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# Catalog Home

A Public Institution Supported by Alcorn, Prentiss, Tippah,  
Tishomingo, and Union Counties and the State of Mississippi

## SEVENTY-FOURTH ANNUAL CATALOG

**2022-2023**

The College Reserves the Right to Change  
Policies and Fees Stated Herein when Necessary

Published Annually By

### NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

Booneville, Mississippi 38829

Telephone: 662.728.7751

Toll Free: 800.555.2154

<https://www.nemcc.edu>

Northeast Mississippi Community College maintains an online archival record of the college's academic catalogs since 2016. Archived academic catalogs are provided for accreditation organizations, agencies, and university offices for data collection, evaluation purposes and referencing. For academic catalogs prior to 2016, please contact the [Enrollment Services Office](#).

The information and links presented in these archives were accurate at the date of the catalog publication. For current catalog information, please visit the [current academic catalog](#). Academic advisors, faculty and students should refer to the current version of the academic catalog.

#### ***Catalog Archives***

<b>Edition</b>	<b>Description</b>	<b>Download</b>
2022-2023	Current Catalog	<a href="#">PDF</a>
2021-2022	Archived Catalog	<a href="#">PDF</a>
2020-2021	Archived Catalog	<a href="#">PDF</a>
2019-2020	Archived Catalog	<a href="#">PDF</a>
2018-2019	Archived Catalog	<a href="#">PDF</a>
2017-2018	Archived Catalog	<a href="#">PDF</a>
2016-2017	Archived Catalog	<a href="#">PDF</a>

# General Information

## General Information

### Growth & Development of the College

The district junior colleges in Mississippi grew out of county agricultural high schools. In 1924 the Legislature first approved post-high school courses, and by 1928, ten of the high schools were offering some kind of college program. The interest in many of the other schools in adding college classes led to the first junior college law, which provided that a separate school district or an agricultural high school meeting certain criteria might establish a junior college. The law also provided that school districts and county agricultural high schools might unite with other school districts or other counties in the establishment of junior colleges.

The Northeast Mississippi Junior College was incorporated in Prentiss County in 1941, but the construction program was delayed until the end of World War II. Upon completion of the original plan, the College was opened to students in September 1948, as an agricultural high school and junior college comprising Alcorn, Prentiss, Tippah, Tishomingo, and Union counties. The following year, the name was changed to reflect junior college status only. Since that time, the institution has expanded its offerings in curriculum and physical facilities.

On August 1, 1987, The Northeast Mississippi Junior College officially became Northeast Mississippi Community College, by action of the State Board of Trustees for Community and Junior Colleges. Northeast's Board of Trustees first approved the name change at their regular May 1987 meeting and reaffirmed the decision at the July 1987 meeting. The action was taken to use the community college name to reflect the comprehensive curricula and community-based nature of the institution.

Northeast Mississippi Community College is located in the northeastern part of Mississippi, approximately 190 miles north of Jackson and 100 miles southeast of Memphis, Tennessee. The school has an elevation of 530 feet above sea level. The climate is moderate both summer and winter. The College is easily accessible by automobile over U.S. Highway 45 (Veterans Memorial Highway)-N & S; and State Highways 4 and 30.

The Board of Trustees empowered the college to grant the degrees of Associate of Arts in 1948 and the Associate of Science in Nursing in 1957. During subsequent years, the following certificates were authorized: Secretarial Science and Career Education. Effective 1977-78, the college began awarding the Associate of Applied Science Degree. In keeping with the philosophy of Northeast, a Department of Career and Technical Education was developed in the fall of 1965 to provide educational opportunities for persons to qualify for employment in various career and technical areas.

A comprehensive evening program is also offered on campus and in off-campus locations. Night classes are taught on the main campus in Booneville and at the off-

## NEMCC Course Catalog

campus sites in Corinth and New Albany. The institution serves thousands of persons each year through start-up training programs and industrial skills courses provided for local industries. In 1994, a Skill/Tech Center was established on the Northeast campus in conjunction with Mississippi's program of workforce education and training through one-stop career centers at the community colleges. Created by the Workforce Education Act of 1994, Skill/Tech is a regionally based system for education and training, which responds to the needs of the workforce and employers.

In the Fall of 2000, the college began offering classes via Internet through the Mississippi Virtual Community College (MSVCC). This is a consortium of 15 colleges who provide instructional resources to students throughout the State. In 2002, MSVCC and each of its members received accreditation from the Southern Association of Colleges and Schools (SACS). This action cleared the way for students to earn an Associates degree through online instruction.

In August 2003, the Board of Trustees approved a plan to begin developing Northeast at Corinth and Northeast at New Albany into instructional centers. Northeast at Corinth was the first to open on a limited basis in August 2006. Phase I construction saw the completion of a comprehensive WIN Job Center with limited course offerings until July 2006. The college notified the Southern Association of Colleges and Schools that it was ready to fully develop the New Albany site into a comprehensive instructional site. In February 2007, SACS representatives visited the site and approved the center without recommendation. Phase II construction on Northeast at Corinth was completed in January 2009 and included additional classrooms, a science laboratory, and a library. The Corinth site was approved by SACS in August 2009.

# A Message From the President

## A Message From the President

Northeast continues to grow and move forward in many areas. As we try to maintain the academic excellence Northeast has established, we must continually be on the forefront of technology. The world we live in today demands this expertise from our graduates. Getting our students successfully through college and into the workforce is our top priority. Sometimes we fail to understand that this is a shared responsibility. Developing community partners is of the utmost importance in providing unlimited possibilities for Northeast graduates. We rely on our tremendous faculty to provide top quality and up-to-date instruction. Northeast graduates will graduate with the knowledge and expertise to meet the challenging demands of today's workforce.

With the arrival of the COVID-19 virus we have been forced to evaluate the normal day to day operations of Northeast Miss. Community College. We made the decision to Move Forward and have opened the campus for face to face classes this fall. The students have many options in which to choose. Among those options are the traditional face to face, hybrid, and fully online classes. We provided an option for all students with a myriad of concerns. Keeping in mind we will adhere to all CDC and MSDH guidelines to insure the safety of our students, faculty, and staff.

During this critical health crisis and pandemic, we (Northeast) must take the lead and provide valuable leadership for the state's colleges and universities to follow. Northeast has provided and will continue to lead the way in classroom instruction with our technology initiative we have in place.

We have an emphasis being placed on graduating career technical and middle skilled workers now more than ever. With this being very important, we cannot forget the careers that require a more advanced degree. Professions such as educators, doctors, lawyers, and engineers, just to name a few, are all important. We must maintain a stable and balanced job market.

Workforce development continues to be a priority for Northeast. We must continue to be a partner and key player in economic development. As we form partnerships with all members of our communities, we continue to be committed to assisting the enhancement of the quality of life to all citizens of northeast Mississippi. Toward this end, Northeast now has centers located in each of our five supporting counties. These centers will provide the citizens of each county easy access to all services available. One of our goals is to provide an AA degree for local citizens without being required to travel a long distance.

Northeast desires to provide the complete college experience to all our students. In order to continue toward that end, we must constantly strive to expand and excel. We must have a vision. Through our Grow Northeast and Moving Forward initiative, we have developed just that.

Through our marketing and community relations efforts, we have raised our visibility, advanced our brand, and articulated a clear message. A popular item is our weekly

podcasts, marketing all areas of the college to students, the institution, and the community.

The office of Public Information and Marketing/ Community Relations have worked together to utilize all aspects of social media to its fullest extent.

We covet your support as we constantly monitor and measure our progress as we continue to grow and move forward.

We could not be effective with everything we do if not for the support of the Board of Supervisors in each county. Northeast Mississippi Community College belongs to the citizens of Alcorn, Prentiss, Tippah, Tishomingo, and Union Counties. We must therefore devote our time and energies to assist these citizens.

In recent days, Northeast has experienced growth in our enrollment as students from all over Mississippi and the U.S. have recognized the high-tech instruction we deliver. They have chosen to attend Northeast in order to be at the forefront of a highly technological classroom which leads to high employability rates. The increase in enrollment has increased our portion of state appropriated funds. This certainly assists with the reduction of those funds.

Northeast is fortunate to have a tremendous Board of Trustees. This group is very supportive of our work and the Grow Northeast/Moving Forward vision. With their guidance and leadership, I can only envision Northeast becoming a greater and greater asset to northeast Mississippi.

Northeast has been very successful in past years primarily due to the passion, devotion, and energy of all the employees of Northeast. We have a workforce that is second to none. They are the strength of this institution. I invite you to investigate all the possibilities that are available at Northeast. Please come visit anytime. Join us as we Grow Northeast and Continue to Move Forward!

Sincerely,

Ricky G. Ford, Ph.D.  
*Northeast Mississippi Community College President*

**Dr. Ricky Ford, President**

**Dr. Ricky Ford**  
President  
Ramsey Hall Suite 202  
662.720.7226  
[rgford@nemcc.edu](mailto:rgford@nemcc.edu)



# Mission Statement

## Inspiring Students Since 1948

### Mission Statement

Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the diverse educational, career, and individual needs of students and the community within the district it serves - Alcorn, Prentiss, Tippah, Tishomingo, and Union counties- by awarding the Associate of Arts: of Degree, Associate of Applied Science Degree, and Certificates. Beyond this original scope, Northeast responds to the needs of all who seek to further their education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide accessible, high-quality, and cost-effective curricula that prepare students for continued studies, transfer to four-year institutions, or entry into the workforce.
2. To provide industry-focused career and technical curricula that is student-centered, comprehensive, and responsive to the employment needs of business and industry.
3. To provide a program of student services that will facilitate the educational career, personal, and social growth of students.
4. To provide developmental studies within the curriculum to strengthen the basic skills of students.
5. To offer continuing education, community services, and adult education for individuals striving for personal and professional growth and/or personal enrichment.
6. To provide employer-driven, industry-specific workforce education and training to businesses, industries, and individuals.
7. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

### Vision Statement

Northeast Mississippi Community College will be a student-centered, customer-driven, academic and technical training center that will provide a comprehensive innovative atmosphere not bound by time or place. In essence, while maintaining traditional and social values, developing partnerships with business and industry, and networking global educational resources, this institution will be a state-of-the-art, cultural and technological center.

# Accreditation Information

## Accreditation Information

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, Associate of Applied Science degree, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4098 or call 404-679-4500 for questions about the accreditation of Northeast Mississippi Community College.

Any inquiries to the Commission on Colleges should relate only to the accreditation status of this institution and not to general admission information. Inquiries concerning educational programs, admission, etc. should be addressed to the Office of Admissions. Accreditation reaffirmation documents and reports may be reviewed in the Office of the Executive Vice President.

## Health Sciences Program Accreditation

Program (Last Reviewed)	Accrediting Agency	Address
Associate Degree Nursing ACEN (February 2015) IHL Annually Reviewed (May 2020)	Accreditation Commission for Education in Nursing (ACEN) Board of Trustees of State Institutions of Higher Learning	3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 404-975-5000 <a href="http://www.acenursing.org">www.acenursing.org</a> 3825 Ridgewood Rd Jackson, MS 39211 601-432-6486
Dental Hygiene (October 2018)	Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the USDE	211 East Chicago Avenue Chicago, IL 60611 312-440-2500
Medical Assisting Technology (September 2019)	Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of Medical Assisting Education Review Board (MAERB)	9355 113th Street, North, #7709 Seminole, FL 33775 727-210-2350 <a href="http://www.caahep.org/">http://www.caahep.org/</a>

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Medical Laboratory Technology (November 2017)	National Accreditation Agency for Clinical Laboratory Science (NAACLS)	5600 N. River Road, Suite 720 Rosemont, IL 60018-5119 773-714-8880
Practical Nursing Education (September 2016)	Mississippi Community College Board (MCCB)	3825 Ridgewood Road Jackson, MS 39211 mail@jrcert.org 601-432-6519
	Mississippi Board of Nursing	713 Pear Orchard Road, Plaza IISuite 300Ridgeland, MS 39157601.957.6300fax: 601.957.6301
Radiologic Technology (June 2017)	Joint Review Committee on Education in Radiologic Technology (JRCERT)	20 North Wacker Drive, Ste. 2850 Chicago, IL 60606-3182 312-704-5300
Respiratory Care Technology (July 2013)	Commission on Accreditation for Respiratory Care (CoARC)	264 Precision Blvd Telford, TN 37690 817-283-2835 fax 817-354-8519

# Academic Calendar

## Academic Calendar

### 2022-2023 College Calendar

#### Fall Semester 2022

Dates	Day	Event
April 8 - August 12		Registration Day/ Evening /E-Learning Classes
August 4	Thursday	Extended Registration Hours (All Campuses, 3:30- 6:00 p.m.)
August 10	Wednesday	College In-Service (Offices Closed)
August 15	Monday	Full Term Seated Classes Begin
September 5	Monday	Labor Day Holiday - (College Closed) - Evening Classes Meet
September 16	Friday	Last Day to Apply for December Graduation
November 7-10	Monday - Thursday	Advising Week for Spring 2022
November 11	Friday	Priority Registration Day
November 21-25	Monday - Friday	Thanksgiving Holidays - (College Closed)
December 1	Thursday	Last Day of Full Term Seated Classes
December 5-8	Monday - Thursday	Final Exams for Full Term Seated Classes
December 12-15	Monday - Thursday	Administrative Offices Open
December 16- 30	Friday- Friday	Winter Break-(College Closed)

#### Spring Semester 2023

Dates	Day	Event
November 11 -January 6		Registration Day/Evening/ E-Learning

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January 2	Monday	Administrative Offices Open
January 5	Thursday	Extended Registration Hours Albany (3:30 p.m. - 6:00 p.m.)
January 9	Monday	Full Term Seated Classes Begin
January 16	Monday	Holiday - (College Closed)-Evening Classes Meet
February 3	Friday	Last Day to Apply for May Graduation
March 13 -17	Monday - Friday	Spring Holidays - (College Closed)
April 10-13	Monday-Thursday	Advising Week for Summer and Fall 2022
April 14	Friday	Priority Registration Day
April 7	Friday	Holiday (College Closed)
April 27	Thursday	Last Day of Full Term Seated Classes
May 1-4	Monday - Thursday	Final Exams for Full Term Seated Classes
May 10	Wednesday	Graduation Rehearsal
May 11, 12	Thursday - Friday	74th Annual Commencement Ceremonies

