the different types of electrical motors, transformers, and alternators. 2 hours lecture, 2 hours lab.

ELT 1253 Branch Circuit and Service Entrance Calculations, 3 cr.

Calculating circuit sizes for all branch circuits and service entrances in residential installation 2 hours lecture, 2 hours lab.

ELT 1263 Electrical Drawings and Schematics, 3 cr.

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints,

Course Descriptions

schematic diagrams. Prints and drawings associated with electrical wiring will be studied. 2 hours lecture, 2 hours lab.

ELT 1413 Motor Control Systems, 3 cr.

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. 2 hours lecture, 2 hours lab.

ELT 2913 Special Projects I, 3 cr.

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. 6 hours lab.

ELT 2933 Special Projects II, 3 cr.

This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. 6 hours lab.

Electronics Technology (EET)

See Systems Based Electronics Engineering Technology.

Emergency Management and Communications Technology

ECT 1113 Principles of Emergency Management, 3 cr.

This course provides an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together to maximize their capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, and across the four phases of a disaster. 3 hours lecture.

ECT 1123 Fire Service Operations, 3 cr.

An orientation to the fire service, this course explores department structure and organization, operations and responsibility, and the history of the fire service. Also included are changes that impact how traditional fire department services are currently delivered. 3 hours lecture.

ECT 1213 Law Enforcement Operations, 3 cr.

Line activities of law enforcement organizations are discussed with emphasis on organization and management. This course provides a guide to the responsibilities assigned to patrol, traffic, investigation, and other specialized police units. 3 hours lecture.

ECT 1223 Principles of Public Safety Communications, 3 cr.

This course is a study of the systems used to facilitate emergency communications between the public, field units, and dispatch centers. Information is centered on the methods used by telecommunicators to rapidly process, react to and broadcast critical information. 3 hours lecture.

ECT 1613 Mass Casualty Incident Management, 3 cr.

During a disaster, few things are more taxing on a community's response resources than multiple casualty incidents. This course uses components of the Incident Command System to coordinate the efforts of triage, treatment, and transport of the sick and injured. Additional focus is placed on identifying key incident factors that impact the decision-making process. 3 hours lecture.

ECT 1813 Dynamics of Homeland Security, 3 cr.

The primary intent of this course involves information gathering, including the analysis and assessment of local threats and response capabilities. Students will develop procedures for preparing and responding to terrorist attacks. In addition, the practices for restoring and maintaining critical government operations are discussed in this course. 3 hours lecture.

ECT 2313 Hazardous Materials, 3 cr. Identification and recognition of hazardous materials are stressed in this class. Various types and classes of hazardous materials are discussed as well as various methods of transportation and storage. 3 hours lecture.

ECT 2323 Incident Management Systems, 3 cr.

This course is a study of incident management systems used for handling situations from relatively small incidents to the largest disasters. A variety of methods are discussed with emphasis placed on the National Incident Management System. 3 hours lecture.

ECT 2333 Emergency Planning, 3 cr.

The development of emergency operation plans and the process used to update existing plans that conform to current federal guidelines is covered in this course. Additional focus is placed on the interaction between public safety personnel that occurs during the planning process. 3 hours lecture.

ECT 2413 Emergency Personnel Supervision, 3 cr.

Focusing on supervising and managing personnel involved with emergency management, this course provides students with information on developing effective administrative techniques. Attention is given to exploring the role of the supervisor, dealing with problem situations, and issues related to leadership. 3 hours lecture.

ECT 2423 Disaster Response and Recovery, 3 cr.

This course discusses the role emergency managers have in responding to situations and the operations necessary to begin recovery efforts. Emphasis is placed on responsibilities assumed by local, state, and federal government agencies as well as the associated coordination requirements. 3 hours lecture.

ECT 2433 Public Information and Awareness, 3 cr.

This course provides an overview of the basic skills needed to perform the

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duties of a public information officer (PIO) as the job relates to emergency management. The course focuses on the various methods used to disseminate public information during the time surrounding an emergency. 3 hours lecture.

ECT 2513 Financial Management, 3 cr.

Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. The application of these methods is demonstrated at different levels of personnel responsibility. 3 hours lecture.

ECT 2623 Hazardous Weather Operation, 3 cr.

This course provides detailed information on weather-related hazards and the necessary coordination and communication of warning information. Additional focus is given towards the relationship between forecasters and emergency management when issuing appropriate warnings for such events. 3 hours lecture.

ECT 2633 Special Problems in Emergency Management, 3 cr.

This course provides selected problems that deal with local emergency management needs. Students utilize critical thinking skills and perform the necessary research to develop effective solutions. Prerequisite: Consent of program coordinator and prior or concurrent enrollment in ECT courses. 3 hours lecture.

ECT 2713 Emergency Management Technical Practicum, 3 cr.

This course allows emergency management personnel to implement knowledge and experience by functioning in the career field. The experience is designed to integrate the student's academic and technical skills into a real-world work environment. Prerequisite: Consent of program coordinator and prior or concurrent enrollment in ECT courses. 3 hours lecture.

ECT 2813 Response to Incidents of Terrorism, 3 cr.

This course addresses the special concerns and hazards encountered at incidents resulting from acts of

terrorism or other criminal intent. Specific issues include responder safety, incident management, and weapons of mass destruction. Additional emphasis is placed on developing working relationships between response agencies involved with terrorism incidents. 3 hours lecture.

ECT 2833 Principles of Transportation Security, 3 cr.

History demonstrates that transportation plays an important role in the outcome of a terrorist attack. Likewise, the various modes of commercial transportation provide multiple methods for the concealment and delivery of weapons of mass destruction. This course focuses on the methods and procedures used to safeguard our transportation system and the steps local governments can take to improve the security of transportation facilities. 3 hours lecture

ECT 2933 Risk Management I, 3 cr.

This course facilitates the analysis of local-area hazard data and threat control principles relating to personal and environmental risks.

Investigation techniques, inspection methodologies, and prevention programs essential to public safety are emphasized. 3 hours lecture.

Emergency Medical Science Technology—Paramedic

EMS 1118 Emergency Medical Technician, 8 cr.

This course focuses on the fundamental responsibilities of the EMT during each phase of an emergency medical incident. These include conducting patient assessments, evaluating emergency medical conditions, providing proper care and treatment, and facilitating the safe transportation of patients by ambulance. 5 hours lecture, 4 hours lab, 3 hours clinical.

EMS 1122 Introduction to EMS Systems, 2 cr.

This course introduces the student to the Emergency Medical Services (EMS) systems, roles, and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal

issues, ethical issues, therapeutic communications, and life span development. 1 hour lecture, 2 hours lab.

EMS 1314 Airway: Management, Respiration, and Oxygenation, 4 cr.

This course will provide the student with the essential knowledge to attain an airway and manage the respiratory system using advanced techniques. This course was previously taught as Airway Management and Ventilation (EMT 1315). 1 hour lecture, 6 hours lab.

EMS 1414 Patient Assessment, 4 cr.

This course will teach comprehensive history taking and physical exam techniques. 1 hour lecture, 6 hours lab.

EMS 1422 EMS Special Patient Populations, 2 cr.

This course will provide a comprehensive overview of providing care for the patient with special needs. This course was previously taught as Special Considerations (EMT 1423). 1 hour lecture, 2 hours lab.

EMS 1513 EMS Practicum I, 3 cr.

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. This course was formerly taught as Clinical Internship I (EMT 1513). 9 hours clinical.

EMS 1525 EMS Practicum II, 5 cr.

This course will provide clinical and field training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. This course was previously taught as EMS Clinical Internship II and now incorporates EMS Field Internship I (EMT 2552). 9 hours clinical, 6 hours field clinical.

EMS1614 Pharmacology, 4 cr.

This course will teach comprehensive pharmacodynamics and pharmacokinetics. This course was formerly taught as Pre-hospital Pharmacology (EMT 1613). 2 hours lecture, 4 hours lab.

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EMS 1825 **Cardiology**, 5 cr.

This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. This course was previously named Pre-hospital Cardiology (EMT 1825). 2 hours lecture, 6 hours lab.

EMS 2414 **Maternal/Child Emergencies**, 4 cr.

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in gynecological and obstetrical emergencies as well as pediatric emergencies. The course was previously divided into Pre-hospital OB/GYN (EMT 2412) and Pre-hospital Pediatrics (EMT 2423). 3 hours lecture, 2 hours lab.

EMS 2565 **EMS Practicum III**, 5 cr.

This course will provide advanced clinical and field experiences in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the clinical and out-of-hospital field setting at approved sites with an approved preceptor. This course was previously called EMS Field Internship II (EMT 2564). 15 hours clinical.

EMS 2714 **Trauma**, 4 cr.

This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. This course was previously called Pre-hospital Trauma (EMT 2714). 2 hours lecture, 4 hours lab.

EMS 2855 **Medical**, 5 cr.

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. This course was previously called Pre-hospital Medical Care (EMT 2855). 2 hours lecture, 6 hours lab.

EMS 2912 **EMS Operations**, 2 cr.

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. 1 hour lecture, 2 hours lab.

Fire Protection Technology

FFT 1113 **Introduction to Fire Science**, 3 cr.

An orientation to the fire service, this course explores department structure and organization, operations and responsibilities and the history of the fire services and changes that are currently remolding traditional fire services. 3 hours lecture.

FFT 1123 **Introduction to Fire Prevention**, 3 cr.

This course introduces students to modern approaches of fire prevention. An overview of current fire prevention methods is provided, including codes and standards, company-based inspections, public fire Education, interdiction programs and legislation affecting fire prevention activities. 3 hours lecture.

FFT 1213 **Firefighting Principles and Practices**, 3 cr.

A basic firefighting tactical course, this class provides information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods and firefighter safety, students explore various operations that must be conducted in a coordinated manner. 3 hours lecture.

FFT 1223 **Fire Apparatus & Hydraulics**, 3 cr.

Engines, pumps, operation procedures, maintenance techniques and equipment specifications are discussed while providing a working knowledge and understanding of various types of apparatus and equipment used by the fire service. 3 hours lecture.

FFT 2313 **Disaster Management**, 3 cr.

A study in the fundamental principles

of preparing for and responding to local disasters. This course focuses on analyzing resources, developing and implementing response plans, and starting the recovery process. 3 hours lecture.

FFT 2323 **Building Construction**, 3 cr.

Why do buildings burn? What are the danger areas of various types of construction? This course investigates building construction from the standpoint of the fire service. A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. 3 hours lecture.

FFT 2333 **Fire Fighter Safety**, 3 cr.

This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. 3 hours lecture.

FFT 2413 **Strategy & Tactics**, 3 cr.

Strategy and tactics used in a variety of situations faced by the fire service are explored. Covering different situations from small everyday occurrences to massive conflagrations, this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. 3 hours lecture.

FFT 2423 **Incident Management Systems**, 3 cr.

This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Incident Management Systems. 3 hours lecture.

FFT 2433 **Special Problems in Fire Protection**, 3 cr.

This course provides selected problems aimed towards local fire service needs. Students utilize critical thinking and perform the necessary research to develop effective solutions. Prerequisite: Consent of program coordinator and prior or

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concurrent enrollment in FFT courses.
3 hours lecture.

Fire Protection - Fire Administration Concentration

FFT 1813 Fire Law, 3 cr.

An analysis of public law that affects the fire service is the basics of this class. From laws related to codes and standards, administrative and management practices, to those related to the fire ground, students learn the fundamentals of fire department operations and management. 3 hours lecture.

FFT 2813 Fire Department Management, 3 cr.

This course introduces students to management. Particular attention is paid to the management process as it relates to non-emergency and emergency aspects of the fire officer's role. 3 hours lecture.

FFT 2823 Fire Service Supervision, 3 cr.

Focusing specifically on supervising and managing personnel involved with fire protection, this course provides students with information on developing effective supervisory techniques, the role of the supervisor, dealing with problem situations and other areas relating to personnel in fire science and individual work groups. 3 hours lecture.

FFT 2833 Financial Management, 3 cr.

Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. An applied project requires the development of a model budget for the student's fire service organization. 3 hours lecture

Fire Protection - Community Risk Management Concentration

FFT 1913 Planning for Fire & Emergency Services, 3 cr.

With emphasis on the identification and evaluation of problems common

to the management of public safety resources, this course explores the planning, training, and logistical concerns needed to maintain organizational readiness and community preparedness. 3 hours lecture.

FFT 2913 Delivering Fire & Emergency Services, 3 cr.

The proper deployment of adequate resources is often the most critical aspect of an effective response. This course emphasizes methods for interpreting data and making sound tactical decision to manage local emergency situations and other large-scale incidents. 3 hours lecture.

FFT 2923 Community Risk Management I, 3 cr.

This course facilitates the analysis of local-area hazard data and threat control principles relating to personal and environmental risks. Investigation techniques, inspection methodologies, and prevention programs essential to public safety are emphasized. 3 hours lecture.

FFT 2933 Community Risk Management II, 3 cr.

A continuation of the principles addressed in Community Risk Management I, this course requires the analysis of a specific hazard and the application of specialized mitigation and control measures. The use of various codes, standards, and regulations related to such activities serves as the focal point of this course. 3 hours lecture.

Graphic Design Technology

CAT 1113 Graphic Design and Production I, 3 cr.

An introduction to the skills of design, typography, and the fundamentals needed of the graphic artist. The course will provide selected experiences involving design, simple renderings, printing processes, industry specifications, and print production formats for mass distribution. 6 hours lab.

CAT 1123 Graphic Design and Production II, 3 cr.

A continuation of Graphic Design and Production I with concentration

on color printing, mechanical processes, color separations, screens, cropping, and scaling photographs/artwork for reproduction with continued emphasis on design, typography, assembly, and binding. The course will utilize both traditional and computer techniques. Prerequisite: Graphic Design and Production I (CAT 1113). 6 hours lab.

CAT 1143 Typography, 3 cr.

A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on the computer. 2 hours lecture, 2 hours lab.

CAT 1213 Fundamentals of Graphic Computers, 3 cr.

An introduction to graphic interface computers related to the graphic design industry, utilizing current software and related hardware emphasizing print production and digital image manipulation. 1 hour lecture, 4 hours lab.

CAT 2133 Graphic Design Studio, 3 cr.

A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed on projects according to industry needs. 1 hour lecture, 4 hours lab.

CAT 2313 Basic Advertising Design, 3 cr.

Concepts and methodology related to the graphic design industry utilizing current software and related hardware. Prerequisite: Graphic Design and Production I (CAT 1113), Fundamentals of Graphic Computers (CAT 1213), or by consent of instructor. 6 hours lab.

CAT 2323 Advanced Advertising Design, 3 cr.

A continuation of basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design projects. This course utilizes equipment and software used in industry. Prerequisite: Basic Advertising Design (CAT 2313) or by consent of instructor. 6 hours lab.

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CAT 2334 Practical Advertising Techniques, 4 cr.

Performance skills needed for productive employment in the graphic design field. Prerequisite: Basic Advertising Design (CAT 2313) or by consent of instructor. 2 hours lecture, 4 hours lab.

CAT 2413 Rendering Techniques and Visual Production, 3 cr.

A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustration and visual production for mass distribution using electronic, mechanical, and traditional art techniques. 6 hours lab.

CAT 2824 Extended Reality (XR) 3D Design, 4 cr.

This course provides an introduction to 3D modeling using industry software and pipeline workflows with an emphasis on artistic development and technical implementation of animation, modeling, texturing, lighting, and rendering. 3 hours lecture, 2 hours lab,

CAT 2834 Advanced Extended Reality (XR) 3D Design, 4 cr.

This course is designed to introduce students to extended reality development as it relates to the graphic and game design industries. This course will provide students with working knowledge of the tools, skills, and workflows necessary for developing extended reality experience. 3 hours lecture, 2 hours lab.

CAT 2913 Special Project in Graphic Design Technology, 3 cr.

Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. Prerequisite: Completion of one semester of coursework in the Graphic Design Technology Program. 45 contact hours per semester credit hour.

CAT 2926 Supervised Work Experience in Graphic Design

Technology, 6 cr.

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 1-6 semester credit hours awarded through 3-18 hours externship. (Vocational-Technical Elective).

IMT 1513 Introduction to 3D Modeling, 3 cr.

IN this course students will learn to set an environment for working with design visualization software and create objects using basic geometry. This course will explore the creative possibilities in object creation, object transformation, object modification, and modeling. 1 hour lecture, 6 hours lab.

IMT 1613 Advanced 3D Modeling, 3 cr.

In this course students will gain an understanding of design principles and techniques for use in planning, designing, and producing a game character. 2 hours lecture, 2 hours lab.

Health Care Assistant

HCA 1115 Basic Health-Care Assisting, 5 cr.

This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures. 1 hour lecture, 6 hours lab, 3 hours clinical.

HCA 1125 Special Care Procedures, 5 cr.

This course includes specialized procedures for admitting, transferring, and discharging clients; assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and

nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure. Pre/Co-requisite: HCA 1115 Basic Health-Care Assisting. 2 hours lecture, 2 hours lab, 6 hours clinical.

HCA 1214 Body Structure and Function, 4 cr.

This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. Prerequisite: HCA 1115 Basic Health-Care Assisting. 1 hour lecture, 2 hours lab, 6 hours clinical.

HCA 1312 Home Health Aide and Homemaker Services, 2 cr.

This course includes basic knowledge and skills required to care for the homebound client and basic knowledge and skills required to provide homemaker services. Pre/Co-requisite: All core courses. 4 hours lab.

Health Information Technology

HIT 1114 Health Record Systems, 4 cr.

This course is an introduction to health record systems including admissions procedures; record content, analysis, and use; retention requirements; and numbering and filing systems. 3 hours lecture, 2 hours lab.

HIT 1213 Medical Terminology, 3 cr.

This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. 3 hours lecture

HIT 1323 Health Care Law and

Course Descriptions

Ethics, 3 cr.

This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents and authorizations. Prerequisites: HIT 1114 Health Record Systems. 3 hours lecture.

HIT 1413 Pathophysiology and Pharmacology I, 3 cr.

This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole. In addition, common medications used to treat disease processes will be addressed. Prerequisites: HIT 1213 Medical Terminology and BIO 2513/2511 Anatomy & Physiology I with lab. 3 hours lecture.

HIT 2123 Alternate Care Systems, 3 cr.

This course is a study of health record systems in alternative settings, cancer program records, medical staff organization, and accreditation and licensure standards. Prerequisites: HIT 1114 Health Record Systems, HIT 1213 Medical Terminology. 2 hours lecture, 2 hours lab.

HIT 2133 Health Statistics, 3 cr.

This course includes sources and use of health data, definitions of statistical terms, and computation of rates and percentages commonly used by health care facilities. Prerequisite: HIT 1114 Health Record Systems, HIT 2913 Computer in Healthcare. 3 hours lecture.

HIT 2142 Electronic Health Record, 2 cr.

This course covers the aspects of electronic health records (E.H.R.) in the healthcare environment. In addition, it explores implementation of the E.H.R. in various health-care settings. Prerequisite: HIT 2913 Computers in Health Care. 2 hours lecture.

HIT 2423 Pathophysiology and Pharmacology II, 3 cr.

This course is a continuation of Pathophysiology I with emphasis on

conditions relating to specific body systems, manifestations, and principles of treatment. In addition, common medications used to treat disease processes will be addressed. Prerequisites: HIT 1413 Pathophysiology I, BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab. 3 hours lecture.

HIT 2512 Professional Practice Experience I, 2 cr.

In this course, students rotate through health information management areas in hospitals and other health care facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. Prerequisites: HIT 1114 Health Record Systems, HIT 1311 Health Care Delivery Systems and HIT 1213 Medical Terminology. 6 hours clinical per day, 1 day a week.

HIT 2522 Professional Practice Experience II, 2 cr.

In this course, students rotate through health information management areas in hospitals and other health care facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability. Prerequisite: HIT 2513 Professional Practice Experience. 6 hours clinical per day, 1 day a week.

HIT 2615 Coding Systems I, 5 cr.

This course provides a basic introduction on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and/or ICD-10-PCS. The course is designed to provide the student with knowledge of diagnostic and/or procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. Prerequisites: HIT 1213 Medical Terminology, HIT 1413 Pathophysiology I, HIT 1114 Health Record Systems, BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab. 3 hours lecture, 4 hours lab.

HIT 2625 Coding Systems II, 5 cr.

This course is a continuation Coding Systems I. The course will continue to focus on how to transform narrative descriptions of diseases and injuries into alphanumeric diagnostic ICD-10-CM codes and also how to build ICD-10-PCS and/or CPT/HCPCS procedure codes. The course is designed to provide the student with knowledge of diagnostic and procedural coding applications and how they pertain to all aspects of medical care, research, data analysis, and financial implications. They will practice coding guidelines by applying the ICD-10-CM and ICD-10-PCS and/or CPT/HCPCS codes to coding cases and scenarios using the code books and encoder software. Prerequisites: BIO 2513/2511 Anatomy & Physiology I with lab, BIO 2523/2521 Anatomy & Physiology II with lab, HIT 2423 Pathophysiology II and HIT 2614 Coding Systems I. 3 hours lecture, 4 hours lab.

HIT 2633 Reimbursement Methodologies, 3 cr.

This course is designed to identify the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. Prerequisite: HIT 2615 Coding Systems I and HIT 2423 Pathophysiology II. 3 hours lecture.

HIT 2713 Health Care Supervision, 3 cr.

This course includes basic principles of management and supervision with emphasis on the health information setting. Prerequisites: HIT 2133 Health Statistics, HIT 2123 Alternate Care Systems. 3 hours lecture.

HIT 2812 Performance Improvement Techniques, 2 cr.

This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; the use of quality monitors in the health information department. Prerequisite: HIT 2123 Alternate Care Systems. 1 hour lecture, 2 hours lab.

HIT 2913 Computers in Health Care, 3 cr.

This course is an overview of computer use in health care facilities

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with emphasis on applications for health information services. An introduction to the electronic health record is included. Prerequisite: CSC 1123 Computer Applications I. 2 hours lecture, 2 hours lab.

HIT 2921 Certification

Fundamentals for HIT 1 cr.

This course is an in-depth study and review of material covered in the HIT curriculum. It is designed to prepare students for the national registry exam. 1 hour lecture.

Health Technology

AHT 1113 Medical Vocabulary, 3 cr.

This course is designed to give students a working knowledge of basic medical vocabulary. Emphasis is placed on learning prefixes, suffixes, root words and combining forms of medical vocabulary as related to specific body systems. Recognition of written terminology is also stressed. 3 hours lecture.

CTE 1332 Introduction to Health Professions I, 2 cr.

This course looks at specific allied health professions, describes the education necessary, certification requirements, and expected salary. The course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctoral degree. 2 hours lecture.

CTE 1113 Occupational Math, 3 cr.

This course is designed for students who want to improve their basic math skills in order to enhance the probability of admission into nursing, health education, industrial technology or other occupational programs and/or to increase the probability of success after entering an occupational program. 3 hours lecture.

Hospitality Management Technology

HRT 1114 Culinary Principles I, 4 cr.

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks and sauces, and farinaceous items. 2 hours lecture, 4 hours lab.

HRT 1123 Introduction to the Hospitality and Tourism Industry, 3 cr.

This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations help the students to discover the opportunities, trends, problems and organizations in the field. 3 hours lecture.

HRT 1163 Culinary Math, 3 cr.

The purpose of this course is to develop basic mathematical computation for all facets of the food service industry. Math skills learned will advance students/graduates at all levels of employment from servers and cooks to chefs and managers. 2 hours lecture, 2 hours lab.

HRT 1213 Sanitation and Safety, 3 cr.

This course includes the basic principles of microbiology, sanitation and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in hospitality operations are covered. 2 hours lecture, 2 hours lab.

HRT 1223 Restaurant and Catering Operations, 3 cr.

This course provides the student with a basic understanding of the principles of organizing and managing a food and beverage facilities, along with catering operations. 2 hours lecture, 2 hours lab.

HRT 1413 Rooms Division Management, 3 cr.

This course offers an operational approach to rooms division management in the hospitality industry including from office and housekeeping operations. 2 hours lecture, 2 hours lab.

HRT 1511 Hotel and Restaurant Seminar I, 1 cr.

Students practice leadership and management skills necessary for success in hospitality and tourism management. Instruction also focuses on business ethics, business manners, problem solving and professional growth development that coincide with Collegiate DECA goals. This course also addresses computer-based management systems. 2 hours lab.

HRT 1521 Hotel and Restaurant Seminar II, 1 cr.

This course is a continuation of HRT 1511. 2 hours lab.

HRT 1531 Hotel and Restaurant Seminar III, 1 cr.

This course is a continuation of HRT 1521. 2 hours lab.

HRT 1541 Hotel and Restaurant Seminar IV, 1 cr.

This course is a continuation of HRT 1531. 2 hours lab.

HRT 1552 Hospitality Seminar, 2 cr.

In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. 2 hours lecture.

HRT 1562, Hospitality Seminar, 2 cr.

In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. 2 hours lecture.

HRT 2233 Hospitality Cost Control, 3 cr.

This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost volume-profits analysis, income and cost control, menu pricing, labor cost control and computer applications. 2 hours lecture, 2 hours lab.

HRT 2613 Hospitality Supervision, 3 cr.

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques and evaluation methods. 2

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hours lecture, 2 hours lab.

HRT 2623 Hospitality Human Resource Management, 3 cr.

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. 2 hours lecture, 2 hours lab.

HRT 2853 Convention and Meeting Planning, 3 cr.

Planning, promotion, and management of meetings, conventions, expositions and events. 2 hours lecture, 2 hours lab.

HRT 2915 Supervised Work Experience in Hotel and Restaurant Management, 5 cr.

This course is a cooperative program between industry and education and is designed to integrate the students' technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

Industrial Maintenance Technician

IMM 1113 Industrial Maintenance Core & Safety, 3 cr.

This course covers general safety practices, OSHA 10-hour general industry safety card, introduction to hand and power tools, and basic employability skills. 2 hour lecture, 2 hours lab.

IMM 1133 Industrial Maintenance Blueprint Reading, 3 cr.

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. 3 hour lecture.

IMM 1153 Electrical Industrial Maintenance I, 3 cr.

This course includes instruction in electrical safety practices, the National Electrical Code, electrical theory, alternating current, and test equipment. 1 hour lecture, 4 hours lab.

IMM 1163 Electrical Industrial Maintenance II, 3 cr.

This course will include instruction in hand bending conduit, measurement devices, conductors and cables, terminations and splices. 1 hour lecture, 4 hours lab.

IMM 1214 Introduction to Industrial Maintenance, 4 cr.

This course includes an orientation to the trade, mathematical and measurement procedures, fasteners and hardware, pumps, valves, and lubrication principles. 1 hour lecture, 6 hours lab.

IMM 1235 Precision Machining Operations, 5 cr.

Safe and proper use of various precision tools. Includes instruction in the use of drill presses, engine lathes, and milling machines. 2 hours lecture, 6 hours lab.

IMM 1243 Mechanical Industrial Maintenance I, 3 cr.

This course will include instruction in installing bearings, installing couplings, setting baseplates and conventional alignment. 1 hour lecture, 4 hours lab.

IMM 1253 Mechanical Industrial Maintenance II, 3 cr.

This course includes instruction in installing belt and chain drives, installing seals and laser alignment. 1 hour lecture, 4 hours lab.

IMM 1323 Motor Control Systems, 3 cr.

This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. 2 hours lecture, 2 hours lab

IMM 1513 Equipment Installation and Alignment 3 cr.

Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. 1 hour lecture, 6 hours lab

IMM 1614 Principles of Piping and Hydro-Testing, 4 cr.

This course includes instruction in basic principles of piping and pipe fitting, basic pipe fitting procedures and basic hydro-testing of pipe systems. 2 hours lecture, 4 hours lab.

IMM 1734 Maintenance Welding and Metals, 4 cr.

This course introduces students to different metals and their properties and to basic SMAW welding and oxy-fuel cutting and brazing. 1 hour lecture, 6 hours lab.

IMM 1921 Elective-Supervised Work Experience, 1 cr.

This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. 45 hours internship.

IMM 2114 Equipment Maintenance, Troubleshooting, and Repair, 4 cr.

Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment including pumps. 1 hour lecture, 6 hours lab.

IMM 2214 Advanced Electrical for Industrial Maintenance, 4 cr.

This course will include instruction in motor control, transformers and distribution systems. 1 hour lecture, 6 hours lab.

IMM 2224 Advanced Mechanical for Industrial Maintenance, 4 cr.

This course includes instruction in hydraulics, pneumatics, and systems troubleshooting. 2 hours lecture, 6 hours lab.

IMM 2424 Solid State Motor Control, 4 cr.

This course includes principles and operation of solid state motor control. It includes the installation and maintenance of different solid state devices for motor control. 1 hour lecture, 6 hours lab.

IMM 2613 Programmable Logic Controllers, 3 cr.

Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the

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programming, installation, and maintenance of PLC's. 2 hours lecture, 2 hours lab.

IMM 2833 Process Control, 3 cr.
A study of the instruments and instrument systems used in processing including terminology, primary variables, symbols, and control loops. 2 hours lecture, 2 hours lab

Information Systems Technology

IST 1112 Fundamentals of Information Technology, 2 cr.
This course introduces microcomputer operation, word processing, spreadsheets, database management, and online applications. It is designed for students with limited computer proficiency and is to be taken by those students in addition to the courses listed in the course sequence. 1 hour lecture, 2 hours lab.

IST 1124 IT Foundations, 4 cr.
This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. 2 hours lecture, 4 hours lab.

IST 1133 Fundamentals of Data Communications, 3 cr.
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. 2 hours lecture, 2 hours lab.

IST 1143 Principles of Information Security, 3 cr.
This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understating the key issues associated with protecting information assets, determining the levels of protection and response to

security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. 2 hours lecture, 2 hours lab.

IST 1153 Web and Programming Concepts, 3 cr.
This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. 2 hours lecture, 4 hours lab.

IST 1163 Concepts of Database & SQL Concepts, 3 cr.
This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. 2 hours lecture, 2 hours lab.

IST 1223 Network Components, 3 cr.
This course presents local area network and wide area network connectivity. IT focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: IST 1134 Fundamentals of Data Communications. 2 hours lecture, 2 hours lab.

IST 1244 Network Administration Using Microsoft Windows Server, 4 cr.
This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. 2 hours lecture, 4 hours lab.

IST 1254 Network Administration Using Linux, 4 cr.
This course focuses on the management of a computer network using the Linux operation system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. 2 hours lecture, 4 hours lab.

IST 1314 Visual BASIC Programming Language, 4 cr.
This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. 2 hours lecture, 4 hours lab.

IST 1414 Client-side Programming, 4 cr.
This course offers a comprehensive understanding of programming using JavaScript. Prerequisite: IST 1154 Web and Programming Concepts. 2 hours lecture, 4 hours lab.

IST 1513 SQL Programming, 3 cr.
The course is the first in a two part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. 2 hours lecture, 2 hours lab.

IST 1524 SQL Programming II, 4 cr.
The course is the second in a two part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. 2 hours lecture, 4 hours lab.

IST 1634 Wireless Security and Privacy, 4 cr.
The course is the second in a two part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. 2 hours lecture, 4 hours lab.