### Summer Session 2023

#### First Term

Dates	Day	Event
April 14 - June 2		Registration Day/Evening Classes
June 5	Monday	Day/Evening Classes Begin
June 6	Tuesday	Last Day to Register Day/ Evening Classes
June 29	Thursday	Last Regular Class Meeting - Day/Evening Classes
June 30	Friday	Final Exams - Day/ Evening Classes

#### Second Term

## NEMCC Course Catalog

Dates	Day	Event
April 14 - July 7		Registration Day/Evening Classes
July 4	Tuesday	Independence Day Holiday (College Closed)
July 10	Monday	Day/Evening Classes Begin
July 11	Tuesday	Last Day to Register Day/Evening Classes
August 3	Thursday	Last Regular Class Meeting - Day/Evening Classes
August 4	Friday	Final Exams - Day/Evening Classes

## HOLIDAY SCHEDULE - NON-INSTRUCTIONAL PERSONNEL

### 2022-2023 - (July 1, 2022 - June 30, 2023)

Holiday	Begins	Resume Work	Total Days
Independence Day 2022	July 4	July 5	1
Labor Day	September 5	September 6	1
Thanksgiving Day	November 21	November 28	5
Winter Break	December 16	January 2	11
Holiday	January 16	January 17	1
Spring Holidays	March 13	March 20	5
Holiday	April 7	April 10	3
Memorial Day	May 29	May 30	1
Independence Day 2023	July 4	July 5	1

# Important Dates

## Important Dates

### Fall 2022

Fall 2022 Term Code: 202320	Seated Full Term PTRM 1	Seated Short Term 1 PTRM 2	Seated Short Term 2 PTRM 3	Virtual Full Term PTRM 7	Virtual Short Term 1 PTRM 71	Virtual Short Term 2 PTRM 72
Registration	Apr 13 - Aug 12	Apr 13 - Aug 17	Apr 13 - Oct 7	Apr 13 - Aug 19	Apr 13 - Aug 19	Apr 13 - Oct 18
Fee Payment Due	July 21	July 21	Oct 6	July 21	July 21	Oct 17
Classes Begin	Aug 15	Aug 15	Oct 10	Aug 22	Aug 22	Oct 17
Last Day to Add/Drop	Aug 25	Aug 17	Oct 12	Aug 23	Aug 23	Oct 18
No Shows Due	Aug 29	Aug 22	Oct 17	Sep 6	Aug 29	Oct 24
Tuition Pro-Ration	100 % thru Aug 19 75 % thru Aug 26 50 % thru Sep 2 0 % after Sep 2	100 % thru Aug 16 75 % thru Aug 17 50 % thru Aug 19 0 % after Aug 19	100 % thru Oct 11 75 % thru Oct 12 50 % thru Oct 14 0 % after Oct 14	100 % thru Aug 23 75 % thru Aug 24 50 % thru Aug 26 0 % after Aug 26	100 % thru Aug 23 75 % thru Aug 24 50 % thru Aug 26 0 % after Aug 26	100 % thru Oct 18 75 % thru Oct 19 50 % thru Oct 21 0 % after Oct 21
Census Date	Sep 23	Aug 31	Oct 26	Sep 30	Sep 7	Nov 2
Mid-Terms	Oct 3 - Oct 6	TBA	TBA	TBA	TBA	TBA
Withdrawal Period	Aug 26 - Nov 28	Aug 18 - Sep 30	Oct 13 - Dec 2	Aug 24 - Nov 14	Aug 26 - Oct 3	Oct 19 - Nov 28
Finals	Dec 5 - Dec 8	Oct 7	Dec 9	Nov 28 - Dec 1	Oct 10 - Oct 13	Dec 5 - Dec 8

### Spring 2023

Spring 2023	Seated Full Term	Seated Short	Seated Short	Virtual Full Term	Virtual Short	Virtual Short
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Term Code: 202330	PTRM 1	Term 1 PTRM 2	Term 2 PTRM 3	PTRM 7	Term 1 PTRM 71	Term 2 PTRM 72
Registration	Nov 11 - Jan 6	Nov 11 - Jan 6	Nov 11 - Mar 3	Nov 11 - Jan 13	Nov 11 - Jan 13	Nov 11 - Mar 10
Fee Payment Due	Jan 4	Jan 4	Mar 2	Jan 14	Jan 4	Mar 9
Classes Begin	Jan 9	Jan 9	Mar 6	Jan 17	Jan 17	Mar 13
Last Day to Add/Drop	Jan 19	Jan 11	Mar 8	Jan 18	Jan 18	Mar 14
No Shows Due	Jan 23	Jan 17	Mar 20	Jan 30	Jan 23	Mar 20
Tuition Pro-Ration	100 % thru Jan 13	100 % thru Jan 10	100 % thru Mar 7	100 % thru Jan 17	100 % thru Jan 17	100 % thru Mar 14
	75 % thru Jan 20	75 % thru Jan 11	75 % thru Mar 8	75 % thru Jan 18	75 % thru Jan 18	75 % thru Mar 15
	50 % thru Jan 27	50 % thru Jan 13	50 % thru Mar 10	50 % thru Jan 20	50 % thru Jan 20	50 % thru Mar 17
	0 % after Jan 27	0 % after Jan 13	0 % after Mar 10	0 % after Jan 20	0 % after Jan 20	0 % after Mar 17
Census Date	Feb 17	Jan 24	Mar 29	Feb 24	Feb 1	Mar 29
Mid-Terms	Feb 27 - Mar 2	TBA	TBA	TBA	TBA	TBA
Withdrawal Period	Jan 20- Apr 24	Jan 12 - Feb 24	Mar 9 - Apr 21	Jan 19 - Apr 17	Jan 19 - Feb 27	Mar 15 - Apr 24
Finals	May 1 - May 4	Mar 3	May 5	Apr 24 - Apr 27	Mar 6 - Mar 9	May 1 - May 4

### Summer 2023

Summer 2023 Term Code: 202410	Seated Summer 1 PTRM 2	Virtual Full Term PTRM 7	Virtual Short Term 1 PTRM 71	Virtual Short Term 2 PTRM 72	Seated Summer 2 PTRM 3
Registration	Apr 14 - Jun 2	Apr 14 - May 26	Apr 14 - May 26	Apr 14 - Jun 27	Apr 14 - Jul 7
Fee Payment Due	Jun 1	May 25	May 25	Jun 25	Jul 6
Classes Begin	Jun 5	May 30	May 30	Jun 26	Jul 10



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Last Day to Add/Drop	Jun 6	May 30	May 30	Jun 26	Jul 11
No Shows Due	Jun 7	Jun 5	Jun 2	Jun 28	Jul 12
Tuition Pro-Ration	100 % thru Jun 6	100 % thru May 30	100 % thru May 30	100 % thru Jun 27	100 % thru Jul 11
	75 % thru Jun 7	75 % thru May 31	75 % thru May 31	75 % thru Jun 28	75 % thru Jul 12
	50 % thru Jun 9	50 % thru Jun 2	50 % thru Jun 2	50 % thru Jun 29	50 % thru Jul 14
	0 % after Jun 9	0 % after Jun 2	0 % after Jun 2	0 % after Jun 29	0 % after Jul 14
Census Date	Jun 13	Jun 14	Jun 6	Jul 5	Jul 18
Mid-Terms	TBA	TBA	TBA	TBA	TBA
Withdrawal Period	Jun 7 - Jun 27	Jun 1 - Jul 10	Jun 1 - Jun 12	Jun 28 - Jul 10	Jul 12 - Aug 1
Finals	Jun 30	Jul 17 - Jul 20	Jun 26 - Jun 29	Jul 17 - Jul 20	Aug 4

# Faculty and Professional Staff

## Faculty and Professional Staff

### President's Cabinet

**Ricky Ford** (1981), President – B.S., Mississippi State University; M.Ed., University of Mississippi; Ph.D., Christ's College

**Craig-Ellis Sasser** (2008), Executive Vice President – A.A., Northeast Mississippi Community College; B.A., Mississippi State University; M.A., Mississippi State University; Ph.D., University of Mississippi

**Michelle A. Baragona** (2002), Vice President of Instruction – A.A., Northeast Mississippi Community College; B.S., Louisiana Tech University; M.S., University of Southern Mississippi; Ph.D., University of Mississippi

**Nadara Cole** (1992), Vice President of Workforce Training/Economic Development – A.A., Northeast Mississippi Junior College; B.A., University of Mississippi; M.Ed., Mississippi College

**Misty DeVaughn** (2007), Administrative Assistant, President – A.A., Northeast Mississippi Community College; Credit from University of Mississippi; B.B.A., University of North Alabama

**Patrick Eaton** (2000), Vice President of Institutional Advancement and Executive Director of the Development Foundation and Alumni Association – Credit from Itawamba Community College; B.B.A., Mississippi State University; Institute for Organization Management; University of Georgia; M.B.A., Columbia Southern University

**Tony Finch** (1988), Vice President of Public Information – Credit from Northeast Mississippi Community College; B.A., Mississippi State University

**Wesley Floyd** (2017), Human Resources Officer – B.S., Mississippi State University; M.B.A., Belhaven University

**Chris Murphy** (2011), Vice President of Finance – Certified Public Accountant; A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S.M.L. Western Governor's University

**Ray Scott** (1991), Vice President of Student Services – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., Mississippi State University

**Ben Shappley** (1998), Vice President of Satellite Campuses – A.A., Northeast Mississippi Community College; B.P.A., University of Mississippi; M.B.A., Delta State University

## Staff

**Romelia Agnew** (2018), eLearning Administrative Assistant – A.A.S., Northeast Mississippi Community College; B.S., University of Phoenix; M.B.A., Colorado Technical University

**Anthony Anderson** (2021), Campus Police Chief – Additional Credit, Northeast Mississippi Community College; Middle Tennessee State University

**Arizona Baggett** (2019), Adult Education Academic Assistant – Credit, Northeast Mississippi Community College

**Angela Bass** (1999), AE Data Input Manager & Career Pathway Navigator – A.A., Northeast Mississippi Community College; B.S., Western Governor's University

**Austin Beasley** (2017), CDA Project Director/Academics Coordinator - A.A., Northeast Mississippi Community College; B.S., Mississippi State University

**Bonnie Bell** (2005), Northeast at Corinth Director, WIOA Office Coordinator – A.A., Northeast Mississippi Community College; B.B.A., Delta State University

**Carlena Benjamin** (2007), Instructional Technology Specialist – B.S., Biological Sciences, Mississippi State University; M.Ed., Science Education, University of Mississippi; Ed.D., Delta State University

**Jill Bennett** (2021), Administrative Assistant - Ripley Campus – A.A., Northeast Mississippi Community College; Graduate, Atlanta School of Sleep Medicine; Credit from Mississippi University for Women

**Susan Brackeen** (2004), Administrative Assistant, Library – A.A.S., Northeast Mississippi Community College

**Will Brand** (2020), Assistant Baseball Coach – A.A., Jones Junior College; B.S., University of Central Arkansas; M.S., University of Central Arkansas

**Gina Bray** (2012), Financial Aid Associate/Scholarship Coordinator – A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Rhonda Brown** (2017), Resource & Referral Associate for the MDHS Early Childhood Resource & Referral Network – A.A.S, Northeast Mississippi Community College

**Brea Browning** (2021), Recruiter, New Albany – B.S., Mississippi State University; M.S., Ball State University

**Michael Byrd** (2018), Director of Academic Advising – A.A., Northeast Mississippi Community College; B.S., Brigham Young University; M.Ed., University of Georgia

**Georgie Carroll** (1999), Recruiting Coordinator – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., Mississippi State University

**Bree Cartwright** (2022), Student Success Coach

**Laura Beth Caver** (2020), Recruiter – A.A., Copiah-Lincoln Community College; B.B.A., Mississippi State University

**Kathryn Chaffin** (2008), Dormitory Supervisor, Yarber Hall

**Susan Childers** (2005), Dorm Supervisor, Mississippi Hall – Credit from Northeast Mississippi Community College

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**Carrie Cobb** (2011), Counselor, Career & Technical Programs – B.S.W., University of Mississippi; M.Ed., University of Mississippi

**Shanna Cole** (2016), Adult Education Instructor – B.S., Welch College; M.Ed., Delta State University

**Rhonda Cockrell** (2004), Advisor/Proctor – B.A., Blue Mountain College

**Rod Coggin** (1994), Director of Event Planning and Residential Housing – Credit from Northeast Mississippi Community College; B.B.A., Mississippi State University; Advanced Study, Mississippi State University

**Robbie Coleman** (2001), Associate Vice President of Academics/Division Head, Social, Behavioral, & Applied Sciences – Certified Public Accountant; A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.Accy., University of Mississippi

**Phyllis Colson** (2001), Director of Continuing Education/Workforce Project Manager – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.B.A. Belhaven University

**Kevin Connell** (2016), Assistant Softball Coach – B.S., The Citadel; M.A., Arkansas State University

**Josh Culpepper** (2016), Bookstore Manager – A.A., Itawamba Community College; B.S., Western Governor's University

**Greg Davis** (2012), Head Football Coach – B.S., Texas Christian University; M.S., Stephen F. Austin State University

**Jennifer Davis** (2003), Associate Vice President of Health Sciences – B.S., Baptist College of Health Sciences; Registered Radiologic Technologist; Registered Radiation Therapist; M.A., University of Mississippi

**Karri Davis** (2020), Adult Education Specialist/Gateway Career Specialist – B.A., Texas Christian University; M.S., Texas A & M University - Texarkana

**Shawn Davis** (2016), Gateway Career Specialist/ Adult Education Instructor/ Career Pathway Instructor – B.A., Blue Mountain College; M.Div., Mid-America Baptist Theological Seminary; D. Min., New Orleans Baptist Theological Seminary

**Courtney Deaton** (2021), Student Business Services Accounts Receivable Specialist – B.Accy, University of Mississippi; M.Accy, University of Mississippi

**Jesse Dickerson** (2016), Bookstore Associate – Credit from Ashford University; Credit from Northeast Mississippi Community College

**Raleigh Downs** (2016), Graphic Artist/Designer – A.A.S., Northeast Mississippi Community College; B.A., Spring Hill College

**DeAnne Droke** (2016), Adult Education Instructor/Gateway Career Coach – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College

**Graple Duncan** (2009), Dorm Supervisor, Wood Hall

**Brandon Elliott** (2011), Director, Buildings and Grounds – B.S., University of Alabama; M.B.A., Delta State University

**Rachel Embrey** (2013), Adult Education Instructor – A.A., Northeast Mississippi Community College; B.A., University of Mississippi

**Debbie Essary** (2016), Workforce Project Manager – Credit from Northeast Mississippi Community College

**Cassandra Evans** (2002), WIOA Youth Gateway Coordinator – A.A.S., Northeast Mississippi Community College; B.B.A., University of Mississippi

**Joye Farris** (2006), Administrative Assistant, Vice President of Student Services/ Athletics/Scholarships – A.A.S., Itawamba Community College; Credit from Mississippi University for Women; Credit from Blue Mountain College

**Lexie Fields** (2019), Foundation Scholarship Specialist – A.A., Itawamba Community College; B.Accy., University of Mississippi; M.B.A., Western Governors University

**Cathy Floyd** (2012), Payroll Specialist – Credit from Northeast Mississippi Community College; Itawamba Community College; University of Mississippi; University of Southern Mississippi

**Amber Garner** (2007), Director of Purchasing – A.A., Northeast Mississippi Community College; B. Accy. University of Mississippi; M.S., Western Governor's University

**John Garner** (2018), Industrial Maintenance and Welding Instructor, Workforce – A.A.S., Northeast Mississippi Community College

**David Goode** (2009), Northeast at New Albany Center Director/WIOA Team Leader – A.A., Northeast Mississippi Community College; B.A., University of Mississippi

**Jillian Guy** (2020), Student Athlete Success Coach – B.B.A.; M.B.A.; M.S., Mississippi State University

**Mary Hall** (2016), Assistant Bookstore Manager – A.A.S., Northeast Mississippi Community College; B.F.A., Mississippi University for Women

**Evan Hannon** (2021), Campus Police Officer – A.A., Northeast Mississippi Community College; B.A., Mississippi State University

**Irene Harrell** (2016), Adult Education Academic Assistant

**Rich Harrelson** (2011), Head Baseball Coach – B.S., University of Mississippi; M.A., University of West Alabama

**Kim Harris** (2013), eLearning Coordinator – B.A., Mississippi University for Women; M.S., Mississippi State University; Ph.D., Mississippi State University

**Ray Harris** (1987), Division Head, Fine Arts – B.M.E., Mississippi State University; M.M.E., Mississippi State University; D.M.A., Louisiana State University

**Tiffany Hatcher** (2020), Health Science Advisor – A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women

**Chesnee Hawkins** (2021), Counselor – B.A., Mississippi State University; M.Ed., University of Mississippi

**Teresa Hazlewood** (2016), Office Assistant, Facilities and Maintenance – A.A.S., Northeast Mississippi Community College

**Brad Holley** (2000), Student Records Coordinator – A.A., Northeast Mississippi Community College; B.F.A., Mississippi State University

**Amy Howell** (2000), Enrollment Services – B.S., University of Montevallo

**Parrish Huddleston** (2020), Assistant Football Coach – A.A., Northeast Mississippi Community College; B.S., University of Tennessee at Martin; M.A., University of Pikeville

**Brittney Hudson** (2012), eLearning Student Support Specialist – A.A.S., Northeast Mississippi Community College

**Gerrie Hurley** (1995), NZone Associate – B.S., University of Missouri

**Jason Jackson** (2022), Campus Police

**Liz Jackson** (2008), Financial Aid Associate – A.A.S., Northeast Mississippi Community College

**Rhonda Jackson** (2020), eLearning Student Support Specialist – A.A.S., Northeast Mississippi Community College; B.S., Blue Mountain College; M.Ed., University of Mississippi

**Greg James** (2013), Workforce Training & Economic Development Assistant Director, MMA-MEP Director – Credit from Northeast Mississippi Community College; Credit from Freed Hardeman University

**Amanda Janes** (2021), MI-BEST College & Career Navigator – B.S., Mississippi State University; Credit from Liberty University; M.S., Mississippi State University

**Tiffany Johnson** (1999), Foundation Financial Officer – A.A.S., Northeast Mississippi Community College; B.B.A., Faulkner University

**Chassie Kelly** (2002), Director of Enrollment Services, Registrar – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S., Western Governor's University

**Laurie Kesler** (2010), Director of Adult Education – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of Mississippi

**Kristen Lambert** (2013), Data Enrollment Specialist – A.A., Northeast Mississippi Community College; A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Brandi Lauderdale** (2018), Financial Aid Associate – A.A., A.A.S., Northeast Mississippi Community College

**Christy Lindsey** (2018), Accountant – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.S., Arkansas State University

**Blake Long** (2013), Sports Information Director – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi

**Jody Long** (1997), Head Softball Coach, Assistant Director of Residential Student Services – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi

**Jennalee Lyles** (2016), WIOA Career Coach – B.S., Blue Mountain College

**Zach Marro** (2020), Athletic Trainer – A.A., East Mississippi Community College; B.S., University of West Alabama

**Jason Mattox** (2006), Associate Vice President for Career Technical Programs/Division Head, Business and Engineering Technology – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.B.A., Union University

**Ashley Massey** (2022), Enrollment Services

**Brenda Mayes** (2015), Assistant Athletic Director – A.A., Northeast Mississippi Community College; B.S., University of North Alabama; M.A., University of North Alabama

**Jenny McCalla** (2017), Administrative Assistant, Vice President of Workforce and Economic Development – B.A., Ohio Christian University; Credit from Wesley Biblical Seminary; Credit from Wesley College; Credit from Geneva College

**Tabitha McKay** (2013), Director of Institutional Research – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., Delta State University

**Mallory McPhail** (2019) Accounting/Student Business Services Associate – A.A., Northeast Mississippi Community College; B.B.A., University of North Alabama; M.B.A., University of North Alabama

**Jaclyn Meeks** (2018), Smart Start Instructor/Data Management Assistant – A.A.S., Northeast Mississippi Community College; B.S., Western Governor's University

**Lori Michael** (1998), Administrative Assistant, Business & Engineering Technology – A.A.S., Northeast Mississippi Community College

**Raina Michael** (2007), Residential Student Services Associate – A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Erica Miller** (2011), Student Success Coach – A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi

**Mary Miller** (2003), Financial Aid Associate, Loan Specialist – A.A.S., Northeast Mississippi Community College; Additional credit, University of Phoenix-Online

**Michael Miller** (2013), Public Information Specialist – A.A., Northeast Mississippi Community College; B.S., Union University; M.B.A., Mississippi State University; Credit from Delta State University

**Ryan Moreland** (2021), Sports Information Specialist – A.A., Northeast Mississippi Community College; B.S., Mississippi State University

**Taylor Moreland** (2021), Financial Aid Associate - A.A.S., Northeast Mississippi Community College

**Kyle Morris** (2014), Assistant Men's Basketball Coach – A.A., Northeast Mississippi Community College; B.S., Union University

**Traci Murphy** (1995), Administrative Assistant – A.A.S., Northeast Mississippi Community College

**Mark Nichols** (1997), Senior Oracle Database Administrator – A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.B.A., University of Mississippi

**Chad Nolan** (2016), Adult Education Instructor/Gateway Career Coach – A.A., Northeast Mississippi Community College; B.S., Middle Tennessee State University

## NEMCC Course Catalog

**Lydia Patterson** (2022), Administrative Assistant of Instruction - A.A.S., Northeast Mississippi Community College

**Melissa Pearson** (2015), Assistant Police Chief - A.A., Northeast Mississippi Community College; B.S., University of North Alabama; advanced studies, University of North Alabama

**Charles Pollard** (2022), Director of Institutional Effectiveness - A.A., East Mississippi Community College; B.S., M.S., Mississippi State University

**Jenie Ramey**, (2021), Administrative Assistant, Health Science Division – B.S.W., University of North Alabama

**Mary Kristinlyn Reese** (2016) HSE Testing - Adult Education – A.A., Northeast Mississippi Community College; Credit from Western Governor's University

**Brandy W. Reynolds** (2016), Print Shop Operator – A.A.S., Northeast Mississippi Community College

**Chelsey Rhodes** (2022), Head Women's Basketball Coach

**Liz Roark** (2020), Marketing – A.A., Northeast Mississippi Community College; B.A., Mississippi State University

**Kathy Rutherford** (1990), Purchasing Assistant/Inventory Clerk – A.A.S., Northeast Mississippi Community College

**Cedric Shell** (2019), Assistant Football Coach – B.A., Alcorn State University

**Alfreda Shelly** (2016), Dorm Supervisor

**Nickedda Shelton** (2021), Counselor – B.A., Mississippi Valley State University; M.Ed., Delta State University; Ed.S., Mississippi State University; Ph.D., University of Mississippi

**LaVaile Shields** (2022), Enrollment Services - A.A.S., Northeast Mississippi Community College

**Charlie Smart** (2009), College & Career Navigator – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University

**Greg Smith** (1985), Computer Services Director – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.C.S., Mississippi State University

**Kim Smith** (1997), Assistant Director of Adult Education/ Lead Instructor – A.A., Itawamba Community College; B.S., Freed-Hardeman University

**Ron Smith** (1999), Networking & Technology Specialist – A.A.S., Northeast Mississippi Community College

**Kunshinge Sorrell-Howard** (2015), – Credit from Northeast Mississippi Community College; B.S., Mississippi State University

**Robin South** (2011), Office Assistant, Dental Hygiene Technology – A.A., Northeast Mississippi Community College

**Nikki Spears** (2012), Adult Education Academic Assistant – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College



## NEMCC Course Catalog

**Janet Stacks** (2015), WIOA Career Coach – A.A.S., Northeast Mississippi Community College; B.S., Union University

**Maurice Stafford** (2003), Director of Intramurals/Assistant Supervisor of Burgess Fitness Center – Northeast Mississippi Community College; B.S., University of North Alabama

**Callie Stanley** (2019), Enrollment Services Assistant – A.A., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.A.; University of Mississippi

**Leigh Ann Stewart** (2017), Director of Counseling, Special Populations Counselor – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of West Alabama

**Sara Street** (2018), Computer Technology Assistant – A.A., Northeast Mississippi Community College

**Jaclyn A. Strickland** (2020), Student Business Services Associate - A.A., Northeast Mississippi Community College

**Shanna Taylor** (2019), Accounts Payable Specialist – A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi

**Charlotte Tennison** (1997), Student Activities – A.A.S., Northeast Mississippi Community College

**Mark Tomlinson** (2011), WIOA Case Manager – B.B.A., University of Mississippi

**Justin Treloar** (2013), Division Head, Humanities & Languages – B.S., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University

**Leigh Treloar** (2018), Student Athlete Success Coach – B.B.A., Mississippi State University; M.S., Mississippi State University

**Shannon Tucker** (1997), Administrative Assistant, Executive Vice President – A.A., Northeast Mississippi Community College; B.A., Mississippi State University; Advanced Study, University of Memphis

**Robert Walker** (2017), Fitness Center Director – B.S., University of Alabama; M.S., Mississippi State University

**Leslie Ward** (2020), Technical Assistance Coordinator for the MDHS Early Childhood Resource & Referral Network – B.S., Mississippi State University

**Jonathan Webster** (2020), Assistant Football Coach – B.S., Arkansas Tech University; M.S., University of Southern Mississippi

**Tyler Whitehead** (2017), Workforce Training & Economic Development Instructor/Mississippi Corridor Consortium Instructor – A.A.S., Northeast Mississippi Community College; B.S.B., Faulkner University; M.B.A., Faulkner University

**Britney Whitley** (2018), Associate Vice President of Student Success/Director of Student Success Center – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.Ed., University of Mississippi

**Greg Windham** (2009), Director of Financial Aid – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.B.A., Delta State University

**Josie Windham** (2020), Continuing Education Associate – A.A.S., Northeast Mississippi Community College

**Cord Wright** (2013), Head Men's Basketball Coach – B.S., Limestone College; M.A., University of North Alabama

**Ellice Yager** (2013), Library Director – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

**Sabine Zabarovska** (2014), Learning Management System Support & Instructional Design Specialist – B.S., University of Mississippi

## Faculty

**Jonathan Alexander** (2015) Diesel Power Technology – A.A.S., Northeast Mississippi Community College

**Nick Alexander** (2002), Dental Hygiene Technology – B.S., University of Mississippi; D.M.D., University of Mississippi Medical School

**Terry Anderson** (1982), Art – A.A., Northeast Mississippi Community College; B.F.A., Memphis College of Art; M.A., University of Mississippi

**Camille Arnold** (2000), Dental Hygiene – A.A.S., Northeast Mississippi Community College; B.S., East Tennessee State University; Additional credit from Mississippi State University; M.S.A.H., East Tennessee State University

**Leslie Arnold** (2021), Simulation Center Director – A.D.N., Northeast Mississippi Community College; B.S.N., Baptist College of Health Sciences; M.S.N., University of North Alabama; D.N.P., Samford University

**Michael Barron** (2022), Nursing – A.A.S., Northeast Mississippi Community College; B.S.N., Baptist Health Sciences University; M.S.N., Herzing University

**Tracey Barron** (2018), Practical Nursing – A.A., East Central Community College; B.S.N., Mississippi University for Women

**Camille Beals** (2007), Nursing – A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.A.Ed., University of North Alabama; M.S.N., Alcorn State University; D.N.P., Samford University

**Mary Lou Beckman** (2005), Mathematics – B.S., Mississippi State University; M.Ed., Mississippi State University

**Jason Beghtol** (2008), Music – A.A., Itawamba Community College; B.M., University of Mississippi; M.M., University of Mississippi; M.M., Florida State University; Ph.D., University of Mississippi