IST 1643 Network Defense and Countermeasures, 3 cr.
This course provides a solid foundation of network security and the understanding of the process to create a network defense and countermeasure policy to respond to intrusion detection. Topics include Network Address Translation, packet filtering, proxy servers, firewalls, and Virtual Private Networks used to

Course Descriptions

design a network defense strategy.
Prerequisites: Network Security Fundamentals (IST 1623); Fundamentals of Data Communication (IST 1134) 2 hours lecture, 2 hours lab.

IST 1714 JAVA Programming, 4 cr.
This introduction to the Java programming language is to include sort, loops, and arrays. 2 hours lecture, 2 hours lab.

IST 1724 Programming in Python, 4 cr.
This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. 2 hours lecture, 4 hours lab.

IST 1764 Programming in Python II, 4 cr.
This course is designed to provide an advanced look at programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. 2 hours lecture, 4 hours lab.

IST 1811 IST Seminar I, 1 cr.
The Information Systems Technology Seminars are designed to prepare students to enter the workplace. Students learn the value of teamwork, cooperation, community involvement, professionalism, and the latest developments in the computer field. 1 hour lecture.

IST 1812 IST Seminar II, 1 cr.
The Information Systems Technology Seminars are designed to prepare students to enter the workplace. Students learn the value of teamwork, cooperation, community involvement, professionalism, and the latest developments in the computer field. 1 hour lecture.

IST 2111 IST Seminar III, 1 cr.
The Information Systems Technology Seminars are designed to prepare students to enter the workplace. Students learn the value of teamwork, cooperation, community involvement, professionalism, and the latest developments in the computer field. 1 hour lecture.

IST 2121 IST Seminar IV, 1 cr.
The Information Systems Technology Seminars are designed to prepare students to enter the workplace. Students learn the value of teamwork, cooperation, community involvement, professionalism, and the latest developments in the computer field. 1 hour lecture.

IST 2213 Network Security, 3 cr.
This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of system network operations and protocols through traffic capture and protocol analysis. Prerequisites: IST 1223 Network Components. 2 hours lecture, 2 hours lab.

IST 2224 Network Planning and Design, 4 cr.
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Prerequisites: Network Operating Systems Elective; IST 1223 Network Components. 2 hours lecture, 4 hours lab.

IST 2233 Network Implementation, 3 cr.
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Prerequisite: IST 2224 Network Planning and Design. 2 hours lecture, 2 hours lab.

IST 2253 Advanced Network Administration Using Microsoft Windows Server, 3 cr.
This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implantations of a functional server. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server. 2 hours lecture, 2 hours lab.

IST 2254 Advanced Network Administration Using Microsoft Windows Server, 4 cr.
This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implantations of a functional server. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server. 2 hours lecture, 4 hours lab.

IST 2314 Systems Analysis and Design, 4 cr.
This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. 2 hours lecture, 4 hours lab.

IST 2324 Script Programming Language, 4 cr.
This course is an introduction to the use of integrating scripts to add functionality to Web pages. Prerequisite: IST 1154 Web and Programming concepts OR IST 1123 Web Development Concepts OR IST 1143 Programming Development Concepts. 2 hours lecture, 4 hours lab.

IST 2334 Advance Visual BASIC Programming Language, 4 cr.
This course is a continuation of the Visual BASIC programming language. Prerequisite: IST 1314 Visual BASIC Programming Language. 2 hours lecture, 4 hours lab.

IST 2373 C Programming Language, 3 cr.
This course is designed to introduce the student to the C programming language and its basic functions. Prerequisite: any IST programming language course or permission of instructor. 2 hours lecture, 2 hours lab.

IST 2384 Advanced C Programming Language, 4 cr.
This course is a continuation of the study of the C programming language. Prerequisite: IST 2374 C Programming Language. 2 hours lecture, 4 hours lab.

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IST 2623 Linux/Unix Security, 3 cr.
This course provides the knowledge and fundamental understating of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to protect password files, monitor log files, and use port scanners and network scanners, and additional Linux/Unix security topics. 2 hours lecture, 2 hours lab.

IST 2724 Advanced JAVA Programming, 4 cr.
This course is a second of a two-part series that offers students an extensive introduction into Java Programming. Students will be taught advanced concepts of arrays, inheritance, applets, and swing components. 2 hours lecture, 4 hours lab.

IST 2814 Full-Stack Web Development, 4 cr.
This course offers students an introduction into Full-Stack Web Development (Django or other applicable software). Students will be taught concepts related to Django and other aspects of full-stack web development components and applications. 2 hours lecture, 4 hours lab.

IST 2883 Full-Stack Web Application, 3 cr.
This course is a second of a two-part series that offers students an extensive introduction into web application (Spring or other applicable software). Students will be taught advanced concepts of components. 2 hours lecture, 4 hours lab.

Marketing Management Technology

MMT 1000 Marketing Management Technology Lab, 0 cr.
This course provides additional time for project development and research in Salesmanship, Advertising, Merchandising Math, E-Commerce Marketing, Buying, and Marketing Case Studies. 1 hour optional lab.

MMT 1113 Principles of Marketing, 3 cr.
This course is a study of the principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets are also covered. 3 hours lecture.

MMT 1123 Marketing Management, 3 cr.
This course is an advanced continuation of Principles of Marketing (MMT 1113). Prerequisite: MMT 1113 Principles of Marketing. 3 hours lecture.

MMT 1223 Consumer Behavior, 3 cr.
This course introduces the fundamentals of Consumer Behavior patterns and motivations of the buying process and their relationship in the marketplace. Consumer Behavior is the study of individuals, groups, or organizations and the processes they use to select, secure, use and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society. 3 hours lecture.

MMT 1313 Selling, 3 cr.
Basic principles and techniques of salesmanship and their practical application are explored in this course. Topics also include basic elements of consumer behavior, developing effective sales strategies, closing and servicing a sale and developing consumer relations. 3 hours lecture, 1 hour optional lab.

MMT 1323 Advertising, 3 cr.
This course covers the role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection and creation of advertising. 3 hours lecture, 1 hour optional lab.

MMT 1413 Merchandising Math, 3 cr.
In this course students study the mathematical calculations involved in the merchandising process.

Fundamental principles and operations in buying, pricing and inventory are also covered. 3 hours lecture, 1 hour optional lab.

MMT 1613 Beginning Real Estate, 3 cr.
This beginning course in the study of real estate covers the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring and appraising. 3 hours lecture. This course does not satisfy degree or program requirements.

MMT 1643 Beginning Real Estate II, 3 cr.
This is the second course in real estate and covers the mathematics necessary to pass the state exam. Students also cover the principles and methods of financing real estate, sources of funds, types and contents of financing instruments and the role of various institutions, both private and governmental. 3 hours lecture. This course does not satisfy degree or program requirements.

MMT 2213 Principles of Management, 3 cr.
This course covers the basic principles and functions of management. Special emphasis is placed on planning, organizing, staffing, directing and controlling. 3 hours lecture.

MMT 2233 Human Resource Management, 3 cr.
Objectives, organization and functions of human resource management are explored in this class. Emphasis is focused on selection and placement, job evaluation, training, education, safety, health, employer-employee relations and employee services. 3 hours lecture.

MMT 2243 Marketing Case Studies, 3 cr.
The study of effective marketing management decision making through case study analysis. 3 hours lecture.

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MMT 2323 **Internet Marketing**, 3 cr.
This course introduces the online application of marketing communications. Topics include basic web design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with ecommerce activities. 3 hours lecture.

MMT 2513 **Entrepreneurship**, 3 cr.
Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business. 3 hours lecture.

RET 2723 **Real Estate Law**, 3 cr.
This course is designed to give students a general background in the laws of real property and real estate brokerage. 3 hours lecture.

Media Production Technology

BCT 1813/COM 1511 **Broadcast Assistantship I**, 3 cr.
This course is designed to give the student supervised work experience in radio and television production, both in the studio and in the field. 90 hours lab to be arranged.

BCT 1823/COM 1521 **Broadcast Assistantship II**, 3 cr.
This course is a continuation of BCT 1813. 90 hours lab to be arranged

BCT 2813/COM 2511 **Broadcast Assistantship III**, 3 cr.
This course is designed to give the student supervised work experience in radio and television production. Students are expected to take greater responsibility with the focus being placed on directing, producing, and leadership. 90 hours lab to be arranged.

BCT 2823/COM 2521 **Broadcast Assistantship IV**, 3 cr.
This course is a continuation of BCT 2813. 90 hours lab to be arranged.

MDT 1214/COM 2463 **Broadcast Writing**, 4 cr.
Principles of broadcast writing to include scripts for television and radio news, commercials, and programs. 3 hours lecture, 2 hours lab.

MDT 1244/COM 2483 **Principles of Mass Communication**, 4 cr.
Introduction to the field of radio/television broadcasting and the history of mass media. Emphasis is placed on the role of communication systems in our society. Job characteristics and opportunities are also emphasized. 4 hours lecture.

MDT 1314 **Fundamentals of Television Production**, 4 cr.
Introduction to the operation of a television studio. 3 hours lecture, 2 hours lab.

MDT 1413 **Principles of Audio Production**, 3 cr.
Operations of audio taping as well as actual production. A discussion of the different types of equipment used in audio production will also be emphasized. 2 hours lecture, 2 hours lab.

MDT 1423/COM 1443 **Advanced Audio Production**, 3 cr.
Continuation of Principles of Audio Production with further study in the development of and the use of equipment in audio production with emphasis placed on actual projects. 2 hours lecture, 2 hours lab.

MDT 2114/COM 1433 **Broadcast Announcing**, 4 cr.
Introduction to the basic principles of broadcast announcing. 3 hours lecture, 2 hours lab.

MDT 2314 **Intermediate Television Production**, 4 cr.
Operations of a television control room. 2 hours lecture, 4 hours lab.

MDT 2324/COM 1463 **Advanced Television Production**, 4 cr.
Operations of original television productions. Directions, productions, layouts, and organization are stressed. 2 hours lecture, 4 hours lab.

MDT 2414 **Basic Editing**, 4 cr.
Student's basic projects are emphasized and include basic principles, procedures, and techniques of audio and video editing. 2 hours lecture, 4 hours lab.

MDT 2424 **Advanced Editing**, 4 cr.
Student's continuation of Basic Editing with emphasis placed on the development and use of the broadcasting industry editing standards. Students' projects are emphasized and include advanced principles, procedures, and techniques of audio and video editing. 2 hours lecture, 4 hours lab.

Medical Assisting Technology

MET 1113 **Medical Terminology**, 3 cr.
This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation and the use of computer assisted software. 2 hours lecture, 2 hours lab.

MET 1214 **Medical Business Practices**, 4 cr.
This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on clerical functions, billing, collecting, bookkeeping, and creating and maintaining medical records. The goal is to provide the student with practice situations through demonstration and simulated office settings utilizing electronic health-care record software. 3 hours lecture, 2 hours lab.

MET 1313 **Clinical Procedures I**, 3 cr.
The purpose of this course is to introduce the student to basic clinical skills, Occupational Safety and Health Administration (OSHA) standards, infection control, vital signs, patient preparation, and assisting with examinations, emphasizing the importance of being proficient in all of these areas. This course also

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provides students with opportunities to practice and demonstrate proficiency in simulated settings and check-offs. 2 hours lecture, 2 hours lab.

MET 1323 Clinical Procedures II, 3 cr.

This course is a continuation of Clinical Procedures I and will further the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic studies, performing ECGs, preparing and administering medications as directed by the physician, and providing mobility assistance. 2 hours lecture, 2 hours lab.

MET 1413 Medical Law and Ethics, 3 cr.

This course covers medical law, ethics, and bioethics; the legal relationship of the physician and patient; the legal responsibilities of the healthcare team including the patient; and the importance of professional liability. 3 hours lecture.

MET 1513 Pharmacology for Medical Assistants, 3 cr.

The course reflects basic theory and clinical information related to drugs including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed. 3 hours lecture.

MET 1911 Medical Assisting Technology Seminar I, 1 cr.

This course is designed for students to participate in activities of various professional organizations such as the Medical Assisting Technology Student organization, HOSA and other student activities. Leadership skills, an understanding of group dynamics, educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health education professionals are outcomes of this course. One hour per week with

additional activities to meet organizational goals. 1 hour lecture.

MET 1921 Medical Assisting Technology Seminar II, 1 cr.

This course is a continuation of MET 1911. 1 hour lecture.

MET 1931 Medical Assisting Technology Seminar III, 1 cr.

This course is a continuation of MET 1911 & 1921. 1 hour lecture.

MET 2224 Computer Concepts for Medical Assistants, 4 cr.

This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. 2 hours lecture, 4 hours lab.

MET 2234 Medical Insurance, 4 cr.

The purpose of this course is to acquaint the student with different types of insurance plans including commercial plans, government plans, disability, worker's compensation, and managed care plans. Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9 and 10CM and CPT coding will be presented. 3 hours lecture, 2 hours lab.

MET 2334 Medical Laboratory for Medical Assistants, 4 cr.

This course covers techniques of the clinical laboratory including competent use of the microscope and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Students will develop proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and accurate reporting of test results. 3 hours lecture, 2 hours lab.

MET 2613 Clinical Review, 3 cr.

This summary course is designed to review the skills, knowledge, and abilities acquired during the

didacticum. This course will serve to assist the student in preparing for the certification exam, with a review of critical clinical skills and professional development issues. 3 hours lecture.

MET 2715 Practicum, 5 cr.

This course includes supervised experience in medical offices to provide the student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences and to strengthen learning situations brought up in the practicum setting. 1 hour lecture, 12 hours clinical.

Medical Laboratory Technology

MLT 1111 Fundamentals of MLT/Phlebotomy, 1 cr.

This course includes an overview of the field of Medical Laboratory Technology, as well as familiarization with laboratory safety, microscopes, glassware, and equipment. It also includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. 1 hour lecture.

MLT 1213 Urinalysis/Body Fluids, 3 cr.

This course is an introduction to urinalysis and laboratory analysis of miscellaneous body fluids. It includes the basic principles of routine and special urine tests, and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to disease states. 2 hours lecture, 2 hours lab.

MLT 1313 Hematology I, 3 cr.

This course is a study of the function of blood, morphology, maturation of normal cells, blood cell counts, differentials of white cells and blood collection and handling. Prerequisite: MLT 1213 Urinalysis/Body Fluids. 2 hours lecture, 2 hours lab.

MLT 1324 Hematology II, 4 cr.

This course includes the study of abnormal cell morphology and diseases involving blood cells, test

Course Descriptions

procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy.

Prerequisite: MLT 1313 Hematology I. 2 hours lecture, 4 hours lab.

MLT 1413 Immunology/Serology, 3 cr.

This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. 2 hours lecture, 2 hours lab.

MLT 1515 Clinical Chemistry, 5 cr.

This course covers the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Prerequisites: Approved chemistry elective. 3 hours lecture, 4 hours lab.

MLT 2711 Medical Laboratory Technology Seminar, 1 cr.

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study. 2 hours lab.

MLT 2424 Immunochemistry, 4 cr.

This course includes collection, processing, storage and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, antibody identification and investigation of hemolytic disease of the newborn. Prerequisite: MLT 1413 Immunology/Serology. 2 hours lecture, 4 hours lab.

MLT 2523 Pathogenic Microbiology I, 3 cr.

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical importance are emphasized in this course. This course covers the morphology, physiology life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. 2 hours lecture, 2 hours lab.

MLT 2614 Pathogenic Microbiology II, 4 cr.

Basic skills, principles and techniques for the staining, culturing, isolating and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to various antibiotics and other drugs. Prerequisite: MLT 2523 Pathogenic Microbiology I. 2 hours lecture, 4 hours lab.

MLT 2722 Certification Fundamentals of MLT, 2 cr.

This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national registry/certifying exam. Prerequisites: Completion of all didactic MLT courses. 2 hours lecture.

MLT 2944 Clinical Practicum I, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology/coagulation, clinical chemistry, immunochemistry, microbiology, phlebotomy, and immunology/serology. Prerequisites: All first, second, and third semester MLT courses. 12 hours clinical practice.

MLT 2954 Clinical Practicum II, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics

including hematology/coagulation, clinical chemistry, immunochemistry, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisite: MLT 2944 Clinical Practicum I. 12 hours clinical practice.

MLT 2964 Clinical Practicum III, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology, coagulation, clinical chemistry, immunochemistry, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisite: MLT 2944 Clinical Practicum I and MLT 2954 Clinical Practicum II. 12 hours clinical practice.

MLT 2974 Clinical Practicum IV, 4 cr.

Clinical practice and didactic instruction are the focus in a clinical affiliate. Students cover topics including hematology, coagulation, clinical chemistry, immunochemistry, urinalysis, microbiology, phlebotomy, and immunology/serology. Prerequisites: MLT 2944 Clinical Practicum I, MLT 2954 Clinical Practicum II, and MLT 2964 Clinical Practicum III. 12 hours clinical practice.

Nursing, Associate Degree

NUR 1002 Introduction to Neonatal Concepts, 2 cr.

Students explore the introductory concepts necessary to provide nursing care for neonates. Hybrid course. By arrangement.

NUR 1003 Legal and Ethical Issues in Healthcare, 3 cr.

This online elective course is designed to assist the beginning nursing student with the tools to process legal issues and assist in decision making based on nursing ethics. The textbook is used as a guide and reference for online discussions with the instructor and other students. Question/answer sessions at the end of each chapter will also provide review and topics of discussion. The student will utilize other resources for learning such as the Internet, nursing journals, and

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health care professionals employed in employee health and risk management. This course is restricted to students enrolled in NUR courses unless special exception is granted by the instructor. 3 hours lecture online.

NUR 1102 Nursing I Enhancement, 2 cr.

Students may take this course concurrently with Nursing I. Objectives are designed to enhance student comprehension of fundamental concepts and improve test taking skills and critical thinking skills. Students scoring less than 70 on the HESI A2 or who are readmission students to Nursing I are required to complete this course with a "C" or better. 2 hours lecture.

NUR 1103 Nursing I, Part 2, 3 cr.

This is a continuation of the fundamentals of nursing care and emphasis is placed on common medical conditions and the clinical care of clients in local hospitals and nursing homes. Prerequisite: NUR 1107. 2 hours lecture, 3 hours clinical.

NUR 1107 Nursing I, Part 1, 7 cr.

This is an introductory course in the Associate Degree Nursing Program that orients the student to the role of the nurse. Emphasis is placed on the nursing process as students begin to develop skills in helping patients of all ages to meet their basic needs. Areas of study include nutrition, wellness, growth and development including introduction to maternal-child concepts, pharmacology, medical care, patient instruction, and caring. The student will learn basic nursing skills needed to implement the nursing process, with emphasis on communication and critical thinking skills in caring for patients with common health problems. Local hospitals and nursing homes are used for clinical experiences. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/Lab and BIO 2521 and BIO 2523 Anatomy & Physiology II/Lab. Previous or concurrent enrollment in EPY 2533 Human Growth & Development, and BIO 2921 and BIO 2923 Microbiology/Lab. 6 hours lecture, 3 hours clinical.

NUR 1110 Nursing I, 10 cr.

This is an introductory course in the Associate Degree Nursing program that orients the student to the role of the nurse. Emphasis is placed on the nursing process and clinical judgment as students begin to develop skills in helping patients of all ages to meet their basic needs. Concepts of study include professionalism, tissue integrity, infection, safety and quality, gas exchange, perfusion, fluid and electrolyte imbalance, elimination, thermoregulation, mobility, caring, communication, pain and comfort, and culture and spirituality. The student will learn basic nursing skills needed to implement the nursing process, with emphasis on communication and clinical judgment skills in caring for patients with common health problems. Local hospitals and nursing homes are used for clinical experiences. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/lab and BIO 2521 and BIO 2523 Anatomy & Physiology II/lab. Previous or concurrent enrollment in EPY 2533 Human Growth and Development, and BIO 2921 and BIO 2923 Microbiology/lab. 8 hours lecture, 6 hours clinical.

NUR 1112 Health Assessment and Health Promotion, 2 cr.

This course introduces the student to the process of systematic and comprehensive health assessment for an adult client. Emphasis is placed on history taking, physical examination of specific body systems, identifying strategies for health promotion, and documentation of findings into the electronic health record. Prerequisites: NUR 1110 or NUR 1107/1103. 1 hour lecture, 2 hours lab.

NUR 1202 Nursing II Enhancement, 2 cr.

Students may take this course concurrently with Nursing II. Objectives are designed to enhance student comprehension of Nursing II concepts and improve test taking skills and critical thinking skills. Students scoring less than 70 on the HESI A2 or who are readmission

students are required to complete this course with a "C" or better. 2 hours lecture.

NUR 1203 (3 cr.), 2003 (3 cr.), 2013 (3 cr.), 2211 (1 cr.), 2303 (3 cr.)

Student Nurse Academy, Student Nurse Intern, & Nursing Externship

Students are afforded opportunity to practice select skills learned while employed in participating clinical agencies. By arrangement. Credit hours vary dependent on course.

NUR 1204 Nursing II, Part 1, 4 cr.

In this course, students continue to use the nursing process in providing care for patients with common, well-defined health problems. Areas of study include nursing care for the client with medical needs, neoplastic foundations, intravenous therapy, and fluid-electrolyte balance. Clinical areas include hospitals, clinics, community agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1107 and NUR 1103. Previous or concurrent enrollment in ENG 1113 English Composition I and PSY 1513 General Psychology. 3 hours lecture, 3 hours clinical.

NUR 1206 Nursing II, Part 2, 6 cr.

In this course, students continue to use the nursing process in providing care for patients with common, well-defined health problems. Areas of study include nursing care for the client with medical needs, glucose metabolism, normal maternal-child care, and introductory mental health care. Clinical areas include hospitals, clinics, community agencies, the college skills lab and simulation laboratory. Prerequisite: NUR 1204. 3 hours lecture, 3 hours clinical.

NUR 1210 Nursing II, 10 cr.

In this course, students continue to use the nursing process in providing care for patients with common, well-defined health problems. Areas of study include nursing care for the client with medical needs, normal maternal-child care, and introductory mental health care. Other areas of study focus on intravenous therapy, neoplastic foundations, glucose metabolism, and fluid-electrolyte balance. Clinical areas include hospitals, clinics, community

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agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1110 and previous or concurrent enrollment in ENG 1113 English Composition I and PSY 1513 General Psychology. 6 hours lecture, 12 hours clinical.

NUR 1213 Clinical Judgment in Nursing, 3 cr.

In this online elective course, students learn to think like a nurse. Students gain a deeper understanding of clinical judgment and practice applying clinical judgment to clinical situations. This course builds on clinical judgment skills developed throughout other nursing courses. This course is restricted to students enrolled in NUR courses. 3 hours lecture.

NUR 1320 Nursing I and II, 20 cr.

This course is a transition course for students in the Associate Degree Nursing Accelerated Program for LPNs and Paramedics. Instruction includes those objectives in NUR 1110 and NUR 1210. Successful completion of this term allows students to begin the second year Associate Degree Nursing curriculum in the following semester. See course description for NUR 1110 and NUR 1210 for additional information. Prerequisites: BIO 2511 and BIO 2513 Anatomy & Physiology I/lab, BIO 2521 and BIO 2523 Anatomy & Physiology II/lab, BIO 2921 and BIO 2923 Microbiology/lab, ENG 1113 English Composition I, EPY 2533 Human Growth and Development and PSY 1513 General Psychology. Nursing I: 8 hours lecture, 6 hours clinical. Nursing II: 6 hours lecture, 12 hours clinical.

NUR 2002 Advanced Neonatal Concepts, 2 cr.

Students learn to care for neonates with more complex needs. Hybrid course. By arrangement. Special permission of the instructor required. 2 hours lecture.

NUR 2102 Nursing III

Enhancement, 2 cr. Students may take this course concurrently with Nursing III. Objectives are designed to enhance student comprehension of Nursing III concepts and improve test taking skills and critical thinking

skills. Students scoring less than 70 on the HESI A2 or who are readmission students are required to complete this course with a "C" or better. 2 hours lecture.

NUR 2103 Nursing III, Part 2, 3 cr.

The student acquires theoretical and clinical knowledge related to the care of patients with medical-surgical disorders and complex obstetrics. Prerequisite: NUR 2107. 2 hours lecture, 3 hours clinical.

NUR 2107 Nursing III, Part 1, 7 cr.

Students develop skill in using the nursing process to provide safe and effective care for individuals of all ages with common health problems that are complex and/or long term in a variety of healthcare settings. The student also increases knowledge and skill in caring for patients with chronic neurological and psychiatric disorders. Technical skills introduced include intravenous medication and blood administration. The student will increase knowledge and skill in the areas of physical assessment intravenous therapy. Clinical areas used include hospitals, community agencies, the college skills lab and simulation laboratory. Prerequisites: NUR 1204 and NUR 1206. Previous or concurrent enrollment in SPT 1113 Public Speaking and ENG 1123 English Composition II. 4 hours lecture, 9 hours clinical.

NUR 2110 Nursing III, 10 cr.

Students develop skill in using the nursing process to provide safe and effective care for individuals of all ages with common health problems that are complex and/or long term in a variety of healthcare settings. The student acquires theoretical and clinical knowledge related to the care of patients with medical-surgical disorders. The student also increases knowledge and skill in caring for patients with chronic neurological and psychiatric disorders and in maternal-child nursing. Technical skills introduced include intravenous medication and blood administration. The student will increase knowledge and skill in the areas of physical assessment and intravenous therapy. Clinical areas used include hospitals, community agencies, the college skills lab and

simulation laboratory. Prerequisites: NUR 1210 Nursing II or NUR 1320 and previous or concurrent enrollment in SPT 1113 Public Speaking and ENG 1123 English Composition II. 6 hours lecture, 12 hours clinical.

NUR 2112 Nursing Pharmacology, 2 cr.

This online elective course will cover classifications of drugs, medication administration and the nursing process. 2 hours lecture online.

NUR 2201 Nursing IV Seminar, 1 cr.

This is a computer-lab based course designed to facilitate evaluation of a student's knowledge as preparation for NCLEX-RN success. Students will use standardized, instructor-made, and publisher testing items to determine level of knowledge in specific subject matter and will work with faculty to design individualized plans to address areas of deficit and to strengthen potential for passing NCLEX-RN. 2 hours computer lab.

NUR 2204 Nursing IV, Part 1, 4 cr.

Students continue to use the nursing process in providing care to clients with increasingly complex and/or critical problems. Areas of study include acute respiratory and pediatrics. The student is provided experiences in a variety of settings in order to incorporate the learning of concepts related to promotion of wellness and prevention of illness. Clinical areas include hospitals, clinics, and community agencies. Prerequisites: NUR 2107 and NUR 2103. Previous or concurrent enrollment in a humanities/fine arts elective. 3 hours lecture, 3 hours clinical.

NUR 2206 Nursing IV, Part 2, 6 cr.

Students continue to use the nursing process in providing care to clients with increasingly complex and/or critical problems. Areas of study include acute cardiac, acute neurological and emergency care. A management/preceptor unit prepares the student for his/her transition into nursing. At successful completion of this course and upon meeting all other graduation requirements, the student is eligible to apply to the Mississippi Board of Nursing to write

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the NCLEX-RN®. Prerequisite: NUR 2204. Concurrent enrollment in NUR 2201. 3 hours lecture, 9 hours clinical.

NUR 2210 Nursing IV, 10 cr.
Students continue to use the nursing process in providing care to clients with increasingly complex and/or critical problems. Areas of study include acute cardiac, acute respiratory, acute neurological and emergency care. The student is provided experiences in a variety of settings in order to incorporate the learning of concepts related to promotion of wellness and prevention of illness. A management/preceptor unit prepares the student for his/her transition into nursing. Clinical areas include hospitals, clinics, and community agencies. At successful completion of this course and upon meeting all other graduation requirements, the student is eligible to apply to the Mississippi Board of Nursing to write the NCLEX-RN®. Prerequisites: NUR 2110 Nursing III and concurrent or previous enrollment in a humanities/fine arts elective. Concurrent enrollment in NUR 2201. 6 hours lecture, 12 hours clinical lab; during preceptor unit, 24 hours of clinical lab and 2 hours lecture.

NUR 2212 NCLEX-RN® Readiness, 2 cr.

This elective course, designed for upper level nursing students, will assist students in preparing for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Students scoring less than 70 on the HESI A2 or who are readmission students are required to complete this course with a "C" or better. Hybrid course. 2 hours lecture.

NUR 2213 Advanced Clinical Judgment in Nursing, 3cr.

In this online elective course, students practice applying clinical judgment skills to increasingly complex clinical scenarios. Prerequisite: NUR 1213. This course is restricted to students who are enrolled in NUR courses. 3 hours lecture.

Practical Nursing

PNV 1213 Body Structure and Function, 3 cr.

This course is a study of body structure and function including each system of the body. 3 hours lecture.

PNV 1426 Fundamentals of Nursing Theory, 6 cr.

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the lifespan. 6 hours lecture.

PNV 1437 Fundamentals of Nursing Lab and Clinical, 7 cr.

This course provides demonstration and supervised practice of the fundamental skills related to practical nursing. 10 hours lab, 6 hours clinical.

PNV 1443 Nursing Fundamentals and Clinical, 13 cr.

This course provides students with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the lifespan, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. 6 hours lecture, 10 hours lab, 6 hours clinical.

PNV 1524 IV Therapy and Pharmacology, 4 cr.

This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. Prerequisites: All first semester courses. 3 hours lecture, 2 hours lab.

PNV 1666 Medical/Surgical Nursing Concepts and Clinical, 6 cr.

This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and

nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Alterations in Adult Health Nursing and Clinical (PNV 1676). This course also includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Pre-requisites: All first semester courses. 4 hours lecture, 6 hours clinical.

PNV 1676 Alterations in Adult Health Concepts and Clinical, 6 cr.

This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Medical/Surgical Nursing concepts and Clinical (PNV 1666). This course also includes clinical experiences for application of nursing theory and skills for safe and effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Pre/Co-requisites: All first semester courses. 4 hours lecture, 6 hours clinical.

PNV 1715 Maternal-Child Nursing, 5 cr.

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods, as well as infancy through adolescence. Prerequisites: All first semester Practical Nursing courses. 4.7 hours lecture, 1 hour clinical.

PNV 1813 Mental Health Nursing, 3 cr.

This course provides the student with basic knowledge and skills to assist the promotion of the emotional, mental, behavioral, and social well-being of the client and family experiencing a mental health alteration. Prerequisites: All first

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semester Practical Nursing courses. 2.7 hours lecture, 1 hour clinical.

PNV 1911 Practical Nursing Seminar I, 1 cr.

This course is designed to promote awareness and participation in the Health Occupation Students of America, the Student's professional organization (NFLPN), the Student Practical Nursing Organization, and campus and community activities. The course will allow group assembly to accomplish the goals and objectives set by the organizations. From this course, students will develop leadership skills, an understanding of group dynamics, educational enrichment, and stimulation of enthusiasm and interest in community affairs. This course is mandatory for MCC Practical Nursing students. There is no pre-requisite.

PNV 1914 Nursing Transition, 4 cr. This course facilitates the transition of the student to the role entry level Licensed Practical Nurse and the preparation for the National Council Licensure Examination (NCLEX-PN®). Prerequisites: All first and second semester Practical Nursing courses. 3 hours lecture, 3 hours clinical.

PNV 1921 Practical Nursing Seminar II, 1 cr.