**LaShay Blansett** (2007), Speech – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Joseph Boren** (2019), Construction Engineering Technology – A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.A. University of North Alabama

**Sallye Bowlin** (2019), Accounting – A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.B.A., Delta State University

**Will Bowlin** (2014), Political Science/History – B.S., Mississippi State University; M.P.P.A., Mississippi State University; Advanced Study University of North Alabama, Sam Houston University

**Beth Bowling** (2014), Nursing – B.S.N., Mississippi University for Women; M.S.N., University of North Alabama; D.N.P., American Sentinel University

**Russ Bullard** (2012), Heating and Air Conditioning Technology – Certificate, Northeast Mississippi Community College; A.A.S. Northeast Mississippi Community College

**Jennifer Burchell** (2021), Biology – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S., Mississippi College

**Catherine Byars** (2012), Nursing – A.A.S., Northeast Mississippi Community College; B.S. Education, University of North Alabama; M.M., Music Theory, University of Mississippi; M.S.N., Walden University; D.N.P., Samford University

**Carmen Cartwright** (2018), Nursing – B.S.N., M.S.N., University of North Alabama; D.N.P., Samford University

**Noel Childress** (2016), Mathematics – B.S., University of Mississippi; M.S., University of Mississippi

**Kristy Church** (2009), Nursing – B.S.N., University of North Alabama; M.S.N., University of North Alabama; D.N.P., American Sentinel University

**Bonita Crump** (1979), Child Care and Development Technology/Co-Director of Northeast Childcare Center – A.A.S., Northeast Mississippi Community College

**Felicia Crump** (2013), Practical Nursing – A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S., Mississippi University for Women; M.S.N., William Carey University; Ph.D., William Carey University

**Beth Dawson** (2012), Nursing – B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P., Samford University

**Derek DeVaughn** (2014), Industrial Maintenance/Head Golf Coach – A.A.S., Northeast Mississippi Community College

**Chris Dunn** (2012), Music/Campus Country – B.M., Belmont University; M.A., Middle Tennessee State University

**Rebecca Elliott** (2018), Business Technology – A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., University of North Alabama

**JaLisa Estes** (2022), Information Systems Technology - A.A.S., Northeast Mississippi Community College

**Jenna Fincher** (2015), Art – B.F.A., Nicholls State University; M.F.A., Louisiana Tech University

**Mindy Forsman** (2019), Nursing – A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.S.N., University of Mississippi Medical Center

**Carrie Fowler** (2019), Dental Hygiene – A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center; M.S.M., Faulkner University

## NEMCC Course Catalog

**Amanda Garvin** (2005), English – A.A., Northeast Mississippi Community College; B.S., Delta State University; M.A., University of North Alabama; AAA Certification, Delta State University

**Laura Gilham** (2001), Librarian – B.G.S., Ohio University; M.L.I.S., University of Southern Mississippi

**Mark Gilliland** (2020), Computer Science, Tennis Coach – B.B.A., Mississippi State University; M.B.A., Union University

**Ginger Godwin** (2013), Culinary Arts Technology – A.A.S., Northeast Mississippi Community College

**Alison Goodwin** (2021), Radiology Technology – A.A., Itawamba Community College; A.A.S., Mississippi Delta Community College; A.A.S., Itawamba Community College; B.H.S., University of Mississippi Medical Center

**Shannon Goolsby** (2007), Medical Laboratory Technology – A.A., Northeast Mississippi Community College; credit from Mississippi State University and Wood College; B.S., Blue Mountain College; M.S., University of Southern Mississippi

**Missy Griffith** (2022), Sociology

**Elizabeth Grisham** (2019), History – B.A., Belhaven University; M.A., Mississippi State University; Ed.D., University of Southern Mississippi

**Christy Grissom** (2013), Hospitality Management Technology – A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M.S., University of Alabama

**Greg Hardin** (1998), Automotive Mechanics Technology – A.A.S., Northeast Mississippi Community College; Credit from Mississippi State University

**Hope Harrelson** (2018), Radiologic (Medical) Technology – A.A.S., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.S., University of Mississippi Medical Center; M.A., University of Mississippi

**Dalton Harris** (2019), Respiratory Care Technology – A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center

**Hannah Hastings** (2022) Speech

**Jennifer Hastings** (2001), Related Vocational Instruction – A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; B.S., Blue Mountain College; M.A., University of Mississippi

**Donna Hill** (1992), Nursing – A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S.N., Mississippi University for Women; D.N.P., Samford University

**Dawn Hilliard** (2005), Biology – B.S., Blue Mountain College; M.P.T., University of Tennessee-Memphis

**Chandra Hisaw** (2019), Biology – A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University

## NEMCC Course Catalog

**Vickie Hopkins** (2010), Medical Assisting Technology – A.A.S., Northeast Mississippi Community College; Certified Medical Assistant (AAMA); B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center

**Rocky Hughes** (1992), Biology, Agriculture – A.A., Northeast Mississippi Junior College; D.V.M., Mississippi State University

**Mark Hurley** (1992), Biology, Agriculture – B.S., University of Missouri; M.S., University of Arkansas; Additional graduate credit, Mississippi State University

**Nick Jackson** (2016) Information Systems Technology – A.A.S., Northeast Mississippi Community College; B.S. and M.S., Western Governors University

**Alana James** (2021), Dental Hygiene – A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center

**Mary Jones** (2016), Health, Physical Education, and Recreation – A.A., Northeast Mississippi Community College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi; Ph.D., University of Southern Mississippi

**Liz Ketchum** (2002), Psychology – A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., Mississippi College

**Heather Kirk** (2016), Nursing – B.S.N., University of North Alabama; M.S.N., University of Alabama - Birmingham; D.N.P., Samford University

**Anne Kramer** (2015), English – B.A., University of Mississippi; M.Ed., University of Mississippi

**Amy Langley** (2014), Assistant Band/Woodwind and Guard – B.M., University of Mississippi; M.M., University of Mississippi; D.M.A., University of Memphis

**Jennifer LaMontagne** (2022), Radiologic Technology-A.A.S., Northeast Mississippi Community College

**Marianne Lancaster** (2021), Simulation Center – A.A., Itawamba Community College; B.S., Mississippi College

**Claire Leeke** (2017), Music – B.A., M.M., University of Mississippi

**Tiffany Lindsey** (2016) Dental Hygiene – A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of St. Augustine for Health Sciences

**John Little** (2011), Biology – B.A.E., University of Mississippi; M.D., Xavier University School of Medicine, Aruba

**Stevie Lovelace** (1997), Precision Manufacturing & Machining Technology – A.S., Northeast Mississippi Community College; B.S., Mississippi State University; M.B.A., Faulkner University; Certified Journeyman Machinist and Tool and Diemaker

**Janelle Lowrey** (2018), Paralegal Technology – A.A.S., Northeast Mississippi Community College; B.A., University of Mississippi; J.D., University of Mississippi

**Amy Marolt-Alred** (2005), Mathematics – B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., University of Mississippi

**Andrea Mathis** (2003), Mathematics – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., University of Mississippi

**Amanda Mattox** (1995), Music – A.A., Northeast Mississippi Community College; B.M.Ed., Mississippi State University; B.S., University of Southern Mississippi; M.M.Ed., University of Southern Mississippi; D.A., University of Mississippi

**Lorie Mattox** (2013), English – B.S., Blue Mountain College; M.Ed., University of Mississippi

**Jeff Melson** (2008), Drafting, Design & 3D Modeling Technology – A.A.S. & A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.Ed., Delta State University

**John Messer** (2015), Physical Science – B.S., University of Mississippi; M.A., University of Mississippi

**Candy Miller** (2012), English – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Jason Miller** (2015), Chemistry – A.A., Northeast Mississippi Community College; B.S. University of North Alabama; M.S. Mississippi State University; Additional graduate credit, Mississippi State University

**Whitney Miller** (2018), Nursing – B.S.N., University of North Alabama; M.S.N., University of Alabama-Birmingham

**Bryan Mitchell** (2006), Music/Director of Bands – A.A., Northeast Mississippi Community College; B.M., University of Mississippi; M.M., University of Mississippi; Additional graduate credit, University of Mississippi

**Randy Mitchell** (2008), Collision Repair Technology – A.A.S., Northeast Mississippi Community College

**Brittany Moore** (2013), English – B.S., Mississippi State University; M.Ed., University of Mississippi

**Chasity Moore** (2015), Health, Physical Education & Recreation/Family Consumer Science – A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women; M.S., Mississippi State University

**Stewart Moore** (2014), Civil Engineering Technology – A.A.S., Northeast Mississippi Community College; B.S., Mississippi State University

**Melissa Morgan** (2012), Nursing – A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi for Women; M.S.N., Delta State University; D.N.P., Samford University

**Jessica Morris** (2021), Biology – B.S., University of Mississippi; M.Ed., University of Mississippi; Ed.S., Belhaven University

**Jenniffer Newell** (2001), Early Childhood Technology – Credit from Northeast Mississippi Community College; B.S., Blue Mountain College; M.Ed., Mississippi State University

**Lacey Nichols** (2022), Clinical Coordinator, Diagnostic Medical Sonography -

**George Nock** (2002), Physics – B.S., Hampden-Sydney College; M.S., University of Mississippi; Ph.D., University of Mississippi

**Misty Norris** (2012), Mathematics – B.S., Mississippi State University; M.S., Mississippi State University

**Alexia Owens** (2014), Early Childhood Technology/Co-Director of Northeast Childcare Center – Credit from Northeast Mississippi Community College; B.S., Mississippi State University

**Jerry Palmer** (2000), Automotive Mechanics – A.A.S., Northeast Mississippi Community College; General Motors Training Center

**Tabitha Perrigo** (2017), Psychology – A.A.S., Northeast Mississippi Community College; B.S., University for Women; M.S., University of Southern Mississippi; D.N.P., University of South Alabama

**Emily Pollard** (2008), Psychology – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University

**Kristi Reece** (2012), Nursing – A.A.S., Northwest Mississippi Community College; B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P., Samford University

**Morgan Reed** (2012), English – A.A. Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi

**Mary Beth Reeves** (2021) – Practical Nursing - A.A., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Southwest Baptist University

**Morgan Ricks** (2015), History – A. A., Northeast Mississippi Community College; B.S.E., Delta State University; M.Ed., Delta State University

**Kalah Rogers** (2014), Librarian – B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi

**Paige Sasser** (2009), English – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., University of Mississippi

**Christopher Schager** (1999), Speech – Credit from Canada College: Foothill College; B.A., San Francisco State University; M.F.A., University of Mississippi; Additional graduate credit, University of Memphis, Mississippi State University

**Shane Scott** (2015), Criminal Justice – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; J.D., Mississippi College of Law

**Jonathan Shaw** (2020), Precision Manufacturing & Machining Technology – A.A.S., Northeast Mississippi Community College

**John Shelburne** (2007), Respiratory Care – A.D., PMI Mesa Campus, Mesa, AZ; B.S., Grand Canyon University; M.A., University of Mississippi

**Melody Shinn** (2008), Art – B.F.A., Mississippi University for Women; M.F.A., Rochester Institute of Technology

**Rosalyn Singleton** (2008), Medical Laboratory Technology – A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.H.S., University of Mississippi Medical Center

## NEMCC Course Catalog

**Eric Smith** (2017), History – B.A., M.A. (Philosophy), M.A. (History), University of Mississippi

**Mason Smith** (2017), Electrical – A.A.S., Northeast Mississippi Community College

**Shawna Smith** (2013), Biology – A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; B.S.N., University of North Alabama; advanced study, Mississippi State University; M.S.N., University of North Alabama; M.A.E., University of West Alabama; D.N.P., Samford University

**Stephanie Smith** (2011), Psychology – B.A., Delta State University; M.A.C.L., Forest Institute of Professional Psychology

**Paula Stennett** (2008), Associate Degree Nursing– A.S.N., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Mississippi University for Women; Ph.D., William Carey University

**Kayla Stevens** (2022), Computer Science - A.A., Northeast Mississippi Community College; B.U.S., University of Mississippi; M.A., University of Mississippi

**Lisa Stevens** (2018), Sociology – Credit from Northeast Mississippi Community College; B.A., Blue Mountain College; M.S., University of Mississippi

**Sherita Taylor** (2007), Librarian – B.S., Mississippi University for Women; M.L.I.S., University of Southern Mississippi

**Helen Thompson** (2003), Mathematics – B.A., Southern Methodist University; B.A.E., M.S., University of Mississippi

**Kristi Tooley** (2018), Practical Nursing – A.A.S., Northwest-Shoals Community College; B.S.N., University of North Alabama; M.S.N, D.N.P., University of Alabama

**Jeff Tuttle** (2003), Foreign Languages – B.A., M.Ed., University of Mississippi

**Elizabeth Upchurch** (2016), English – A.A., Northeast Mississippi Community College; B.A., Mississippi University for Women; M.A., Mississippi State University

**Bonnie Wanner** (2018), Mathematics – A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., National University

**Brian Warren** (2021) Electrical Technology – A.A.S., Itawamba Community College

**Crystal White** (2003), Business Technology – A.A.S., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University; Ed.S., Arkansas State University



# Location and Facilities

## Locations and Facilities

### Locations

The Northeast Mississippi Community College Campus is located at 101 Cunningham Boulevard, Booneville, MS 38829, in Booneville, Mississippi. The College Police department patrols main campus buildings and grounds on a regular basis. Campus buildings and parking areas are well lighted to provide a safe environment. Campus buildings and facilities are accessible during normal business operating hours, Monday through Thursday from 8 AM to 4 PM, Friday from 8 AM to 12 PM, and for certain special functions.

For additional information on hours of operation, please visit <https://www.nemcc.edu/about/location-hours>.