This course is designed to promote awareness and participation in the Health Occupation Students of America, the Student's professional organization (NFLPN), the Student Practical Nursing Organization, and campus and community activities. The course will allow group assembly to accomplish the goals and objectives set by the organizations. From this course, students will develop leadership skills, an understanding of group dynamics, educational enrichment, and stimulation of enthusiasm and interest in community affairs. This course is mandatory for MCC Practical Nursing students. There is no pre-requisite.

Physical Therapist Assistant

PTA 1111 Health Care Experience I, 1 cr.

This course is designed to provide the student with extended observational and contact time and limited participation in a physical therapy department. The student has the opportunity to observe the health care delivery system and physical therapy's place within that system along with some role delineation of the rehabilitation team. 3 hours per week at a physical therapy facility, and a weekly scheduled meeting with the advisor.

PTA 1123 Fundamental Concepts of Physical Therapy, 3 cr.

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, legislation, and documentation. Historical patterns in the development of the profession will be explored and an overview of the varied areas of physical therapy's discussed in medical terminology is learned primarily by independent study. 3 hours lecture.

PTA 1213 Fundamental Skills for Physical Therapist Assistant, 3 cr.

This course introduces a variety of basic skills utilized in the practice of physical therapy. Topics covered will include communicating with the patient/family, positioning, transfers, and gait patterns with assistive devices, body mechanics, draping, vital signs, aseptic techniques, standard precautions, dressing and bandaging, and first aid/emergency techniques. Manual muscle testing is taught. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 2 hours lecture, 2 hours lab.

PTA 1224 Therapeutic Modalities, 4 cr.

This course is an introduction to the theory and practical application of massage, hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, contraindications, and precautions concerned with the modalities. Prerequisites: Successful completion of all courses in prior semester(s) of

the PTA curriculum. 8 hours lecture, 16 hours lab for 4 weeks during the summer term.

PTA 1315 Kinesiology, 5 cr.

This course includes the study of individual bones, muscles, muscle functions, innervation, and biomechanical principles of joint motion, goniometry, and normal gait. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture, 4 hours lab.

PTA 1324 Therapeutic Exercise & Rehabilitation I, 4 cr.

This course provides an overview of the biomechanical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with areas of the body and pathological conditions. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture, 2 hours lab.

PTA 1911 Seminar, 1 cr.

This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. 1 hour lecture.

PTA 1921 Seminar, 1 cr.

This course is a continuation of PTA 1911. This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 1 hour lecture.

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PTA 2233 Electrotherapy, 3 cr.
This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures and discusses pain theories and pain control. Indications and contraindications are emphasized. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 8 hours lecture, 16 hours lab for 3 weeks during the summer semester.

PTA 2334 Therapeutic Exercise & Rehabilitation II, 4 cr.
This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for selected conditions. Methods of functional, motor and sensory assessment and intervention techniques are introduced. Prosthetics and orthotics are discussed. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 3 hours lecture, 2 hours lab.

PTA 2413 Clinical Education I, 3 cr.
This initial clinical experience at an assigned clinical facility allows the student to correlate didactic classes and laboratory practice with actual delivery of physical therapy services in an area clinical facility. Basic intermediate modalities and procedures learned in prior course work will be practiced under close supervision of the facility clinical instructor. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours clinical per week for 3 weeks during the summer semester (second program year) is required.

PTA 2424 Clinical Education II, 4 cr.
This second full-time clinical experience at an assigned clinical facility allows the student to continue to utilize skills practiced during Clinical Education I plus correlates didactic and laboratory classes of PTA 1324, Therapeutic Exercise and Rehabilitation I, PTA 2333 Therapeutic Exercise and Rehabilitation II, and PTA 2513 Medical Conditions and Related Pathology. Basic, intermediate, and advanced skills/techniques will be monitored by close supervision of the

clinical instructor. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours clinical per week for 5 weeks is required for this course.

PTA 2434 Clinical Education III, 4 cr.
This third full-time clinical at an assigned clinical facility allows the student to continue to correlate all prior didactic and laboratory courses by practicing skills under the moderate supervision of the clinical instructor. Emphasis is placed on basic development of problem solving and critical thinking skills. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours clinical per week for 5 weeks is required for this course.

PTA 2444 Clinical Education IV, 4 cr.
This final full-time clinical experience is intended to prepare the PTA student for entry into the profession of physical therapy. Students will demonstrate competence and confidence in the application of therapeutic techniques and modalities. The student should demonstrate all skills with minimal supervision. Physical therapy treatments will be implemented and modified within the plan of care. Emphasis is placed on the advanced development of problem solving and critical thinking skills. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 40 hours clinical per week for 5 weeks is required for this course.

PTA 2513 Medical Conditions & Related Pathology, 3 cr.
This course provides a basic knowledge of the disease process of selected orthopedic, neurological, pediatrics and systemic diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology and clinical picture of conditions or diseases studied. Possible Physical Therapy intervention in each disability is discussed. Prerequisites: Successful completion of all courses in prior

semester(s) of the PTA curriculum. 3 hours lecture.

PTA 2523 Physical Therapy Seminar, 3 cr.
This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Mock licensure exams are utilized to prepare students for the licensure examination. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. Twenty-six hours during the week before Clinical Education II and 26 hours during the week after Clinical Education IV are required.

PTA 2911 Seminar, 1 cr.
This course is a continuation of PTA 1921. This course is designed to facilitate student involvement in the Mississippi Physical Therapy Association, the American Physical Therapy Association, the college student PTA organization and the Health Occupational Students of America. The course allows regular assembly and encourages leadership skills, understanding of group dynamics, educational enrichment, community service, and fosters rapport among allied health students. Prerequisites: Successful completion of all courses in prior semester(s) of the PTA curriculum. 1 hour lecture.

Precision Machining Engineering Technology

MST 1115 Power Machinery I, 5 cr.
This is a course in the operation of power machinery. Instruction includes the practice in the operation of lathes, drill presses and vertical mills. 2 hours lecture, 6 hours lab.

MST 1124 Power Machinery II, 4 cr.
A continuation of Power Machinery I, this class emphasizes more advanced applications of lathes, mills, shapers and precision grinders. 2 hours lecture, 4 hours lab.

MST 1222 Lathe Turning Knowledge, 2 cr.

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This course provides instruction of general shop safety as well as the operation of the lathe. The course will implement the performance of lathe operations resulting in the manufacture of various parts. 1 hour lecture, 2 hours lab.

MST 1313 Machine Tool Mathematics, 3 cr.

This course is an applied mathematics course designed especially for machinists. Instruction and practice in algebraic and trigonometric operations provides the essentials for successful machining. 2 hours lecture, 2 hours lab.

MST 1413 Blueprint Reading, 3 cr.

Students receive instruction and practice in reading and applying industrial blueprints. 2 hours lecture, 2 hours lab.

MST 1423 Advanced Blueprint Reading, 3 cr.

A continuation of Blueprint Reading, this course emphasizes advanced features of technical prints. Instruction also includes the identification of various projections and views and different assembly components. 2 hours lecture, 2 hours lab.

MST 1613 Precision Layout, 3 cr.

An introduction to the concept and practice of precision layout for machining operations, this class includes instruction and practice in the use of layout instruments. 2 hours lecture, 2 hours lab.

MST 1623 Fundamentals of GD&T, 3 cr.

This course is designed to provide students with a solid foundation in the fundamentals of geometric dimensioning and tolerancing. Includes emphasis on measurement theory, common terms and definitions, profile tolerances, orientation tolerances, locational tolerances, runout tolerances, and form tolerances as they relate to Machine Tool Technology. 3 hours lecture, 2 hours lab.

MST 1911, 1921, Machine Shop Seminar, 1 cr.

Machine Shop seminar is a course that is taken each semester during

the Machine Tool Technology program. The course is designed to facilitate activities in the Skills USA (VICA) and professional organizations. 1 hour lecture.

MST 2135 Power Machinery III, 4 cr.

Power Machinery III is a continuation of Power Machinery II. In Power Machinery III students are taught more advanced skills and techniques of the machine tool trade. 2 hours lecture, 6 hours lab.

MST 2145 Power Machinery IV, 4 cr.

A continuation of Power Machinery III, this class is a more in-depth study of advanced machining such as gear cutting and eccentric turning. 2 hours lecture, 6 hours lab.

MST 2715 Computer Numerical Control Operations I, 4 cr.

CNC I is an introduction to the different types of CNC machines as well as their programming and operations. 2 hours lecture, 4 hours lab.

MST 2724 Computer Numerical Control Operations II, 4 cr.

CNC II is designed to teach highly technical programming skills and applications. Students will learn sub programs, sub routines, thread milling, and 3D applications. 2 hours lecture, 4 hours lab.

MST 2734 Fundamentals of CAD/CAM, 4 cr.

This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. 3 hours lecture, 2 hours lab.

MST 2813 Metallurgy, 3 cr.

Metallurgy is the science and study of different metals and their compositions. Students receive practical information needed to select and determine different metals used in various applications. 1 hour lecture, 2 hours lab.

MST 2913 Special Problem in Machine Tool Technology, 3 cr.

This course is designed to provide students with the practical application of skills and knowledge gained in other Machine Tool Technology courses. The instructor works closely with students to ensure that the selection of a project enhances their learning experience. 6 hours lab.

Radiologic Technology

RGT 1114 Clinical Education I, 4 cr.

This course includes clinical practice and instruction in a clinical affiliate radiology department in correlation with the Radiographic Procedures I course. Topics include, but are not limited to, patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for two 8-hour days per week for the duration of the semester. Shift assignments vary. Prior to clinical education site assignments, this class meets on campus for clinical education preparation.

RGT 1124 Clinical Education II, 4 cr.

This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for two 8-hour days per week for the duration of the semester. Shift assignments will vary.

RGT 1137 Clinical Education III, 7 cr.

A clinical practice and instruction in a clinical affiliate are included in this course. Areas emphasized are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for 27 hours per week clinical for 10 weeks. Shift assignments vary.

RGT 1212 Fundamentals of Radiography, 2 cr.

This course is an introduction to Radiologic Technology including professional, departmental and historical aspects. Topics include terminology, medical ethics and

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fundamental legal responsibilities. 2 hours lecture.

RGT 1222 Patient Care and Radiography, 2 cr.

This course provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures. 2 hours lecture.

RGT 1312 Principles of Radiation Protection, 2 cr.

This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. 2 hours lecture.

RGT 1323 Principles of Exposure and Image Production, 3 cr.

This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation exposure systems technical conversions and problem solving. 2 hours lecture, 2 hours lab.

RGT 1333 Digital Image Acquisition and Display, 3 cr.

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. 2 hours lecture, 2 hours lab.

RGT 1523 Radiographic Procedures II, 3 cr.

This course focuses on principles and procedures involved in the radiographic positioning of the urinary system, spinal column, pelvic girdle, lower extremities, bony thorax,

mobile and trauma radiography procedures. A review of radiographic anatomy is performed on each procedure. 2 hours lecture, 2 hours lab.

RGT 1613 Physics of Imaging Equipment, 3 cr.

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. 3 hours lecture, 2 hours lab.

RGT 2132 Ethical and Legal Responsibilities, 2 cr.

Legal terminology, concepts, and principles are presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course prepares students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their value systems, cultural and ethnic influences, communications styles, socioeconomic influences, health risks, and life stages. 2 hours lecture.

RGT 2147 Clinical Education IV, 7 cr.

This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for three 8-hour days per week for the duration of the semester. Shift assignments vary.

RGT 2157 Clinical Education V, 7 cr.

Clinical practice and instruction in a clinical affiliate focuses on patient care and management, radiation protection, operation of equipment and radiologic procedures. Students are scheduled for three 8-hour days

per week for the duration of the semester. Shift assignments vary.

RGT 2533 Radiographic Procedures III, 3 cr.

The principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Also included is a review of radiographic anatomy on each procedure. 2 hours lecture, 2 hours lab.

RGT 2542 Radiographic Procedures IV, 2 cr.

This course is a study of special radiographic procedures which utilize sterile techniques and specialized equipment, including basic concepts of pharmacology. It also includes principles and procedures involved in radiographic positioning of the reproductive systems. 2 hours lecture.

RGT 2911 Radiation Biology, 1 cr.

This course is a study of biological effects of radiation upon living matter including genetic and somatic effects. 2 hours lecture.

RGT 2922 Radiographic Pathology, 2 cr.

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in the body systems are presented. 2 hours lecture.

RGT 2933 Certification Fundamentals, 3 cr.

This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession. Prerequisites: All core courses as scheduled. 3 hours lecture.

Respiratory Care Practitioner

RCT 1011 Seminar I, 1 cr.

This seminar is designed as a basic introduction to respiratory care and to facilitate activities in the vocational clubs and professional organizations. These activities encourage leadership

Course Descriptions

skills, understanding and participation in group projects, rapport with peers and community service. Meets one hour each week. Prerequisites: Currently enrolled in RCT 1213, 1313, 1223, 1613, and 1414.

RCT 1021 Seminar II, 1 cr.
This seminar is a continuation of RCT 1011. Meets one hour each week. Prerequisites: Currently enrolled in RCT 1516, 1424, and 2333.

RCT 2031 Seminar III, 1 cr.
This seminar is a continuation of RCT 1021. Meets one hour each week. Prerequisites: Currently enrolled in RCT 2534 and RCT 2434.

RCT 1213 Respiratory Care Science, 3 cr.
This course is designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care is emphasized. Prerequisites: BIO 2514 and BIO 2524. 3 hours lecture.

RCT 1223 Patient Assessment and Planning, 3 cr.
This course is a fundamental approach to subjective and objective evaluation, assessment and care plan formation for the individual needs of the patient. Students are introduced to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment and prevention. Prerequisites: BIO 2514, BIO 2524. 2 hours lecture, 2 hours lab.

RCT 1313 Cardiopulmonary Anatomy and Physiology, 3 cr.
Students study cardiopulmonary and renal physiology in relation to the practice of respiratory care. Prerequisites: BIO 2514, BIO 2524. 3 hours lecture.

RCT 1323 Pulmonary Function Testing, 3 cr.
This course is an introduction to pulmonary function technique and testing equipment. Prerequisites: RCT 1516, RCT 1424, RCT 2333,

and Seminar II. 2 hours lecture, 2 hours lab.

RCT 1416 Respiratory Care Technology I, 6 cr.
This course is a study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning and basic life support. Prerequisites: BIO 2514, BIO 2524. 3 hours lecture, 6 hours lab.

RCT 1424 Respiratory Care Technology II, 4 cr.
This course is a continuation of Respiratory Care Practitioner I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1011, and RCT 1613. 3 hours lecture, 2 hours lab.

RCT 1515 Clinical Practice I, 5 cr.
Patient assessment and care plan formats are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1011, and RCT 1613. 15 hours clinical.

RCT 1524 Clinical Practice II, 4 cr.
In this course, students rotate through various respiratory subspecialty areas for evaluation of competency and performance of respiratory care procedures. This course reviews all aspects of respiratory care. Prerequisites: RCT 1516, RCT 1424, RCT 2333, and RCT 1011. 12 hours clinical.

RCT 1613 Respiratory Care Pharmacology, 3 cr.
This course is designed to introduce students to pharmacology related cardiopulmonary disorders. Prerequisites: BIO 2514, BIO 2524. 3 hours lecture.

RCT 2333 Cardiopulmonary Pathology, 3 cr.
Cardiopulmonary pathophysiology is studied in this course. Topics include etiology, clinical manifestations,

diagnostics and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations are used to enforce learning and to evaluate progress. Prerequisites: RCT 1213, RCT 1223, RCT 1313, RCT 1414, RCT 1613, and RCT 1011. 3 hours lecture.

RCT 2534 Clinical Practice III, 4 cr.
In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Prerequisites: RCT 1323 and RCT 1524. 12 hours clinical.

RCT 2434 Respiratory Care Technology III, 4 cr.
This course is a study of respiratory care in the critical care setting. Topics include conventional and non-conventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Prerequisites: RCT 1323 and RCT 1524. 3 hours lecture, 2 hours lab.