### [Campus Map](#)

### College Off-site Locations:

- Northeast at Corinth (Larry McCollum Hall), 2759 South Harper Road, Corinth, MS 38834, 662.696.2352
- Northeast at Iuka, 751 CR 989, Iuka, MS 38852
- Northeast at New Albany (Bobby Martin Hall), 301 North Street, New Albany, Mississippi 38652, 662.692.1501
- Northeast at Ripley (Maddie Thompson Hall), 1525 City Avenue North, Ripley, MS 38663, 662.502.6200

### Facilities

#### Judge William H. Anderson Hall

This two-story facility houses the disciplines of English, Fine Arts, and Modern Languages and includes a lecture auditorium with approximately 125-150 seating capacity. The building is named in honor of a former member of the Board of Trustees.

#### Bonner Arnold Coliseum

The Bonner Arnold Coliseum contains three basketball courts, six dressing rooms, faculty offices, and equipment rooms. It has a seating capacity for 3,000 spectators. The building is named in honor of a former athletic director of the college.

#### Buildings and Grounds Facility

This facility houses the office of the Director of Facilities and Maintenance.

#### Bratton C. Burgess Student Activity Center

The Burgess Activity Center serves as a full service fitness facility available to Northeast students, faculty, staff and is open to the community. This facility includes

cardiovascular and weight training equipment, basketball, volleyball, fitness classes, and locker rooms.

### **Gaye Roden Carr Aquatic Center**

Constructed in 1983, this 7600 square foot facility contains offices and dressing rooms for the Olympic-sized swimming pool. The eight lane pool is maintained to serve institutional purposes, as well as for student recreational use. The facility is named in memory of a former Northeast student whose family donated funds for the center.

### **Merril T. Cartwright Hall**

This facility houses the College's bookstore, the Writing Center and e-Learning Department. This building is named in honor of a former member of the Board of Trustees.

### **Joe M. Childers Hall**

This modern three-and-a-half story structure, constructed in 2000, is the nucleus for health related instruction. The building contains classrooms, laboratories, conference rooms, student lounge, computer laboratory, offices, an auditorium, and a dental hygiene clinic. The division of Health Sciences main office, the Associate Degree Nursing Program, and the Dental Hygiene Program are housed in this facility.

### **Gayle Davis Hall**

This modern facility houses the diesel mechanics program.

### **H. H. Daws Hall**

This facility adjoins McCoy Hall and houses laboratories and classrooms for chemistry, computer science, physical science, and mathematics. This facility is named in honor of a former faculty member and a former chairman of the Science Department.

### **James P. Dean Hall, B. T. (Tice) Moore Hall, and Career & Technical-Education Complex**

The Career and Technical Education complex consists of five masonry structures which make up approximately 90,000 square feet of classrooms, laboratories, and offices. Building Number 1 in this complex is named James P. Dean Hall in honor of a former member of the Board of Trustees. Building Number 5 in this complex is named B. T. (Tice) Moore Hall in memory of a former member of the Board of Supervisors in Prentiss County. The facility accommodates some twenty career and technical programs.

### **Charles M. Gordon Hall**

This two-story facility houses a portion the Division of Business and Engineering Technology. The building is named in honor of a former Prentiss County supervisor. A sunlit court garden enhances the interior of the building.

### **Frank and Audrey Haney Union**

This building houses the cafeteria and the Campus Police, and provides a variety of food service, recreational and conference facilities. It is the center for conducting and promoting social, recreational, cultural, and educational activities for students, faculty, administration, alumni and guests. The building is named in honor of a former member of the Board of Trustees and his spouse.

### **Earl F. Hargett Hall**

This facility houses health occupation programs of Medical Assisting, Respiratory Therapy, Radiologic Technology, and Medical Laboratory Technology. The facility includes a lecture auditorium of approximately 150 seating capacity. The building is named in honor of a former president of the college.

### **G. W. "Buster" Hines Hall**

This facility houses the Division of Fine Arts and contains a 299 seat recital hall-auditorium and specially designed rehearsal rooms for band, chorus, classrooms, practice rooms, and staff offices. The building is named in honor of a former member of the Board of Trustees.

### **Troy Holliday Hall**

This facility houses the Division of Workforce Training and Economic Development. This building also houses Civil Engineering Technology, Computer-Aided Drafting and Design Technology, Developmental Education (Learning Laboratory), Start-Up Training, administrative offices, Continuing Education, and an industrial training area. The facility contains a lecture auditorium with a seating capacity of 117. The building is named in honor of the late Troy Holliday, member of the Board of Trustees.

### **Elmer E. McCoy Hall**

Completed in 1993, this three-story 57,000 square-foot complex contains a full botanic atrium specifically designed for air and water filtration. It is designed to be energy efficient and is state-of-the-art in design technology as well as technology for classroom use. It houses the disciplines of mathematics, biology, chemistry, physics, physical science, agriculture, and computer science. Classrooms, laboratories, faculty offices, and a conference room are provided. The building is named in honor of a former member of the Board of Trustees.

### **Holley Patterson Hall**

This facility houses the disciplines of social science, psychology, education, health and physical education and a learning lab. Also located in this building are the NE Development Foundation offices and a lecture auditorium. The building is named in honor of a former member of the Board of Trustees.

### **NEMCC Health and Nutrition Center**

The NEMCC Health and Nutrition Center was renovated in 2017 with grant funds provided by the Blue Cross Blue Shield of MS Foundation. This facility serves as a multifunctional meeting area with a stationary kitchen unit to provide opportunities for campus and community to engage in health cooking and nutrition classes in order to promote healthy eating and the incorporation of a healthy lifestyle. In addition, the facility is used for yoga, basic flexibility, and strengthening classes and health fairs.

### **T. Jack Ramsey Hall (Student Services Building)**

This two-story, 37,000-square foot facility, completed in December 2012, houses the offices of Recruiting, Admissions and Records, Financial Aid, Housing, and the Counseling Center, as well as the Business Office all in one location to serve students in a more efficient manner. In addition, the building is home to the College's Office of the President and Board of Trustees, the offices of the Executive Vice President,

Vice President of Student Services, Vice President of Instruction, Director of Finance, Institutional Research, Human Resources, as well as the Computer Center, Institutional Printing, the Nzone, and Mail room. The building is named in honor of long-time Board of Trustee and current Board Chairman.

### **Seth Pounds Auditorium**

This facility was built in 1948 and has since been extensively remodeled. It seats 700 people and has a stage fully equipped for dramatic and musical productions. The building is named in honor of a former member of the Board of Trustees.

### **Tiger Fieldhouse**

The Tiger Fieldhouse began construction in 2013 and officially opened for the fall 2014 football season. It houses both home and visiting locker rooms, training facilities, weight room, and an equipment room. The facility is located on the north end zone of the field.

### **Tiger Stadium**

The stadium, made of rust-free aluminum with galvanized under structure, features a closed-deck grandstand. Seating capacity for the facility is 5,200. The stadium stretches 26 rows high giving a good viewing position for the Tiger fans. Atop the home side is a 72-foot long press box. The stadium was completed in 1981. A modern concession area and restroom facility was added in 1994.

### **William L. Waller Technical Center**

This three-story facility houses Child Care Development Technology, Culinary Arts Technology, Hotel-Restaurant Management Technology, and houses some members of the coaching staff. The building is named in honor of former Governor William L. Waller.

### **B. Ellis Wright Hall**

This facility houses Paralegal Technology, Practical Nursing Education and the Prentiss County Law Library. The building is named in honor of a former member of the Board of Trustees.

### **Northeast at Corinth**

This 40,000 square foot facility is located within a newly renovated 75,000 square foot former industrial building. Construction and renovation of Phase I of the center was completed in 2006. Phase I of the facility houses the WIN/WIOA Center, Adult Basic Education classes, Mississippi Department of Employment Services for the Alcorn County area, academic classes, and workforce training. The facility is composed of classrooms, computer lab, offices, and multi-purpose conference and training rooms. Phase II construction was completed in 2009 and includes classrooms, a science laboratory, and a library.

### **Northeast at New Albany**

This instructional facility houses the WIN/WIOA Center for Union County, Adult Basic Education Classes, LPN Classes, Dual Enrollment Classes, Day & Evening College Classes, Proctored Exams and Workforce Training Classes. The facility contains classrooms, a science laboratory, computer lab, and offices.

### **Other Buildings**

Other buildings on campus include the president's home, residences for administrative personnel, faculty apartments, transportation maintenance terminal, storage-building, and field houses.

## **Libraries**

### **Eula Dees Memorial Library**

Constructed in 1962 and named in honor of a former member of the Board of Trustees, the Eula Dees Memorial Library on the Booneville campus features different areas to service the many needs of its patrons. A quiet study area provides for individual study needs, and three study rooms provide opportunities for groups to study together. Two spaces, designated "leisure reading areas," feature sofas and padded chairs for relaxed reading. Students have access to 45 computers for school work or personal use in the Reference Room, and a computer lab provides a space for formal instruction on an additional 20 computers. Library resources to support all educational, research, and leisure needs of patrons are varied, including books, periodicals, DVDs, CDs, slides, software, kits, and approximately fifty online databases that provide access to over 145,000 unique electronic books as well as hundreds of thousands of periodical articles. The purpose of the library is to serve as a catalyst by providing information in various formats to support the instructional programs of the community college, to promote information literacy by providing instruction in the skills needed to seek, evaluate, and use information effectively, and to provide assistance to the community beyond the confines of the College.

## **Dormitories**

### **Mississippi Hall**

This three-story facility was completed in 1990. Expansion and renovation in 2003 brings total capacity to 222 women students.

### **Nelwyn M. Murphy Hall**

This three-story facility provides accommodations for 168 women students. It is named in honor of a former member of the Board of Trustees.

### **Harold T. White Hall**

This three-story facility provides accommodations for 204 men students and is named in honor of the late Harold T. White, President of the College from 1965-1987.

### **Hoyt B. Wood Hall**

This three-story facility provides 28 units for men and 30 units for women. This facility is divided by a lobby, TV room, laundry room and resident hall supervisor's quarters. Each resident's entry points are equipped with card readers.

### **Bob Yarber Hall**

This three-story facility provides 58 units designed to house 116 men students. The dormitory is a walk-up style structure and is constructed with exterior balconies. The residence hall is named in honor of a former member of the Board of Trustees.

# Exam Schedules

## Exam Schedules

### Fall 2022 Exam Schedule for Seated Classes

#### Monday, December 5th

8:00 a.m. - 10:00 a.m.	1 MW (8:00-9:15)
10:10 a.m. - 12:10 p.m.	3 MW (10:50-12:05)
1:00 p.m. - 3:00 p.m.	5 MW (2:10-3:25)

#### Tuesday, December 6th

8:00 a.m. - 10:00 a.m.	1 TR (8:00-9:15)
10:10 a.m. - 12:10 p.m.	3 TR (10:50-12:05)
1:00 p.m. - 3:00 p.m.	5 TR (2:10-3:25)

#### Wednesday, December 7th

8:00 a.m. - 10:00 a.m.	2 MW (9:25-10:40)
10:10 a.m. - 12:10 p.m.	4 MW (12:45-2:00)
1:00 p.m. - 3:00 p.m.	6 MW (3:30-4:45)

#### Thursday, December 8th

8:00 a.m. - 10:00 a.m.	2 TR (9:25-10:40)
10:10 a.m. - 12:10 p.m.	4 TR (12:45-2:00)
1:00 p.m. - 3:00 p.m.	6 TR (3:30-4:45)

#### Special Notes:

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, December 5th.
- Seated Short Term 2 Exams will be given on Wednesday, December 7th and Thursday, December 8th.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

### Spring 2023 Exam Schedule for Seated Classes

#### Monday, May 1st

8:00 a.m. - 10:00 a.m.	2 MW (9:25-10:40)
10:10 a.m. - 12:10 p.m.	4 MW (12:45-2:00)
1:00 p.m. - 3:00 p.m.	6 MW (3:30-4:45)

#### Tuesday, May 2nd

8:00 a.m. - 10:00 a.m.	2 TR (9:25-10:40)
10:10 a.m. - 12:10 p.m.	4 TR (12:45-2:00)
1:00 p.m. - 3:00 p.m.	6 TR (3:30-4:45)

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### Wednesday, May 3rd

8:00 a.m. - 10:00 a.m.	1 MW (8:00-9:15)
10:10 a.m. - 12:10 p.m.	3 MW (10:50-12:05)
1:00 p.m. - 3:00 p.m.	5 MW (2:10-3:25)

### Thursday, May 4th

8:00 a.m. - 10:00 a.m.	1 TR (8:00-9:15)
10:10 a.m. - 12:10 p.m.	3 TR (10:50-12:05)
1:00 p.m. - 3:00 p.m.	5 TR (2:10-3:25)

### Special Notes:

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, May 1st.
- Seated Short Term 2 Exams will be given on Wednesday, May 3rd and Thursday, May 4th.