RCT 2545 Clinical Practice IV, 5 cr.
This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Prerequisites: RCT 2534, RCT 2434, and RCT 2031. 15 hours clinical.

RCT 2614 Neonatal/Pediatrics Management, 4 cr.
This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. Prerequisites: RCT 2534, RCT 2434, and RCT 2031. 2 hours lecture, 2 hours lab.

RCT 2713 Respiratory Care Seminar, 3 cr.
This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, mock Board Exams, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Prerequisites: RCT

Course Descriptions

2534, RCT 2434, and RCT 2031. 2 hours lecture, 2 hours lab.

Robotics

ROT 1113 **Fundamentals of Robotics**, 3 cr.

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. Prerequisite: EET 1123 AC Circuits. 2 hours lecture, 2 hours lab

ROT 1213 **Industrial Hydraulics**, 3 cr.

This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Basic pneumatics is also covered. 2 hours lecture, 2 hours lab.

Sign Language

IDT 1224 **American Sign Language I**, 4 cr.

A developmental course, meaning that the students (whatever their competency level at the beginning of the course) are expected to grow continuously throughout the semester. The students will develop a high degree of familiarity with and a respect for the usage of the basic principles of America Sign Language (ASL) through nonverbal communication techniques, eye training, and finger spelling. Also, students will be introduced to the basic patterns of ASL through discipline and instruction. 3 hours lecture, 2 hours lab. This course does not satisfy degree or program requirements.

IDT 1234 **American Sign Language II**, 4 cr.

An introduction to sign language idioms and English idioms. This course will introduce ways to express English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building

student's sign language vocabulary is the primary interest of this course. Deaf-resource people, videotapes, and other materials will be included. (Prerequisite IDT 1224 or instructor approval). 3 hours lecture, 2 hours lab. This course does not satisfy degree or program requirements.

Surgical Technology

SUT 1113 **Fundamentals of Surgical Technology**, 3 cr.

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. 2 hours lecture, 2 hours lab.

SUT 1216 **Principles of Surgical Technique**, 6 cr.

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. 1 hour lecture, 10 hours lab.

SUT 1314 **Surgical Anatomy**, 4 cr.

In this course emphasis is placed on the structure and function of the human body as related to surgery. The principles of surgical anatomy are applied while participating in clinical experience. 4 hours lecture.

SUT 1413 **Surgical Microbiology**, 3 cr.

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. 2 hours lecture, 2 hours lab.

SUT 1518 **Basic and Related Surgical Procedures**, 8 cr.

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. 2 hours lecture, 12 hours clinical.

SUT 1528 **Specialized Surgical Procedures**, 8 cr.

This course includes instruction in

regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments. 2 hours lecture, 12 hours clinical.

SUT 1538 **Advanced Surgical Procedures**, 8 cr.

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination. 2 hours lecture, 12 hours clinical.

SUT 1911 **Surgical Technology Seminar I**, 1 cr.

This course is designed to facilitate activities incorporated in Health Occupation Students of America and the Surgical Technology Association, as well as other campus organizations. Activities in this course encourage the development of leadership skills, an understanding of group dynamics, educational enrichment, community service, and fosters rapport among health education students. 1 hour lecture.

SUT 1921 **Surgical Technology Seminar II**, 1 cr.

This course is a continuation of SUT 1911. 1 hour lecture.

Communications Technology (formerly Systems Based Electronics Engineering Technology)

EET 1113 **DC Circuits**, 3 cr.

Principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. 2 hours lecture, 2 hours lab.

EET 1123 **AC Circuits**, 3 cr.

Principles and theories associated with AC circuits. This course includes

Course Descriptions

the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and use of test equipment to analyze DC circuits. 2 hours lecture, 4 hours lab.

EET 1174 Fluid Power, 4 cr.
This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Prerequisite: Instructor Approval. 3 hours lecture, 2 hours lab.

EET 1192 Fundamentals of Electronics, 2 cr.
This course is designed to provide students with fundamental skills associated with all electronics courses. Topics covered include safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. 1 hour lecture, 2 hours lab.

EET 1213 Digital Electronics, 3 cr.
Students are introduced to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra and a basic computer system in this course. 3 hours lecture, 1 hours lab.

EET 1234 Computer Service Lab I, 3 cr.
This course covers fundamentals of computer servicing including configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisite: Instructor Approval. 6 hours lab.

EET 1333 Solid State Devices and Circuits, 3 cr.
Active devices, which include PN junction diodes, bipolar transistors, bipolar transistor circuits and unipolar devices, are studied in this course, with emphasis on low frequency

application and troubleshooting. Co-requisite EET 1123 AC Circuits. 2 hours lecture, 2 hours lab.

EET 1343 Motor Control Systems, 3 cr.
This course covers installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisite: Instructor Approval. 2 hours lecture, 2 hours lab.

EET 1353 Fundamentals of Robotics, 3 cr.
This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming and how they relate to the electrical industry. Prerequisite: Instructor Approval. 2 hours lecture, 2 hours lab.

EET 1363 Microcontrollers, 3 cr.
Students gain the skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing and other hardware applications associated with microprocessor systems. Prerequisite: EET 1214 Digital Circuits. 2 hours lecture, 4 hours lab.

EET 1382 Industrial Robotics, 2 cr.
This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial-grade robots are used to train the students in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. 1 hour lecture, 2 hours lecture.

EET 1443 Fundamentals of Instrumentation, 3 cr.
This course provides students with a general knowledge of instrumentation principles as they relate to the electrical industry. This course includes instruction in the basis of hydraulics and pneumatics and the use of electronic/electrical circuits in the instrumentation process. Prerequisite: Instructor

Approval. 2 hours lecture, 2 hours lab.

EET 2334 Linear Integrated Circuits, 4 cr.
Students gain the skills and knowledge associated with advanced semiconductor devices and linear integrated circuits in this course. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filter, voltage regulators, timers and phase-locked loops. Prerequisite: EET 1334 Solid State Devices and Circuits. 2 hours lecture, 4 hours lab.

EET 2363 Programmable Logic Controllers, 3 cr.
This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Students learn about the operating principles of PLC's and practice in the programming, installation and maintenance of PLC's. Lecture and lab are required. Prerequisite: EET 1214. 2 hours lecture, 2 hours lab.

EET 2373 Programmable Logic Controllers Multi-Platform, 3 cr.
This course covers use of programmable logic controllers (PLCs) in modern industrial settings as well as the operating principles of PLCs and practice in the accelerated programming across multiple PLC platforms, installation and maintenance of PLCs. 1 hour lecture, 4 hours lab.

EET 2414 Electronic Communications, 4 cr.
This course provides students with the concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, reception, data transmission formats and codes, RS-232 interface and modulation-demodulation of digital communication. Prerequisite: EET 1363 Microcontrollers. 2 hours lecture, 4 hours lab.

EET 2423 Fundamentals of Fiber Optics, 3 cr.
Fiber-optic cable in modern industry applications. Prerequisite: Instructor Approval. 1 hour lecture, 4 hours lab.

Course Descriptions

EET 2514 **Interfacing Techniques**, 4 cr.

Students study data acquisition devices and systems including their interface to microprocessors and other control systems. Lecture and lab are required. Prerequisite: EET 1214 Digital Electronics. 2 hours lecture, 4 hours lab.

EET 2812 **Introduction to Mechatronics**, 2 cr.

This course provides a hands-on learning environment to develop and practice the techniques used in programming and sequencing mechatronics systems. 1 hour lecture, 2 hours lab.

EET 2913 **Special Project**, 3 cr.

This course is designed to provide practical application of skills and knowledge gained in other electronics or electronics-related technical courses. Prerequisite: All first year classes. 6 hours lab.

EET 2923 **Supervised Work Experience**, 3 cr.

This course features a cooperative program between industry and education and is designed to integrate technical studies with industrial experience. Through an evaluation with the employer and weekly written reports, a student's technical skills and progress are evaluated. Prerequisite: All first year classes. 6 hours lab.

Communications Technology (formerly Telecommunications Technician)

TCT 1113 **Fundamentals of Telecommunications**, 3 cr.

History of voice/data communication, fundamental concepts of analog and digital communications, and basic telephone service. Prerequisite: Instructor Approval. 2 hours lecture, 2 hours lab.

TCT 1910 **Telecommunications Seminar I**, 0.5 cr.

This course is designed to facilitate student participation in various college activities as well as activities

associated with Skills USA and professional organizations related to each student's goals. The assembly of students on a regular basis helps to accomplish both individual and organizational goals and objectives. Participation in group activities provides students with the opportunity to improve their leadership skills as well as to better serve their college and community and to develop rapport with their peers. 1 hour lab.

TCT 1920 **Telecommunications Seminar II**, 0.5 cr.

This course is a continuation of TCT 1910. 1 hour lab.

TCT 1930 **Telecommunications Seminar III**, 0.5 cr.

This course is a continuation of TCT 1920. 1 hour lab.

TCT 1940 **Telecommunications Seminar IV**, 0.5 cr.

This course is a continuation of TCT 1930. 1 hour lab.

TCT 2243 **Copper Cabling Systems**, 3 cr.

Understand telephone companies and the telephone network, regular telephone service, how calls are established end-to-end, network equipment, the outside plant, loops, remotes, Cos and telephony jargon and buzzwords. Prerequisite: Instructor Approval. 2 hours lecture, 2 hours lab.

TCT 2354 **Fundamentals of Wireless Tech.**, 4 cr.

This course covers theories and applications of digital communications and analog pulse modulation. 2 hours lecture, 4 hours lab.

TCT 2364 **Wireless Telecommunications Technology**, 4 cr.

Theories and applications of digital modulation methods and digital pulse modulation methods. Prerequisite: Instructor Approval. 2 hours lecture, 4 hours lab.

TCT 2413 **Microwave and Satellite Systems**, 3 cr.

Theories and applications of microwave and satellite

communications. Prerequisite: Instructor Approval. 3 hours lecture, 1 hours lab.

TCT 2424 **Network Systems**, 4 cr.

Networking fundamentals, voice networking, LANs, and the internet are covered in this course. Students will also learn about the upgrading of computers to support LAN technology. Prerequisite: Instructor Approval. 2 hours lecture, 4 hours lab.

TCT 291(1-4) **Special Projects**, 1-4 cr.

Practical application of skills and knowledge gained in other telecommunications or telecommunications-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Prerequisite: Instructor Approval. 2-8 hours lab.

TCT 292(1-6) **Supervised Work Experience**, 1-6 cr.

This cooperative program between industry and education is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 industrial contact hours. Prerequisite: Instructor Approval. 3-18 hours Externship.

EET 1234 **Computer Servicing Lab I**, 4 cr.

This course covers fundamentals of computer servicing including configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisite: Instructor Approval. 6 hours lab.

Welding and Cutting Technology

WLT 1115 **Shielded Metal Arc Welding I**, 5 cr.

This course is designed to teach students welding techniques using E-6010 electrodes. 0.5 hour lecture, 9 hours lab.

Course Descriptions

WLT 1124 Gas Metal Arc Welding, 4 cr.

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer. 1 hour lecture, 6 hours lab.

WLT 1135 Gas Tungsten Arc Welding, 5 cr.

This course is designed to give the student experience in various welding applications using the GTAW process. 1 hour lecture, 8 hours lab.

WLT 1143 Flux Core Arc Welding, 3 cr.

This course is designed to give the student experience using FCAW process. 1 hour lecture, 4 hours lab.

WLT 1155 Basic Welding, 5 cr.

This class teaches the technique of welding pipe in the 6G position using SMAW process. 1 hour lecture, 8 hours lab.

WLT 1173 Introduction to Welding and Safety, 3 cr.

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. 2 hours lecture, 2 hours lab.

WLT 1225 Shielded Metal Arc Welding II, 5 cr.

This course is designed to teach students welding techniques using E-7018 electrodes. 0.5 hour lecture, 9 hours lab.

WLT 1232 Blueprint Reading, Welding Symbols and Metallurgy, 2 cr.

This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. 1 hour lecture, 2 hours lab.

WLT 1252 Advanced Pipe Welding, 2 cr.

This class teaches pipe welding in the 6G position using GTAW process. 1 hour lecture, 2 hours lab.

WLT 1313 Cutting Processes, 3 cr.

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. 1 hour lecture, 4 hours lab.

WLT 2913 Welding Code, 3 cr.

This course is designed to teach how to use the AWS D1.1 Structural Code book. 3 hours lecture.

PPV 1425 Basic Fabrication of Pipe Fitting, 5 cr.

This course teaches the use of making templates for pipe layout and the assembly of pipe joints. 2 hours lecture, 8 hours lab.

Work-Based Learning

WBL 191(1-3), 192(1-3), 193(1-3), 291(1-3), 292(1-3), 293(1-3) Work-Based Learning I, II, III, IV, V, VI

A structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator and work-site supervisor/mentor develop and insure the student is proficient in general and job specific competencies. This experience is designed to integrate the student's academic and technical skills into a work environment. 1-3 semester credit hours awarded for a 3-9 hours per week externship. Prerequisite: Concurrent enrollment in Career and Technical Education program area courses.

SECTION 10: Faculty and Staff

ADAMS, Gloria; Medical Assisting Technology Program Coordinator/Instructor; CMA (AAMA), NCMA; A.A.S., Phillips Junior College.

ADERHOLT, Jennifer; Sales and Marketing Associate, Eagles' Nest Bookstore.

AGENT, Jamie; Associate Degree Nursing Instructor; B.S.N., Mississippi University for Women; M.S.N., The University of South Alabama

ALLEN, Michael; Director of Housekeeping.

ALSOBROOKS, Wendie; Nurse Assistant Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi.

AMMON, Heather; Practical Nursing Instructor; A.A.S., East Central Community College; B.S.N., University of Southern Mississippi; M.S.N., Jacksonville University.

ARINDER, George; Property Control Specialist; A.A.S., Meridian Community College; B.S.B.A., University of Southern Mississippi.

ATKINSON, Sander; Associate Dean for Student Services, Athletic Director; B.S., Eastern Kentucky University; M.S., East Tennessee State University.

ATTERBERRY, Walter; Energy Education/Campus Safety Manager; B.S., Rust College; MPA, Clark-Atlanta University.

BANE, Darren; Workforce Project Manager; B.B.A., Mississippi State University.

BARKSDALE, Cisley; Early Childhood Academy; A.A., Meridian Community College.

BECKMAN, Curtis; Information Systems Technology Program Coordinator/Instructor; A.A.S., Meridian Community College.

BECKMAN, Jessica; Math Emporium Lab Coordinator; A.A., Meridian Community College; B.A., Mississippi State University.

BEDDINGFIELD, Sheryl; Associate Degree Nursing Instructor; B.S.N., M.S.N., University of Southern Mississippi; Certified Nurse Educator.

BEELAND, Carolyn; Facilities Coordinator.

BENEFIELD, Richard; General Maintenance Specialist.

BENSON, Dustin; Biology Instructor; B.S., Mississippi University for Women; M.S., Mississippi College.

BISHOP, Stanley; Industrial Maintenance Instructor; Certificate, Meridian Community College.

BISHOP, Valerie; Dean for Institutional Effectiveness; B.S., Georgetown College; M.S., University of Kentucky.

BLOUNT, Stephanie; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University.

BOLER, Terry; Campus Police Officer.

BOLES, Daniel; Choral & Instrumental Specialist; A.A., Meridian Community College; B.A., Mississippi State University.

BOLES, Robert; Director of Administrative Computing; A.A.S., Meridian Community College.

BOMAN, Joseph; Campus Police Officer.

BONNER, Marvin; Building Custodian.

BOOTHE, Morgan; English Instructor; B.A., Samford University; M.A.T., University of West Alabama.

BOUNDS, Kelli; Dental Hygiene Instructor; A.A., Meridian Community College; B.S., University of Mississippi Medical Center.

BOUTWELL, Tony; Director of Visual Media; B.A., Mississippi State University.

BRADLEY, Constance; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; Ph.D., William Carey University; PMC, University of Mississippi Medical Center.

BRADLEY, Curtis; Lineman Instructor; A.A., Meridian Community College; B.S. Columbia Southern University.

BRADLEY, Nedra; Financial Aid Director; A.A., Meridian Community College; B.S., M.B.A., Mississippi State University.

BRANTLEY, Mitch; Guitar Instructor/Show Choir Band Director; A.A., Hinds Community College; B.M.E., M.M., University of Southern Mississippi.

BRATU, Amanda; Administrative Assistant, Vice President of Institutional Advancement/Executive Director of Meridian Community College Foundation; A.A., Meridian Community College; B.S., Mississippi State University.

Faculty and Staff

BRATU, Bethany; Special Populations/Nursing Proctor; B.S., Mississippi State University.

BRATU, Cyndy; Administrative Assistant, Chief Financial Officer; B.A., Mercyhurst University.

BROUGHTON, Rodney; Assistant Men's Basketball Coach; A.S., Bishop State Community College; B.A.; University of South Alabama; M.S., Northwestern State University of Louisiana.

BROWN-BRADLEY, Christena; Respiratory Care Practical Program Director; A.A., A.A.S., Meridian Community College; B.S., University of Mississippi Medical Center; M.S.Ed., Mississippi State.

BROWN, Stuart; 3D CAD Engineering Coordinator/Instructor; A.A., Meridian Community College; B.S., Mississippi State University; M.Ed., University of West Alabama.

BRYAN, Jenny; Academic Coordinator of Clinical Education/Instructor, Physical Therapist Assistant Program; A.A., Meridian Community College; B.A., University of Mississippi.

BULLOCK, Ronald; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

CALDERON, Beth; Chair, Language and Literature / Spanish Instructor; B.S. Mississippi State University; M.A.T.L., University of Southern Mississippi.

CAMPBELL, Brooke; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

CALVERT, Miranda; Records Assistant, Human Resources.

CAREY, Lynne; Workforce Project Manager; A.A., Meridian Community College.

CARLISLE, Stacey; Program Coordinator/Instructor Systems Based Electronics Engineering/Computer Helpdesk Technician; A.A.S., Meridian Community College.

CARPENTER, Cathy; Library Clerk.

CARPENTER, Matthew; Maintenance Assistant; VC, A.A.S., East Mississippi Community College.

CARRAWAY, Angela; Chair, Science, Fitness and Wellness Division/Chemistry Instructor; B.S., M.S., Mississippi State University; Ph.D., University of Alabama.

CARTER, Timothy; Tennis Coach; A.A., Meridian Community College; B.S., Mississippi State University; M.S., University of Southern Mississippi.

CHAMBERS, LaQuita; Advisor; B.S., University of Southern Mississippi; M.S., Lamar University.

CHANCE, Chandler; Biology Instructor; A.A., Jones County Junior College; B.S., M.A.T., Mississippi State University.

CHISLUM, Laureta; Coordinator for Lifelong Learning; A.A., Hinds Community College.

CLARK, Sandy; Marketing Management Technology Program Coordinator/Instructor; B.S., Mississippi State University.

CLAY, Lauren; Executive Assistant, President; Certificate, Meridian Community College.

CLYMER, Michael; Math Instructor; B.S., M.A., Eastern Mennonite University.

COLE, Christy; Advisor; B.S., Mississippi State University; M.B.A., Florida State University.

COLE, Margarette; Adult Education Smart Start Instructor; A.A., Meridian Community College; A.A., East Mississippi Community College; B.S., M.B.A., Franklin University; Ed.S., Nova Southeastern University.

COLE, Timothy; Inventory Clerk, Eagles' Nest Bookstore; A.A., Meridian Community College; B.S., M.B.A., Franklin University.

COLEMAN, Jamila; Adult Education Instructor; B.A., University of Southern Mississippi.

COLEMAN, Shannon; WIOA Case Manager; A.A., Meridian Community College; B.S., Mississippi State University.

COLEMAN, Mae; Beep Staff; A.A.S., Meridian Community College; B.S., Jackson State University.

COLLUM, Gordon; Maintenance Specialist.

COLLUM, Lara; Assistant Vice President for Nursing/Health Education; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., Alcorn State University; Ph.D., William Carey University.

CONNER, LaTonia; Admissions Coordinator; A.A.S., Meridian Community College.

Faculty and Staff

COODY, Tara; Associate Degree Nursing Instructor; A.A.; The University of West Alabama; B.S., M.S., Chamberlain University.

COOK, Annette; Interim Vice President of Student Life; B.S., Mississippi State University; MA, University of Alabama.

COOPER, Linda; Building Custodian.

COOPER, Evette; Building Custodian.

COSTA, Lori; Administrative Assistant, Nursing and Health Education; B.S., University of West Alabama.

COWARD, Kim; Sociology Instructor; B.A., University of Mississippi; M.S., Mississippi State University.

CRANE, Holly; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; Ph.D., William Carey University.

CRAWFORD, Ginger; Evening Coordinator; A.A., Meridian Community College; B.A., Mississippi State University; M.A.T., The University of West Alabama.

CREEL, Valerie; Career-Technical Advisor; B.S., University of Southern Mississippi; M.Ed., University of West Alabama.

CRENSHAW, Tonya; Administrative Assistant, Academic Affairs; A.A., Meridian Community College.

CROLEY, Taylor; Tech/Loan Assistant, Financial Aid; A.A., Meridian Community College; B.A., University of Mississippi.

D'ANGELO, Michael; Computer Instructor; A.A., Meridian Community College; B.S., Chaminade University of Honolulu.

DAVIDSON, William; Assistant Dean of Institutional Research; B.S., University of West Alabama; M.A.T. Mississippi State University.

DAVIS, Amelia; Assistant Manager, Eagles' Nest Bookstore; B.S., University of West Alabama.

DAVIS, Brandon; IT Specialist; A.A.S., Meridian Community College.

DAVIS, Erin; Special Services/Gift Buyer, Eagles' Nest Bookstore; A.A.S., Meridian Community College.

DAVIS, Reginald; Director of Residence Life; A.A., East Central Community College; B.S., University of Southern Mississippi, M.Ed., University of West Alabama.

DAVIS, Willie Ruth; Financial Aid Assistant; A.A., Meridian Community College; B.B.A., Mississippi State University.

DEAN, Marjorie; Practical Nursing Instructor; A.A., Meridian Community College; B.S., University of Southern Mississippi.

DELK, Diane; Accountant; A.A., Jones County Junior College; B.S., Mississippi State University; C.P.A.

DEWEASE, Brandon; Director of Student Engagement; A.A., Meridian Community College; B.A.Ed., University of Mississippi.

DEWITT, Dayna; Library Clerk; A.A., Meridian Community College; B.S., Mississippi State University.

DICKERSON, Kristy; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., M.S.N., Purdue University Global.

DUNN, Jamara; Biology Instructor; B.S., Mississippi State University; M.S., Barry University.

DUNN, Kamilah; Early Childhood Academy; A.A., Meridian Community College; B.A., M.A., Ashford University.

EASTMAN, Kimberly; Administrative Assistant, Workforce Solutions.

EDWARDS, Drew; Assistant CFO; B.Acc. M.Tax., University of Mississippi; C.P.A.

EDWARDS, Dionna; Switchboard Operator/Admissions Specialist; Certificate, Final Touch School of Cosmetology.

EDWARDS, Kathleen; Administrative Assistant for SACS Compliance; A.A.S., A.A., Meridian Community College.

ESPEY, Albert; Carpenter.

ETHRIDGE, Daniel; Graphic Design Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.F.A., American Intercontinental University.

ETHRIDGE, Kristy; Nurses Assistant Coordinator/Instructor; A.A., Meridian Community College.

EVANS, Percy; Custodian.

EVANS, Terrance; Groundskeeper

Faculty and Staff

FALCONER, Carol; Campus Police Clerk; A.A., Meridian Community College; B.A., Mississippi State University.

FARRAR, DeNay; Workforce Grants Coordinator; B.S., Mississippi State University.

FIKES, Gwendolyn; Residence Hall Supervisor.

FILES, Bethany; Practical Nursing Director; A.A., East Central Community College; B.S.N., University of Southern Mississippi; M.S.N., William Carey University; Certified Nurse Educator.

FLEMING, Lily; Financial Aid Specialist; A.A., Meridian Community College.

FOREMAN, Adam; Director of Physical Plant; A.A., East Central Community College.

FORTHNER, Lakenya; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

GARRETT, Katrina; Career Center Director; B.S., Mississippi State University.

GAYDEN, Harry; Head Track and Field Coach; B.A., University of Mississippi.

GATHRIGHT, Elroy; Automotive Technology Instructor.

GENTRY, Amy; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

GIBSON, Nathan; Cyber Security Specialist/IT Tech; A.A.S., Meridian Community College.

GIBSON, Suzanne; Psychology Instructor; A.A., East Central Community College; B.S., M.Ed., Mississippi State University.

GRADY, La'Shundra; Support Services Coordinator; A.A., Meridian Community College; B.S., Mississippi University for Women; M.B.A., Belhaven University.

GRAHAM, Chadwick; Dean for University Transfer Education; B.S., William Carey College; M.Ed., Mississippi State University; Ed.D., American College of Education.

GREEN, James; Head Men's Basketball Coach; B.A.E., University of Mississippi.

GRIFFIN, Eric; Commercial Truck Driving Instructor; Certificate, Meridian Community College.

GRIFFITH, Jacob; Welding & Cutting Technology Instructor; A.A.S., Jones County Junior College.

GONZALES, Kelley; Associate Vice President for Technology/Chief Technology Officer; BSBA, Mississippi College; M.Ed., Mississippi State University, Ph.D., University of Southern Mississippi.

GORDON, James; Groundskeeper

GUIMARAY, ANGELA; Administrative Assistant, Nursing and Health Education; B.S., University of Southern Mississippi.

GUNN, Lorrie; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

GUNN, Mark; History Instructor; A.A., East Central Community College; B.S., M.A., University of Southern Mississippi.

GUNN, Robin; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., Ph.D., William Carey College; Certified Nurse Educator.

GUTIERREZ, Vinicio; Director, Campus Landscape; B.S., National University of the Plains, Venezuela.

HALL, Anna; Health Education Advisor; A.A., Meridian Community College; B.B.A., Mississippi State University.

HAMPTON, Michelle; Early Childhood Grants Coordinator; A.A.S., Meridian Community College; B.S., Jackson State University.

HAMRICK, Lauren; FWS/Scholarship/State Grant Coordinator; B.S., M.S., Mississippi State University.

HANSFORD, Brandi; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., University of Southern Mississippi; M.S.N., PNP, University of Southern Alabama.

HARDY, Fredrick; Campus Police Officer.

HARDY, Mallory; Workforce Project Manager; B.S., M.S., Mississippi University for Women.

HARRIS, Holley; eLearning Coordinator; B.A., M.A., Mississippi State University.

HARRISON, Pam; Special Assistant to the President for Finance/Chief Financial Officer; B.S., Mississippi University for Women; C.P.A.

HARVEY, Pat; Beep Staff; B.S., Jackson State University.

Faculty and Staff

HEGGIE, Wade; Fitness Center Director/Wellness and Fitness Instructor; B.B.A., Mississippi State University; M.S., University of Southern Mississippi.

HEMPHILL, Jeff; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Chamberlain College of Nursing; M.S.N., William Carey University.

HENDERSON, Tammy; Biology Instructor; B.S., University of Mississippi; J.D., Mississippi College; M.D., University of Mississippi Medical Center.

HERRING, Debra; Radiology Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.S., M.A.T., Mississippi State University.

HIGGINBOTHAM, Rebecca; Chair, Health Education Division/Health Information Technology Program Coordinator/Instructor; A.A., Meridian Community College; B.S., University of Mississippi Medical Center; RHIA, CCS, CAHIMS.

Hill, AnHoward; Culinary Arts Instructor; B.S., Mississippi University for Women.

HILL, Brandy; Foundation Accountant II; BBA, Mississippi State University; M.B.A, Delta State University.

HILL, Leia; Vice President of Advancement/Executive Director of Foundation; A.A., Meridian Community College; B.S., Mississippi University for Women; M.A., University of Mississippi.

HOGAN, Theresa; Scholarship and Alumni Relations Coordinator

HOLIFIELD, Krystal; Medical Laboratory Technology Education Coordinator/Instructor; A.A.S., Meridian Community College.

HOLIFIELD, Stephanie; Accounting Manager; A.A., Meridian Community College; B.S., Mississippi State University.

HOLLADAY, Phyllis; Mathematics Instructor; A.A., Meridian Community College; B.S., M.S., Mississippi State University.

HOLLIDAY, Ida; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

HOLLINGSWORTH, Wade; Simulation Lab IT Coordinator & Health Occupations Applications Developer; A.A., East Central Community College.

HOLLOWAY, Clifford; Campus Police Officer; B.S., Mississippi State University.

HOPSON, Kenneth; Evening Custodial Supervisor.

HOPSON, Shaquita; Associate Director of Advising and Retention; A.A., Meridian Community College; B.S.S.W., Mississippi State University; M.S., University of West Alabama.

HOWSE, Tara; Administrative Assistant, Career Center; A.A., East Central Community College; B.S., University of Southern Mississippi.

HUEBNER, Thomas, Jr.; President; B.A., Southwest Baptist University; M.A., University of Georgia; Ph.D., University of Southern Mississippi.

HUGGINS, Jawanda; Biology Instructor; B.S., University of Southern Mississippi; M.S., Mississippi College.

HURTT, Mandy; Lead Recruiting Coordinator; A.A., Meridian, Community College; BBA, Mississippi State University

JAMES, Angela; Administrative Assistant, Adult Basic Education; A.A.S., Meridian Community College.

JENKINS, Lisa; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S., M.S.N., University of Southern Mississippi; Certified Nurse Educator.

JERNIGAN, Doug; Director of Library Services/Reference Librarian; B.A., Mississippi State University; B.S., Middle Tennessee State University; M.L.S., University of Southern Mississippi.

JOHNSON, Betty; Admissions Specialist; A.A., Meridian Community College; B.S., Mississippi State University; M.A., Mississippi State University.

JOHNSON, John; Custodian.

JOHNSON, Kayla; Practical Nursing Instructor, A.A.S., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., University of South Alabama.

JOHNSON, Katie; Administrative Assistant, Fitness Center; A.A.S., Meridian Community College.

JOHNSON, Lacy; Speech Instructor; B.A., Kansas State University; M.A., Auburn University.

JOHNSON, Matthew; Automotive Technology Instructor; A.A.S., East Mississippi Community College; B.S., Mississippi State University; M.S.E., Arkansas State University.

JOHNSON, Sheila; Program Coordinator/Medical Lab Technology Instructor; A.A., Jones County Junior College; B.S., University of Mississippi Medical Center; M.S., University of Southern Mississippi.

Faculty and Staff

JOHNSON, Susan; Director of Arts and Letters; B.A., Asbury College; MEd., Vanderbilt University

JONES, Christi; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., University Mississippi Medical Center; RNC-OB.

JONES, Eric; Program Coordinator/Welding & Cutting Technology Instructor; Certificate, East Central Community College.

JONES, Melanie; Associate Degree Nursing Instructor; A.A., Meridian Community College; A.A., East Central Community College; B.S.N., Mississippi University for Women; M.S.N., Ph.D., William Carey University.

KENDRICKS, Treva; Accounts Receivable Specialist; A.A., Meridian Community College.

KENNEDY, Cynthia; Cosmetology Program Instructor; State Board Certified.

KEY, Ronnie; Golf Coach/Counselor; B.S., M.S., Mississippi State University.

KIRKLAND, Nicholas; Chief of Campus Police.