There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

# Who to See Directory

## Who to See Directory

Office/ Department	Contact	Location	Phone	Email
Academic Scholarship ACT Testing	VP of Student Services Center for Student Success	Ramsey Hall 216 Wright Hall	662.720.7235  662.720.7564	<a href="mailto:vpofstudents@nemcc.edu">vpofstudents@nemcc.edu</a>  <a href="mailto:acttesting@nemcc.edu">acttesting@nemcc.edu</a>
Admission Information	Admissions Office	Ramsey Hall 104	662.720.7239	<a href="mailto:admissions@nemcc.edu">admissions@nemcc.edu</a>
Adult Education/HSE	Adult Education	Holiday Hall 317	662.720.7768	<a href="mailto:adulted@nemcc.edu">adulted@nemcc.edu</a>
Agency Scholarships	Tiffany Johnson	Ramsey Hall	662.720.7185	<a href="mailto:tsjohnson@nemcc.edu">tsjohnson@nemcc.edu</a>
Art	Terry Anderson	Anderson Hall 109	662.720.7336	<a href="mailto:tfanderson@nemcc.edu">tfanderson@nemcc.edu</a>
Athletics	Kent Farris	Waller Hall 240	662.720.7309	<a href="mailto:wkfarris@nemcc.edu">wkfarris@nemcc.edu</a>
Band (Marching)	Bryan Mitchell	Hines Hall 13	662.720.7257	<a href="mailto:bpmitchell@nemcc.edu">bpmitchell@nemcc.edu</a>
Bookstore	Josh Culpepper	Cartwright Hall	662.720.7243	<a href="mailto:jaculpepper@nemcc.edu">jaculpepper@nemcc.edu</a>
Business Technology	Jason Mattox	Gordon Hall 125	662.720.7299	<a href="mailto:jlmattox@nemcc.edu">jlmattox@nemcc.edu</a>
Campus Country	Christopher Dunn	Hines Hall 63	662.720.7320	<a href="mailto:crdunn@nemcc.edu">crdunn@nemcc.edu</a>
Campus Police	Anthony Anderson	Haney Union 145	662.720.7576	<a href="mailto:waanderson@nemcc.edu">waanderson@nemcc.edu</a>
Campus Tours	Georgie Caroll	Ramsey Hall 101	662.720.7591	<a href="mailto:gecarroll@nemcc.edu">gecarroll@nemcc.edu</a>
Career Information	Counseling Center	Wright Hall	662.720.7204	<a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>
Career/ Placement Testing	Counseling Center	Wright Hall	662.720.7564	<a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>
Career Tech Counselor	Carrie Cobb	Dean Hall 107	662.720.7265	<a href="mailto:cjcobb@nemcc.edu">cjcobb@nemcc.edu</a>
Change of Major	Erica Miller	Wright Hall	662.720.7313	<a href="mailto:eamiller@nemcc.edu">eamiller@nemcc.edu</a>
Change of Name	Records Office	Ramsey Hall 104	662.720.7423	<a href="mailto:admitme@nemcc.edu">admitme@nemcc.edu</a>



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Cheerleading	Chastity Moore	Patterson Hall 137	662.720.7189	<a href="mailto:cgmoore@nemcc.edu">cgmoore@nemcc.edu</a>
Child Care	Jennifer Newell	Waller Hall 103	662.720.7214	<a href="mailto:jennifer@nemcc.edu">jennifer@nemcc.edu</a>
Chorus	Claire Leake	Hines Hall 64	662.720.7228	<a href="mailto:ctleeke@nemcc.edu">ctleeke@nemcc.edu</a>
Continuing Education	Phyllis Colson	Holliday Hall 303	662.720.7277	<a href="mailto:continuinged@nemcc.edu">continuinged@nemcc.edu</a>
Dental Hygiene	Nick Alexander	Childers Hall 401	662.720.7283	<a href="mailto:nealexander@nemcc.edu">nealexander@nemcc.edu</a>
Disability Services	Leigh Ann Stewart	Wright Hall	662.720.7192	<a href="mailto:lastewart@nemcc.edu">lastewart@nemcc.edu</a>
Elearning/ Canvas	Kim Harris	Cartwrgh Hall	662.720.7193	<a href="mailto:kkharris@nemcc.edu">kkharris@nemcc.edu</a>
Engineering Technology	Jason Mattox	Gordon Hall 125	662.720.7299	<a href="mailto:jlmattox@nemcc.edu">jlmattox@nemcc.edu</a>
Fee Payment/ Student Accts	Business Office	Ramsey Hall 103	662.720.7196	<a href="mailto:businessoffice@nemcc.edu">businessoffice@nemcc.edu</a>
Financial Aid	Financial Aid Office	Ramsey Hall 102	662.720.7210	<a href="mailto:finaid@nemcc.edu">finaid@nemcc.edu</a>
Fine Arts	Ray Harris	Hines Hall 21	662.720.7359	<a href="mailto:rharris@nemcc.edu">rharris@nemcc.edu</a>
Guidance & Counseling	Counseling Center	Wright Hall	662.720.7564	<a href="mailto:counseling@nemcc.edu">counseling@nemcc.edu</a>
Health Science/ Nursing	Jennifer Davis	Childers Hall 113	662.720.7236	<a href="mailto:jcdavis@nemcc.edu">jcdavis@nemcc.edu</a>
Housing/ID's/ Decals/Tickets	Raina Michael	Ramsey Hall 112	662.720.7311	<a href="mailto:rjmichael@nemcc.edu">rjmichael@nemcc.edu</a>
Humanities	Justin Trealor	Anderson Hall 144	662.720.7430	<a href="mailto:jatreloar@nemcc.edu">jatreloar@nemcc.edu</a>
Library	Ellice Yager	Eula Dees Library	662.720.7408	<a href="mailto:leyager@nemcc.edu">leyager@nemcc.edu</a>
Math & Sciences	Beth Byrd	McCoy Hall 103	662.720.7332	<a href="mailto:bbyrd@nemcc.edu">bbyrd@nemcc.edu</a>
Medical Assisting	Vickie Hopkins	Hargett Hall 202	662.720.7393	<a href="mailto:vjhopkins@nemcc.edu">vjhopkins@nemcc.edu</a>
Medical Laboratory	Shannon Goolsby	Hargett Hall 214	662.720.7388	<a href="mailto:shgoolsby@nemcc.edu">shgoolsby@nemcc.edu</a>
Northeast at Corinth	Bonnie Bell	2759 S Harper Road	662.696.2352	<a href="mailto:bmbell@nemcc.edu">bmbell@nemcc.edu</a>
Northeast at New Albany	David Goode	301 North St	662.692.1507	<a href="mailto:dtgoode@nemcc.edu">dtgoode@nemcc.edu</a>
Northeast at Ripley	Ben Shappley	1525 City Avenue North	662-502-6201	<a href="mailto:bshappley@nemcc.edu">bshappley@nemcc.edu</a>
Nursing ADN	Camille Beals	Childers Hall 111	662.720.7773	<a href="mailto:jcbeals@nemcc.edu">jcbeals@nemcc.edu</a>

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Nursing PNE	Kristi Tooley	Wright Hall 203B	662.720.7288	<a href="mailto:kbdemsey@nemcc.edu">kbdemsey@nemcc.edu</a>
Pom Squad/ Tiger Dancer	Bryan Mitchell	Hines Hall 13	662.720.7257	<a href="mailto:bpmitchell@nemcc.edu">bpmitchell@nemcc.edu</a>
Publications	Tony Finch	Haney Union 226	662.720.7304	<a href="mailto:tfinch@nemcc.edu">tfinch@nemcc.edu</a>
Radiology	Jennifer Davis	Hargett Hall 209	662.720.7364	<a href="mailto:jcdavis@nemcc.edu">jcdavis@nemcc.edu</a>
Respiratory Care	John Shelburne	Hargett Hall 205	662.720.7392	<a href="mailto:jcshelburne@nemcc.edu">jcshelburne@nemcc.edu</a>
Social/ Behavioral Sciences	Robbie Coleman	Patterson Hall	662.720.7335	<a href="mailto:rrcoleman@nemcc.edu">rrcoleman@nemcc.edu</a>
Student Activities	Charlotte Tennison	Haney Union 147	662.720.7772	<a href="mailto:cwtennison@nemcc.edu">cwtennison@nemcc.edu</a>
Theatre	Christopher Schager	Hines Hall 58	662.720.7172	<a href="mailto:cjschager@nemcc.edu">cjschager@nemcc.edu</a>
Tutorial Assistance	Center for Student Success	Wright Hall	662.720.7564	<a href="mailto:mebyrd@nemcc.edu">mebyrd@nemcc.edu</a>
Veteran's Affairs/Benefits	Chassie Kelly	Ramsey Hall 216	662.720.4075	<a href="mailto:cmkelly@nemcc.edu">cmkelly@nemcc.edu</a>
Vice President of Finance	Chris Murphy	Ramsey Hall 208	662.720.7280	<a href="mailto:cdmurphy@nemcc.edu">cdmurphy@nemcc.edu</a>
Vice President of Instruction	Instruction Office	Ramsey Hall 217	662.720.7375	<a href="mailto:vpofinstruction@nemcc.edu">vpofinstruction@nemcc.edu</a>
Vice President of Students	VP of Student Services	Ramsey Hall 216	662.720.7235	<a href="mailto:vpofstudents@nemcc.edu">vpofstudents@nemcc.edu</a>
Work Study	Brandi Lauderdale	Ramsey Hall 102	662.720.7362	<a href="mailto:bmlauderdale@nemcc.edu">bmlauderdale@nemcc.edu</a>

# Academic Regulations & Conduct

## Academic Regulations

- [Academic Honesty](#)
- [Student Identification Cards](#)
- [Student Email](#)
- [Student Insurance](#)
- [Class Attendance](#)
- [Withdrawal from Class](#)
- [Withdrawal from College](#)
- [College Credit](#)
- [Grades/Grading](#)
- [Repeat Course Policy](#)
- [Limitation of Catalog of Record](#)
- [Auditing Courses](#)
- [Grade Appeal](#)
- [Forgiveness Grade Policy](#)
- [Make-Up Work](#)
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## Academic Honesty

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery and facilitating dishonesty.

### Definitions

For the purpose of this policy, the following definitions are in effect:

- **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering exam solutions to be resubmitted for grade are considered fraudulent.
- **Cheating:** Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else is considered cheating. These acts may include copying or attempting to copy from

another person's test and/or assignment, allowing someone else to copy from a test

and/or assignment, attempting to use unauthorized aids to complete an assignment and multiple submission of the same work to be graded as different assignments.

- Plagiarism: Misrepresenting someone else's words, ideas or data as one's own original work is plagiarism. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work.
- Forgery: Any attempt to misrepresent another person's signature, initials, computer login or other identifying mark is a forgery.
- Facilitating Dishonesty: Actions that are intended to assist another person to commit a dishonest act will be considered facilitating dishonesty.

### **Procedure**

1. Faculty should immediately report all incidents of academic dishonesty to the appropriate division head and the Vice President of Instruction in writing. The report will include the date, time and place of the event, names of students involved, and a summary of the infraction.
2. The Vice President of Instruction and the Division Head will review the written report and consult with the instructor to determine an appropriate course of action. Actions taken could include a reduction in grade for the assignment, refusal to accept the work with a grade of zero, assignment of the grade of "F" for the course or referral to the Academic Discipline Committee.
3. In extreme cases of academic dishonesty, the division head and instructor may elect to pursue formal disciplinary action by providing a written summary of the incident to the Vice President of Instruction. The Vice President of Instruction will review the incident report, consider the seriousness of the event and may refer the matter to the Academic Discipline Committee of the college if appropriate.
4. The Academic Discipline Committee will follow existing Northeast policy to consider the case and render a decision. Disciplinary action in cases where the charges are found to be true may include removal from the class with a grade of "F" or removal from the college for repeated offenses.
5. Appeal of the action of the Academic Discipline Committee must be made in writing to the Executive Vice President within 10 week days of the announcement of the Disciplinary Committee's decision.

### **Student Identification Cards**

Student ID cards will be made after the student has completed all registration processes including fee payment. A replacement card can be purchased in the Housing Office of Ramsey Hall for a fee of \$15.00. The student ID must be worn on a visible location of one's person at all times when on College property.

The student ID is required to check out books in the library, write checks on campus, charge against financial aid in the bookstore, pick up grant and loan checks and participate in school elections. Students with valid Northeast ID are admitted to college

activities and events at no charge. It is the student's responsibility to get the card updated at the start of each new semester.

Students must present their student ID when requested by any College personnel. A student who does not present an ID card or lends his/her ID card will be subject to disciplinary action by the Vice President of Student Services in Ramsey Hall.

## **Student Email**

All students of Northeast Mississippi Community College are provided an official Northeast email account upon enrolling at the college. The email is used for all eLearning classes as well as communication with faculty and staff of the college. Students are encouraged to check their respective email accounts on a regular basis. Any official information originating from Northeast will also be sent to the official NEMCC student email account.

## **Student Insurance**

Accident insurance coverage is provided to all students. If you need any information or a claim form for this policy, please contact the Business Office, 103 Ramsey Hall, email [BusinessOffice@nemcc.edu](mailto:BusinessOffice@nemcc.edu), or call 662.720.7281.

## **Class Attendance**

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. (Excused absences are those incurred as a result of attending a school sponsored activity or short term military active duty.) It is the student's responsibility to see the instructor BEFORE the activity to make-up work.

Students who are missing for more than 10 minutes of class will be given an absence for the class meeting, equivalent to not attending class. If a student arrives between the class start time and the first 10 minutes, the student will receive a tardy. Three tardies is the equivalent of an absence.

Students who are absent from class more than 14% (two weeks) of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student's return to class. Students who are removed from class for nonattendance will have a status of CO (cut-out) and a grade of F recorded for the courses. Classes for which a student is listed as CO (cut-out) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students who are cut-out of a class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of F being recorded. A student who has been cut-out of class may appeal to be readmitted by the instructor for the class.

Faculty will report attendance and Cut Outs via the Faculty Attendance Tracker.

**Programs with Special Attendance Policies** - In the Health Science programs, student are required to meet the required clock hours as deemed by the state curriculum. Due to this requirement, please see the program/departmental handbook for additional information.

## Withdrawal from Class

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 or more hours), if practical. Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Student that receive state aid (MTAG, MESH) must enroll in and complete 15 semester credit hours each semester.

Students who successfully complete the withdrawal process, either class or college, will receive a grade of "W" on their official college transcript. Withdrawals (W's) are not used in the computation of a student's semester or cumulative grade point average. Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.

The student who desires to withdraw from class should contact the instructor of the individual course. The following process applies to all class withdrawals:

### Procedure for Class Withdrawal

1. Student meets/discusses withdrawal with instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Form is sent electronically to Financial Aid.
4. Financial Aid reviews effects of withdrawal on student's aid.
5. Financial Aid enters notes about effects into online database.
6. Form is sent electronically to Business Office.
7. Student contacts Business Office:
  - a. If no adverse effects on financial aid, student pays fee. Form is sent electronically to Records for processing.
  - b. If adverse effects on student's financial aid, Business Office informs student. (Sends student over to Financial Aid, if necessary) Student can pay fee and form sent to Records for processing or student can cancel withdrawal

Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

\$10 withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

## **Withdrawal from College**

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. A student may withdraw from college at any time up to one week prior to the beginning of final exams for the part of term on the student's schedule. Students who desire to withdraw from college should contact their advisor or the Counseling Center to begin the process. Students are responsible for completing the College Withdrawal process which includes:

### **Procedure for College Withdrawal**

1. Student meets/discusses withdrawal with instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Form is sent electronically to Financial Aid.
4. Financial Aid reviews effects of withdrawal on student's aid.
5. Financial Aid enters notes about effects into online database.
6. Form is sent electronically to Housing Office, if student resides in campus housing.
7. Form is sent electronically to Business Office.
8. Student contacts Business Office:
  - If no adverse effects on financial aid, student pays fee. Form is sent electronically to Records for processing.
  - If adverse effects on student's financial aid, Business Office informs student. (Sends student over to Financial Aid, if necessary) Student can pay fee and form sent to Records for processing or student can cancel withdrawal.

Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

\$25 withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

## **College Credit**

### **Semester Hour Defined**

The regular school session is divided into two semesters. Credit is calculated in semester hours. For example, a lecture course pursued one hour a week for a semester carries one semester hour of credit; a course pursued three hours a week carries three hours of credit.

Students who have completed 30 hours or more in their current program are considered sophomores.

### **Credit Hour Loads**

Full-time - Enrollment in 12 or more semester hours.

Part-time - Enrollment in less than 12 hours.

Normal Load - Usually 15 or 16 hours per semester.

(Determined by dividing the total number of hours required for graduation by the number of terms required for a full-time student to complete the program.)

Maximum load - Limited to 21 hours. Above 21 hours, extra tuition is assessed per credit hours. Students may request the maximum load be increase through Instruction Council.

## Grades/Grading

### Examinations

Examinations are given at the close of each semester and at such other times as instructors deem necessary. Absence from the final examination, except in cases of extreme emergency, results in a grade of "F" being recorded for the course.

If, for reasons acceptable to the instructor, a student is unable to take any examination when regularly scheduled, he/she will be expected to make immediate arrangements to remove this deficiency.

### Grades and Quality Points

Grade	Description	Quality Points
A	Superior	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0
I	Incomplete	0
W	Official Withdrawal	0
N	Audit	0
Z	Pass without Grade Points	0

Within each division, the grading scale will be standardized for each course.

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course.

The temporary grade "I" may be submitted only in the following cases:

- Whenever the student was absent from the final examination for an acceptable reason.
- Whenever the student has failed, because of acceptable reason, to complete all assignments.

It is the responsibility of the student to initiate action to remove an "I" that he has received. If the "I" is not resolved by the end of the following semester, it automatically becomes "F".



Grades submitted at the end of each term are considered final.

Students can view their grades through Tigerline. Hard copies are available on request in the Records Office.

Quality points are based on total hours attempted. A GPA of less than 2.0 is unsatisfactory for purposes of graduation and transfer of credit to four-year institutions.

Z-GRADE - The "Z" grade is assigned for Advanced Placement (AP) credit, for credit by examination as in the College Level Examination Program (CLEP), and for credit based on Armed Forces experiences. (The "Z" grade may also be awarded for specified and approved educational experiences and represents academic credit earned.) The "Z" grade is comparable to a grade of "C" or higher and does indicate passing. "Z" grades do not affect the student's grade point average and are not used in computing academic honors. "Z" grades are awarded by the Registrar of the college and are not subject to change.

## **Repeat Course Policy**

Effective Fall 2005, a student will be permitted to retake up to two different courses (limited to Northeast courses only), not to exceed eight semester hours, in which he or she made a "D" or "F", with the original grade remaining on the transcript; but not counted toward the student's institutional GPA. Only the higher grade will be computed in the institutional GPA. A student may retake a course only once under this policy and it must be taken at Northeast. Some courses may not be eligible for this policy. Students may not retake a course in which an "F" was received as a sanction for academic misconduct. This Repeat Course Policy is only in effect for Northeast and may not apply at other institutions.

After Fall 2017, effective Fall 2017, Repeated courses that are taken at Northeast Mississippi Community College are excluded at the end of each semester, leaving only the highest grade to count into the student's GPA. Courses will be marked "E" for exclusion from the GPA. Health Science Program Courses: DHT, MET, MLT, NUR, PNV, RCT, and RGT are not eligible for exclusion.

Repeated courses are automatically excluded by Banner at the end of each semester, leaving only the highest grade to count into the student's GPA.

## **Limitation on Catalog of Record**

The catalog under which a student first enters a degree program is referred to as a Catalog of Record. A student must complete their degree program within five years in order to graduate under the Catalog of Record. Students taking longer than five years to complete their degree program must meet the degree requirements listed in the current catalog at the time of graduation.

## **Auditing Courses**

1. Regularly enrolled students and others may audit a course with permission of the Vice President of Instruction.

2. Any student who audits a course is expected to complete all work with the exception of the final examination.
3. No credit may be granted for audit courses.
4. No laboratory work may be audited.
5. Tuition is charged for auditing courses.

## Grade Appeal

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records, it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade (grades earned by taking the final examination), but instead does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;
2. Parents and/or eligible students will be given notice of date, place, and time of hearing;
3. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and the College employees.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

## Forgiveness Grade Policy

Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two (2) consecutive semesters and wish to re-enroll. Under this policy, the student may receive W's for any courses with F's or D's within a single

semester. The student will retain credits for any courses in which a grade of C or better was earned.

Academic Forgiveness can be granted only once during a student's career at NEMCC.

By federal regulation, the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. There will be no "automatic" eligibility for aid based on academic forgiveness.

A student receiving benefits from Veterans Administration will not be reimbursed for repeating courses which had been passed.

This policy applies to NEMCC records only. In case of transfer to another institution, students will be bound by that college's terms and conditions for accepting transfer credits. This can only be used for coursework after 1993. Grades before this period are archived and cannot be changed.

## Make-up Work

The student must make appointments for required makeup work and other matters. However, instructors are not expected to give individual attention or makeup tests that have resulted from the student's being absent without justifiable reason. The student can normally expect an "F" for the test or quiz missed due to the absence under this condition. Arrangements for completing approved make-up work must be made with the instructor within a two-week period.

## Satisfactory Progress

Students enrolled in the college are expected to demonstrate performance in their course-work sufficient to lead to the eventual completion of their program. The following is a summary of the progress requirements for the various program types:

A student must maintain a minimum grade point average of 2.0 to remain in "Good Standing" with the college. Students who fail to maintain this status for one semester are designated as "Probation 1". A student may be classified as probation 1 for one term. If he/she does not meet the cumulative GPA of at least 2.0 by the end of his/her second consecutive semester in residence, he/she will be suspended for one semester. A student who has been suspended may request readmission from the Vice President of Instruction. If a **suspended** student is readmitted, he/she must reach a cumulative GPA of at least 2.0 by the end of the second semester following his/her return or he/she will be **excluded** from the college

## Veterans

The college is approved to train veterans and war orphans under the existing public laws.

An individual may attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33. The student may attend the course,

beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries, or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

### Academic Requirements

- A student receiving benefits under Chapter 30, 31, 32, 35, 1606, 33 (Post 9/11), and VRAP must maintain a cumulative grade point average (GPA) of at least a 2.0. If the required GPA is not met by the end of the second consecutive semester in residence the student will be suspended by the college. Students will need to follow the published guidelines for [suspended/excluded students](#).
- An individual may attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33. The student may attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

For additional questions please contact:

#### **US Department of Veteran's Affairs**

800.698.2411

[Education and Training Home \(va.gov\)](#)

#### **Northeast Mississippi Community College**

Chassie Kelly

Ramsey Hall

[cmkelly@nemcc.edu](mailto:cmkelly@nemcc.edu)

The Mississippi State Approving Agency (SAA), is the approving authority of education and training programs for Mississippi. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at [saa@msva.ms.gov](mailto:saa@msva.ms.gov).

# Graduation Information

## Graduation Information

### Graduation Requirements

All students completing programs of study at Northeast Mississippi Community College are encouraged to participate in graduation. Students desiring to graduate must apply for their degree/diploma in the Records office before the posted deadline. Application dates for applying for graduation are posted each semester.

Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate. The Registrar and Vice President of Instruction have the collaborative right to waive LLS 1151 College Life for a student.

Computer-based and technology-based courses should be completed within five (5) years of the graduation date to ensure students are career ready upon graduation.

### Residency Requirement

To be eligible for graduation, a transfer student must complete a minimum of one semester (15 semester hours) in residence. Transfer students must complete at least 25% of their degree requirements at Northeast in order to graduate. A cumulative grade point average of 2.0 must be earned on all academic work in order to graduate. Transfer students must present all prior academic transcripts at the time of enrollment. Earned academic transcripts from other institutions presented during the last semester may not be counted towards the degree/diploma.

### Competency Requirements

To earn a degree or a certificate, a student must demonstrate through periodic examinations and through other requirements, as stated in the course syllabi, that he/she is competent in all courses within a particular curriculum. In addition, completion requirements for associate degrees include being competent in communication, critical thinking, collaboration, digital fluency, and quantitative literacy.

- Communication
  - # Students will demonstrate effective verbal communication#by#articulating abstract ideas to others.  
Students will#demonstrate effective written communication#by developing and presenting cogent, coherent, and substantially error-free writing for communication to general and specialized audiences.  
Students will#demonstrate effective#group communication#by responding to others.
- Critical Thinking

- # Students will demonstrate critical thinking by identifying important problems, questions, and issues; analyzes, interprets, and makes judgments of the relevance and quality of information; assesses assumptions and considers alternative perspectives and solutions.
- Collaboration
  - # Students will apply knowledge of subject matter through small group discussions or class discussions.  
Students will create content with classmates.  
Students will apply knowledge of subject matter by solving a problem in small groups.
- Digital Fluency
  - # Students will maintain and manage a variety of digital tools and resources.  
Students will use digital resources to access relevant and reliable information.
- Quantitative Literacy
  - # Students will present accurate representations of quantitative information on political, economic, health-related or technological topics and explain how both calculations and symbolic operations are used in those offerings.  
Students will create and explain graphs or other visual depictions of trends, relationships, or changes in status.

## Exception for Graduation Participation

A student may participate in the spring graduation exercise if he/she is within eight semester hours of meeting the degree requirements and if he/she has a 2.00 GPA. The student must plan to complete the degree-required courses in the immediate summer term after participating in graduation. A vocational student lacking a summer term meeting the certificate requirements may participate in graduation if he/she has a 2.00 GPA, and if he/she plans to complete the requirements in the immediate summer school after graduation. In both cases, the degree or certificate awards will be made after all required course work is completed.

## Graduation and Transfer-Out Rates

Graduation and Transfer-out rates may be obtained in the Records Office in Ramsey Hall.

## Academic Transcripts

An academic transcript will be issued only upon a written and signed request from the student provided that all college obligations have been met. Wherever possible, an electronic transcript will be sent to our college partners accepting these transcript formats. Others will be mailed. Additional fees will apply for Overnight or Rush delivery of transcripts.

Northeast Mississippi Community College has appointed Credentials Solutions as the designated agent for processing and sending official electronic transcripts on behalf of Northeast Mississippi Community College. The PDF transcript that is produced

using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Solutions has been granted the authority to deliver all such electronic transcript requests on behalf of Northeast Mississippi Community College and respond to any inquiries regarding the transactions.

More information on requesting a transcript can be found at <https://www.nemcc.edu/transcripts>.

## Associate of Arts Degree

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the AA degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (see note below).
2. Complete LLS 1151 College Life
3. Earn a grade point average of 2.0.
4. Complete the 32 semester hours of general education core consisting of:
  - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history I or II),
  - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

**Non-Academic/Activity courses** These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

COE-1013 Cooperative Education Work Experience I

COE-1023 Cooperative Education Work Experience II

COE-1033 Cooperative Education Work Experience III

LLS-0112 Essential College Skills I

LLS-0122 Essential College Skills II

LLS-1151 College Life

LLS-1211 Self Affirmation

LLS-1311 Orientation

LLS-1321 Career Exploration

LLS-1411 Improvement of Study  
LLS-1711 Job Search Skills  
HPR-1111 Gen Physical Edu Activities I  
HPR-1121 Gen Physical Edu Activities II  
HPR-1131 Varsity Sports I  
HPR-1141 Varsity Sports II  
HPR-1551 Fitness Center I  
HPR-1561 Fitness/Condition Training II  
HPR-2111 Gen Physical Edu Activities III  
HPR-2131 Varsity Sports III  
HPR-2141 Varsity Sports IV  
HPR-2551 Fitness/Conditioning Train III  
HPR-2561 Fitness Center IV  
JOU-1121 College Publications  
JOU-2121 College Publications  
MUO-1111 Band I  
MUO-1121 Band II  
MUO-1141 Small Band Groups I  
MUO-1151 Small Band Groups II  
MUO-1171 Stage Band I  
MUO-1181 Stage Band II  
MUO-1211 Chorus I  
MUO-1221 Chorus II  
MUO-1241 Small Singing Groups I  
MUO-1251 Small Singing Groups II  
MUO-2111 Band III  
MUO-2121 Band IV  
MUO-2141 Small Band Groups III  
MUO-2151 Small Band Groups IV  
MUO-2171 Stage Band III  
MUO-2181 Stage Band IV  
MUO-2211 Chorus III  
MUO-2221 Chorus IV  
MUO-2241 Small Singing Groups III  
MUO-2251 Small Singing Groups IV



Any courses in Business & Engineering Technology programs and Health Sciences programs

## Associate of Applied Science Degree

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Complete LLS 1151 College Life
3. Earn a minimum grade point average of 2.0.
4. Complete the 15 semester hours general education core consisting of:
  - English Composition ( ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer related (3 semester hours) or Speech (SPT 1113 , 3 semester hours)
  - College Algebra (MAT 1313 ) 3 semester hours or above, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
5. Complete major courses consisting of 40-65 semester hours.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

## Certificate

A certificate is awarded to a student who successfully completes the prescribed programs of study. The requirements for graduation are:

- Complete each unit of the prescribed program of study.
- Earn a minimum grade point average of 2.0 in the program.
- Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

# Student Conduct

## Student Conduct

As citizens of local, state, and national governments, Northeast students are expected to adhere to all applicable laws and regulations. Northeast students, employees, and visitors are governed by state and federal laws and are expected to act in accordance with those laws. Violations of those laws may result in criminal proceedings in compliance with the state and/or federal requirements. Students enrolled at Northeast Mississippi Community College assume an obligation to conduct themselves in a manner compatible with the college's function as an institution of higher education.