KNIGHT, Joseph; Vice President for Workforce Solutions; B.B.A., M.S., Mississippi State University.

LADNER, London; Assistant Softball Coach; B.S., University of Mississippi.

LAFFERTY, Chris; Paramedic Program Coordinator; A.A.S., East Central Community College; B.S., Liberty University; M.A., Liberty University.

LAMBERTH, Lucy; Director of Workforce Grants and Development; A.A., Meridian Community College; B.S.B.A., M.B.A., Mississippi State University.

LANG, Shannon; Associate Degree Nursing Lab Skills Coordinator; A.A., Meridian Community College; B.B.A., Delta State University.

LAY, Samantha; English Instructor; B.A., M.A., Ph.D., University of Houston.

LEWIS, Cathy; Account Payables Specialist.

LEWIS, Laura; Wellness and Fitness Instructor; A.A., Meridian Community College; B.S., Mississippi State University; M.A.T., University of West Alabama; Dr.P.H., Capella University.

LIDDELL, Victoria; OSY Program Director; A.A., Meridian Community College; B.S., M.B.A., Franklin University.

LONG, Beverly; Associate Degree Nursing Instructor; RN Diploma, Matty Hersee School of Nursing; B.S.N., M.S.N., University of Southern Mississippi.

LOVE, Kipp; Building Custodian.

MAEDA, Joshua Masayuki; English and Philosophy Instructor; B.A., Belhaven University; M.A., University of Southern Mississippi; M.A., Mississippi State University.

MANGUM, Wendie; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

MARSHALL, John; Art Instructor, Curator, Miller Art Gallery; A.A., Motlow State Community College; B.F.A., Middle Tennessee State University; M.F.A., University of North Carolina at Greensboro.

MARTIN, Larry; Building Custodian.

MARTIN, Lowell; Chair/Director, Student Success Center /Study Skills Instructor; A.A., Meridian Community College; B.A., Millsaps College; M.A., California State University, Domingues Hills.

MARTIN, Michelle; Associate Degree Nursing Instructor; A.A., Meridian Community College; M.S.N., University of Southern Mississippi.

MAYATT, Kristin; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

McCLAIN, Lori; Academic Advisor; A.A., Meridian Community College; B.S., M.S., Mississippi State University.

McCLURE, Melissa; Administrative Assistant, Workforce Solutions; A.A., Meridian, Community College.

McGILBERRY, Jocelyn; Women's Basketball Head Coach; B.S., Auburn University.

McKEE, Kelly; English and Reading Lab Coordinator/ English Instructor; B.A., University of West Alabama; M.A., Mississippi State University.

McKINION, Jill; Administrative Assistant, Physical Plant; Certificate, Middle Georgia Technical College.

McPHERSON, Karen; Dental Hygiene Instructor; A.A., Meridian Community College; B.S., University of Mississippi Medical Center.

McRAE, Annah; Data Entry Specialist; A.A., Meridian Community College.

Faculty and Staff

MILES, Jim; Electrical Technology Program Coordinator/Instructor; Certificate, Meridian Community College.

MILES, Richard; Director of Purchasing; A.A. Meridian Junior College; MAT. Mississippi State University; BSBA, University of Southern Mississippi.

MILES, Tammy; Choral Director/Music Instructor; B.S., M.M.E., University of Southern Mississippi.

MILLER, Amelia; Graphics Artist; A.A., Meridian Community College.

MILLER, Daniel; Head Lifeguard; Certificate, Meridian Community College.

MILNER, Matthew; Videographer/Media Specialist; B.A.J., University of Mississippi.

MILLS, Gina; Support Services Coordinator; B.S., Mississippi State University.

MILSTEAD, Stacy; Customer Service Representative, Eagles' Nest Bookstore.

MINCHEW, Tiffani; Dental Assisting Program Director; A.A.S. Meridian Community College; B.S., University of Mississippi Medical Center.

MOFFITE, Jerome; Groundskeeper.

MOFFITE, Patricia; Building Custodian.

MOORE, Margie; OSY Coordinator; A.A., East Mississippi Community College; B.S., Mississippi State University.

MOORE, Rhonda; Associate Degree Nursing Instructor; A.A., University of West Alabama; B.S., M.S.N., University of Southern Mississippi.

MORGAN, Dameon; Assistant Track and Field Coach; A.A., Rend Lake College; B.G.S., University of Mississippi.

MOSLEY, Derek; Social Science Instructor; A.A., Meridian Community College; B.S., Mississippi State University; J.D., University of Mississippi.

MOSLEY, Tamar; High School Equivalency (HSE) Test Coordinator; B.B.A., Mississippi State University; M.S., Ed.S., Nova Southeastern University.

MOSLEY, Tonia; Administrative Assistant, Cosmetology; A.A.S., Meridian Community College; B.B.A. Mississippi State University.

MOULDS, Lucy; Speech Instructor; B.A., M.S., University of Southern Mississippi.

NAYLOR, Lorenzo; Custodian.

NELSON, Allyson; Telecommunications Technician Program Coordinator/Instructor; A.A., Meridian Community College.

NETTLES, Deborah; Career & Retention Advisor; B.B.A., University of Southern Mississippi; M.B.A., Mississippi State University.

NOMICITH, Sakda; Financial Aid and Military Specialist; B.S., M.S.H.S., Liberty University.

NORMAN, Vanessa; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; AGNP-BC, University of Mississippi Medical Center; DNP, Sanford University.

OCAMPO, Tanya; Medical Office Management Technology Instructor; A.A.S., Meridian Community College; R.H.I.T.; B.S., Mississippi State University.

OLDHAM, Deborah; Registrar/Technical Specialist; B.S., Southeastern Louisiana University; M.Ed., Sul Ross State University.

PARKER, Glenn; e-Learning Assistant; A.A., Meridian Community College.

PARKES, Jade; History Instructor; A.A., East Central Community College; B.A., M.Ed., University of Mississippi.

PARKES, Stacy; QEP and Assessments Coordinator; A.A., East Central Community College; B.B.A., M.A.T., Mississippi State University.

PARKS, Jarrod; Assistant Baseball Coach; A.A., Meridian Community College; B.S., Mississippi State University.

PARRETT, Janet; Records Clerk; B.S., Mississippi State University.

PENNINGTON, Paige; Dental Hygiene Coordinator; B.A., Converse College; D.M.D., University of Mississippi Medical Center.

PENSON, Callie; Business Office Specialist; A.A., East Central Community College.

PICKARD, Angela; Director of Human Resources; A.A., Meridian Community College; B.S., Mississippi State University.

Faculty and Staff

PICKETT, Brandi; Wellness and Fitness Coordinator; A.A., Northeast Mississippi Community College; B.S., M.S., Mississippi State University.

PIERCE, Becky; Administrative Assistant, Workforce Development.

PINSON, Toby; Campus Police Officer; A.A., Meridian Community College; B.S., Henderson State University.

PITTS, Courtney; Administration Assistant, Continuing Education; A.A.S., Meridian Community College.

PITTS, Kandi; Records Clerk; A.A.S., Meridian Community College.

PORT, Leah; Admissions Technical Specialist; A.A.S., Meridian Community College.

POWELL, Renall; Groundskeeper.

PRATT, Lauren; Social Media Coordinator/Event Specialist; B.A., Mississippi State University.

PRICE, James; Director of Maintenance.

PRICE, Marsha; Building Custodian.

PRINGLE, Tiawana; Women's Basketball Assistant Coach; B.S., Louisiana Tech University; M.S., University of Southern Mississippi.

RAINER, Candace; Chair, Mathematics Division/Mathematics Instructor; B.S., M.S., Mississippi State University.

REEVES, John; Sociology Instructor; B.A., University of Mississippi; M.A., University of Alabama; M.S., Mississippi State University.

REINSTATLER, Laura; Theatre Instructor; B.A., University of Washington; M.F.A., Central Washington University.

RICHARDSON, Elizabeth; Instructional Design Specialist; B.A. M.Ed., University of North Florida.

RIDDLE, Baleigh; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., Lamar University.

RIGBY, Annette; Associate Degree Nursing Instructor; B.S.N., Delta State University; M.S.N., University of Southern Mississippi.

RIGDON, Jimmy; Commercial Truck Driving Program Coordinator/Instructor; A.A., University of Phoenix.

RIGDON, Katherine; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi; Ph.D., University of Mississippi Medical Center.

ROBERTS, Kevin; Recruiter; BGS, Southeastern Louisiana University.

ROBERTS, Melissa; Accounting Instructor; A.A., Meridian Community College; B.P.A., M.B.A., Mississippi State University, C.P.A.

ROBERTSON, Aisha; Dual Education Coordinator; B.S., M.S., University of West Alabama.

ROBERTSON, Rachel; Data Curriculum Specialist; B.B.A., M.B.A., Mississippi State University.

ROBINSON, Faith; Head Softball Coach; B.S. Mississippi State University.

RODRIGUEZ, Andrea; Practical Nursing Instructor; PNC. Jones Community College; A.A.S., Meridian Community College; B.S.N., M.S.N, William Carey University.

ROGERS, Flora; Custodian.

ROSS, Desi; Webmaster/Media Specialist; B.A., University of Mississippi; MA, University of West Alabama.

RUSH, Emmetrious; Campus Police Officer.

RUSH, Kimberly; Director of Advising and Retention; B.S., University of West Alabama; M.S., Alabama A&M University.

RUSHING, Edna; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., M.S.N, University of Mississippi Medical Center;

SATTERFIELD, Steve; Associate Degree Nursing Instructor; A.A., East Central Community College; A.A.S, Meridian Community College; B.S., Mississippi State University; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

SAVELL, Christy; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., M.S.N., Ph.D., University of Southern Mississippi.

SCARBROUGH, Harvey; Production Specialist.

SEALS, Roderick; Groundskeeper.

SELF, Laura; Building Custodian.

Faculty and Staff

SHELBY, Samantha; Health Information Technology Instructor; A.A., Meridian Community College.

SHIRLEY, Michael; Construction Trades Instructor.

SHUMATE, Winifred; Program Coordinator/Instructor, Early Childhood Education Technology; B.S., M.S., Virginia Tech.

SIMPSON, Jessica; Associate Degree Nursing Instructor; A.D.N., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi.

SMITH, Deanna; Dean of Student Services; A.A., Meridian Community College; B.B.A., M.A.T., Mississippi State University.

SMITH, Elesha; Associate Degree Nursing Instructor; A.A.S., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., University of Alabama at Birmingham.

SMITH, Joy; Coordinator for College Communications.

SMITH, Lori; Dean of Workforce Education; B.B.A., M.B.A., Mississippi State University.

SMITH, Michael, Jr.; Women's Head Soccer Coach; Wellness/Fitness Instructor; B.A., Delta State University.

SMITH, Rhonda; Transition Specialist; B.S., University of Southern Mississippi.

SOULES, Mecklin; Surgical Technology Program Coordinator/Instructor; CST ,A.A.S., East Central Community College; A.A., Meridian Community College.

SPARROW, Veda; Building Custodian.

SPEARS, Jerri; Clinical Coordinator/Radiologic Technology Instructor; A.A.S., Meridian Community College; A.S., East Central Community College; B.S., University of Mississippi Medical Center.

SPENCE, Amber; Campus Police Officer; A.A., East Central Community College; B.A., Mississippi State University.

STAMM, Colby; Maintenance/HVAC Serviceman; Certificate, Meridian Community College.

STERLING, Crystal; Mathematics Instructor; B.S., Mississippi Valley State University; M.S., Mississippi State University.

STEVENS, Whitney; Assistant Financial Aid Director; B.S.B.A., Alcorn State University; M.B.A., Mississippi College.

STOKES, Arlene; Custodian.

STOKES, Taylor; Help Desk Support Specialist; A.A., Meridian Community College;

STOKLEY, Michelle; Computer Instructor; B.S., University of West Alabama; M.B.A., University of North Alabama..

SUDDUTH, Dillon; Head Baseball Coach; B.S., Southeastern Louisiana University; M.B.A., Delta State University.

SUMRALL, Flora; Business and Office Instructor; A.A.S., Meridian Community College; B.S., University of West Alabama.

SUTTON, Kimbly; College Crossing Apartments Supervisor.

SWINK, Susan; Administrative Assistant, Student Services; A.A., Meridian Community College.

TANKSLEY, Ashley; Director of Admissions; B.S., Jackson State University; M.Ed., University of West Alabama.

TAYLOR, Joshua; Chair, Business Division/Coordinator/Instructor, Media Production Technology/ Program Director, WEXR 106.9 FM; B.A., Mississippi State University; M.S., University of Southern Mississippi.

TAYLOR, Terrell; Art Instructor; B.S., M.A., M.A.E, University of Southern Mississippi; M.F.A., University of Alabama.

THIGPEN, Jerry; Building Custodian.

THOMAS, Kay; Director of Public Information; A.A., Meridian Community College; B.A., University of Mississippi.

THOMPSON, Amanda; English Instructor; B.S., M.A., Mississippi State University.

THOMPSON, Michael; Vice President for Academic Affairs; A.A., Meridian Community College; B.S., M.C.S., Mississippi College.

THOMPSON, Pamela; Associate Degree Nursing Instructor; A.A., Meridian Community College; B.S.N., Mississippi University for Women; M.S.N., William Carey University.

THOMPSON, Rhonda; Administrative Assistant, Nursing/Health Education; A.A., Meridian Community College.

TUCKER, Cindy; Administrative Assistant, Dental Hygiene; A.A.S., East Central Community College.

TUCKER, Elizabeth; Custodian.

Faculty and Staff

TURNER, Marlo; Payroll Manager; A.A., Jones County Junior College; B.S., Mississippi State University; M.B.A., Delta State University

WALKER, Oriona; Adult Education Instructor; A.A., Meridian Community College; B.S., Mississippi State University.

WARNER, Patrick; Fire Protection Technology, Emergency Management and Communications Instructor; B.S., Mississippi State University; M.S., Columbia Southern University.

WARREN, Brian; Chair, Industrial Division/Precision Machining Engineering Technology Program Coordinator/Instructor; A.A.S., Meridian Community College.

WARREN, Cher; Manager, Eagles' Nest Bookstore; A.A., Meridian Community College.

WATTS, Jacqueline; Building Custodian.

WEBB, Jennifer; Practical Nursing Instructor; A.A., Meridian Community College; B.S., Mississippi State University; B.S.N., University of Mississippi Medical Center.

WEBSTER, Crystal; AR Supervisor/Accountant; B.A., Mississippi State University; M.B.A., Delta State University.

WHIGHAM, Annie; Administrative Assistant, Learning Resources; A.A.S., Meridian Community College.

WHITLOCK, Jennifer; Adult Education Director; A.A., Meridian Community College; B.S., M.S., Ed.S., Mississippi State University.

WILKERSON, Clint; Computer Technician.

WILKINS, Allison; eLearning Assistant; A.A., East Mississippi Community College; B.A. Mississippi State University.

WILKINS, Angel; eLearning Assistant; A.A.S., Hinds Community College.

WILLIAMSON, Kristal; Circulation/Catalog Librarian; B.S., M.Ed., University of West Alabama.

WILLIAMS, Christopher; Math Instructor; B.S., Wesley College; M.A., Indiana Western University.

WILSON, Samuel; Men's Head Soccer Coach; B.S., Mississippi State University.

WILSON, Thomas; Custodian; Certificate, Meridian Community College.

WRIGHT, Dawn; Psychology Instructor; B.S., M.Ed., University of West Alabama; Ed.S., Delta State University.

WINSTON, Tommy; Physical Therapy Assistant Program Coordinator/Instructor; B.S., University of Southern Mississippi; D.P.T., East Tennessee State University.

WRIGHT, Tanya; Cosmetology Program Coordinator/Instructor; State Board Certified; A.A., Meridian Community College.

YOUNG, Jacob; HVAC, Refrigeration, General Maintenance.