Instructors have primary responsibility for control over classroom behavior and maintenance of academic integrity. Students are expected to comply with the rules and directions of their instructors. Students are also expected to comply with the directions of college officials or other public officials in the performance of their duties.

- [Code of Student Conduct](#)
- [Discrimination or Sexual and/or Racial Harassment](#)
- [Alcohol & Drug Abuse Policy](#)
- [Possession, Sale, or Consumption of Illegal Drugs](#)
- [Possession, Sale, or Consumption of Alcoholic Beverages](#)
- [Disciplinary Process](#)
- [Disciplinary Sanctions](#)
- [Student Dress Code](#)
- [Tobacco Free Environment](#)
- [Wireless Devices](#)
- [Official Communication by Electronic Mail](#)
- [Intellectual Property Rights](#)
- [Preventing Identify Theft](#)
- [Eligibility and Acceptable Use](#)
- [DMCA Violations](#)

## Code of Student Conduct

Students who register at Northeast Mississippi Community College agree to conform to its regulations and policies, and are subject to disciplinary action upon violation of these regulations and policies.

All students of Northeast Mississippi Community College are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The student's standards of public and private behavior must not reflect unfavorably on the student or the College, and they must be such that they will not disturb the student body or the community.

All students have the responsibility to avoid the specific offenses in the Code of Student Conduct. The College considers offenses in these areas of concern extremely serious,

and students who commit one of these offenses may expect appropriate action to be taken.

Any activity that is deemed dangerous or potentially dangerous to the individual or other students, faculty, staff or administration is prohibited. This includes, but is not limited to, the following:

Paintball guns, skateboards, hover boards, water guns, water balloons, and any form of golf practice or archery practice, other than instruction received from an accredited class taught at the institution.

Northeast Mississippi Community College reserves the right to inspect, interrogate or search whenever there is "reasonable cause" to believe that a law has been violated. Searches of residence hall rooms and student vehicles - Students, like any other citizens, are protected by the Constitution against unreasonable search and seizure. If, however, there is a "reasonable cause" to believe that a law has been violated, a search may be considered "reasonable". Therefore, in a reasonable exercise of the college's duty to maintain discipline and an educational atmosphere, a college official may search a student's room and/or vehicle where a "reasonable cause" exists.

A normal inspection of student's rooms will be conducted for health, safety, and standard of maintenance by the authority of a college official, and can be conducted, if necessary, in the absence of students. Students are subject to the local, state and national laws, as well as the regulations of the college. Enrollment in no way relieves persons of this responsibility. Students who are penalized for violations of public laws are not exempt from further action by the college. The college reserves the right to take disciplinary action.

The following actions are violations of the Code of Student Conduct. These violations may result in warnings, fines, probation, restrictions, temporary suspension, suspension, a students being asked to withdraw from College, and/or re-admission being denied. Criminal proceedings and/or arrest may be incurred for some offenses.

- Bulletin boards, handbooks, and official notices-students are responsible for reading notices posted on official bulletin boards. Ignorance of such material or any notices that have been duly posted cannot be accepted as an excuse.
- Students should have their ID card on them when they desire to use NEMCC facilities or to participate in the activities that are sponsored by the college. Failure to show the ID to a college official upon request or the use of another student's ID will result in disciplinary action. Students must display their ID at all times on campus.
- NEMCC students owe it to themselves, their classmates, and instructors to be well groomed. No manner of dress will be allowed which will disrupt the normal educational process. Shirts, pants and shoes must be worn in and around the classrooms, resident halls, cafeteria, auditorium, and Student Union.
- Public display of affection, which is not in keeping with good taste and high moral standards is prohibited.
- Abusive and profane language is prohibited.
- Obstruction of the free flow of traffic, both pedestrian and vehicular, on college owned or controlled property.

## NEMCC Course Catalog

- Violations of rules governing residence in college-owned or controlled property.
- Unauthorized visitors in residence halls. Students may not have as a guest a member of the opposite sex in their residence hall room except during designated visitation hours.
- Bullying/Stalking including Cyber Bullying/Stalking
- No student may continue to reside in campus housing if they are not enrolled and attending regularly a minimum of 12 semester hours or full-time vocational-technical program. Also, students will be asked to withdraw from school if they are not attending regularly the classes in which they are enrolled.
- Students having a sanction that includes removal from the residence hall must vacate immediately. If an appeal is made, students must vacate the residence hall while waiting for the appeal date.
- Students removed from campus housing for disciplinary reasons must leave campus at 3:30 p.m. and cannot return until 7:30 a.m. unless they are attending a supervised function of the college. Failure to comply could result in trespassing charges.
- Gambling is not allowed on college owned or controlled property.
- Ignoring financial obligations to NEMCC or any agency of NEMCC.
- Issuing fraudulent checks (bad checks) on campus
- It shall be a violation for any student to publicly disseminate any information regarding any violation or alleged violation of Code by any other student, or any facts purported to pertain thereto, or to further publicly disseminate any alleged facts about any student subject to disciplinary proceedings while such proceedings or any appeals are still pending. It is recognized that a right to a fair hearing must be protected and guaranteed to all students.
- Breach of Peace, abetting or procuring another of breach the peace on college owned or controlled property or at sponsored or supervised functions. This includes excessive noise.
- Failure to comply with directions of college officials and/or law enforcement officers acting in the performance of their duties and to identify oneself to these officials when requested to do so.
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other college activities, including the college's public service function, or of other authorized activities in college-owned or controlled property.
- Falsification of records-willfully and knowingly giving false information is strictly prohibited. This includes statements (oral and written) to college officials, faculty or staff.
- Forgery - The alteration or misuse of college documents, records or identification cards is prohibited.
- Unauthorized entry or use of college facilities, including buildings and grounds.
- Unauthorized possession or use of a key to any college facility or other property.
- Plagiarism and/or cheating in any form (test, exam, term paper, musical, artistic...) is against school policy and subject to disciplinary action.
- Participation in a riot, raid, or unauthorized demonstration or gathering.
- Harassment (including racial and/or sexual), intimidation or bribery of any student, disciplinary committee, witnesses or school official will result in disciplinary action.

- Theft of or damage to property of the college or property of a member of the community or the property of a visitor to the college.
- Possession, consumption, or evidence of consumption, of alcohol on college owned or controlled property, or at a social event sponsored by an organization of the college.
- NEMCC student organizations are required to comply with county and state laws regarding alcohol. In addition, the college forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or campus activity sponsored by a student organization functioning at the college on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law and/or college rules or regulations.
- The college prohibits the setting of, or adding to, unauthorized fires on college property, or willfully to have damaged or misused any fire protection equipment, initiated a false fire alarm or misused emergency exits, negligently discharged a fire extinguisher or set a fire in a residence hall or other campus building.
- Illegal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, or other weapons (including but not limited to bows and arrows, switchblades, or martial arts weapons) on college owned or controlled property (even in automobiles).
- Physical assault, abuse or detention of any person on college-owned or controlled property or at any college-sponsored or supervised function, or conduct which endangers the health or safety of any person.
- Use, possession, distribution or manufacture of narcotics, illegal drugs, illegal steroids, drug-associated paraphernalia (this does not apply to medicine prescriptions) or controlled substance as defined by the laws of the State of Mississippi or the United States Code except as expressly permitted by law.
- Violations of the laws of the federal, state and local governments.

It is impossible to predict all human behaviors, or to write down all rules and regulations for proper conduct; therefore, no code of conduct can be totally comprehensive. Students at NEMCC are expected to conduct themselves in a manner which exhibits exemplary conduct, both on-and off-campus.

A student charged with a violation of college regulations may be immediately suspended from the college if the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

### **Discrimination or Sexual and/or Racial Harassment**

Students with a complaint of discrimination or sexual and/or racial harassment against another student should report the incident(s) to the Vice President of Students, Campus Police, and/or Title IX Coordinator for investigation. Students found to be in violation of the Student Code of Conduct will be subject to appropriate disciplinary action as outlined by the Student Code of Conduct.

Northeast Mississippi Community is dedicated to fostering diversity among its students, employees, and community by cultivating and promoting inclusiveness, awareness, and

acceptance. We are devoted to celebrating all differences by creating a campus climate that is welcoming and engaging.

## Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

**Category I** These would include any violation of the Student Code of Conduct

- **Warning** - Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine** - Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.
- **Restriction** - Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work** - Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions** - Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.
- **Disciplinary Probation** - Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal** - Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension**: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

**Category II** These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

- **Suspension** - Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.
- **Withdrawal** - Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.
- **Expulsion** - Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal** - Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension** - Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies. The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

## Student Dress Code

Northeast students are expected to dress in manner deemed appropriate by the Vice President of Student Services, both in the classroom and at all college-sponsored activities. Students must be fully clothed (including shoes) before entering any classroom, library, auditorium, and the Haney Union. Underwear should remain covered at all times except in a student's assigned residence hall. All pants and shorts must be worn above the hips and at the waist. Wearing sagging pants are not allowed on campus.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions.

Headdress is inappropriate for males during all indoor functions. Male headdress that includes "do-rags" or scarves are considered inappropriate for the educational environment.

Any violation of this dress code will be subject to disciplinary action, fines, and/or both.

## Tobacco Free Environment

Northeast Mississippi Community College is designated a "tobacco free" environment. To this end, smoking and/or tobacco use is prohibited on all Northeast Campuses.

The use of electronic-cigarettes is also prohibited on campus. Northeast Mississippi Community College seeks to foster a healthy environment for its students. For this reason smoking, vaping, chewing, dipping, or any other form of tobacco use is prohibited on all Northeast Campuses.

## Wireless Devices

Students residing in the residence halls should be aware of specific policies concerning computers and networking in campus dorms. In particular, residents are not permitted to install personal wireless network devices, which are connected to the campus wired infrastructure.

## Official Communication by Electronic Mail

Official communications from the College are sent via electronic mail (e-mail) to each student's [student@tigers.nemcc.edu](mailto:student@tigers.nemcc.edu) e-mail accounts. Students are responsible for reading e-mail sent to this official address by checking their college account regularly.

## Intellectual Property Rights

- The policy governing intellectual property rights of students shall apply to all persons enrolled as students of The Northeast Mississippi Community College.
- Students will retain full ownership of all classes of intellectual property, including, but not limited to, scientific and technological developments, art work, written and oral compositions, music compositions/arrangements, and all other objects, items, or content that may be deemed: "intellectual property" that they create or produce, both individually and collaboratively.
- The College will retain an unrestricted license to use and reproduce the students' intellectual property for educational and nonprofit purposes, including, but not limited to, publicity, promotion, and marketing. In no way will the College profit from the sale of the student's intellectual property.

## Preventing Identify Theft

Students should protect personal information from theft and/or misuse. Students should safely store social security numbers, addresses, passwords, and personal identification numbers (PIN) to protect them from possible theft of this information.

Northeast is in compliance with the Federal Trade Commission "Red Flag Rules" and strives to protect the private information of students.

## Eligibility and Acceptable Use

Northeast Mississippi Community College provides information technology for educational, research, and administrative applications by its students, faculty, and staff. The technology guidelines stem from the College's mission statement and its



more general policies and procedures governing faculty, students, staff, and facilities. With only a few exceptions, the present rules simply apply these larger policies and procedures to the narrower information technology context. It balances the individual's ability to benefit fully from information technology and the institution's need for a secure and reasonably allocated information technology environment.

For the most up to date Appropriate Computer Use Policy go to <https://www.nemcc.edu>

## DMCA Violations

Digital Millennium Copyright Act (DMCA) violations are a special case of Appropriate Computer Use Policy (ACUP) violation. Violations may include, but are not limited to:

- Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
- Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
- Distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner

In summary, users may not illegally share copyrighted material over the College's network, including through the use of e-mail, web pages, and peer-to-peer file sharing software. This applies to college-owned computers, as well as, personally owned computers if used to access the College network.

The first time that NEMCC receives a DMCA complaint for a particular student, the Office of Student Services notifies the student. Students who receive such violation notices must, within the period of time specified in the violations, acknowledge the notice and state simply that they have indeed received their own copy of the DMCA complaint and that they will abide by the ACUP in the future. If NEMCC does not receive a response to its violation notice within the specified time, NEMCC removes the computer in question from the College network.

Usually, Student Services and the College's involvement in the matter end at that point. The student is expected to rectify any problems outlined in the complaint and to cease any copyright violations involving the college network.

A second DMCA notice involving the same student results in more serious action. The College suspends the student's network privileges (including both networking for the student's computer and access to central computer services) and may impose further disciplinary action pending a meeting with the Vice President of Student Services regarding the nature of the violations.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a penalty of \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.

- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years

Please consult <https://www.copyright.gov/> for the full text of the Copyright Law of the United States of America.

In DMCA cases, copyright holders may file a lawsuit against the violators. If the College receives a valid subpoena seeking the identity of the offender for such a lawsuit, the College will comply with the subpoena.

## **Alcohol & Drug Abuse Policy**

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, as defined in state or federal law, on the campus of Northeast. Students in violation of this policy will be subject to disciplinary action. Discipline may include mandatory drug rehabilitation, penalties stated in the Student Code of Conduct, or arrest in accordance with state and federal laws. The college reserves the right to perform drug/drug dog search of college facilities and private vehicles parked on college property.

Northeast Mississippi Community College supports the following:

- Aid in prevention of alcohol and other drug abuse through educational efforts.
- Use of counseling services and rehabilitation programs
- Appropriate discipline for those who engage in substance abuse and related behaviors.

Northeast Mississippi Community College provides educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the college community and include information about the incompatibility of the abuse or sale of alcohol and other drugs with goals of Northeast Mississippi Community College; the hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

Those students who seek assistance through the college for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through college and/or community resources. For those working in good faith and in treatment or rehabilitation agencies, every attempt will be made to return the individual to student status.

## **Possession, Sale, or Consumption of Illegal Drugs**

Students are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section

41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described:

### **Drug Trafficking**

For the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, any student shall be expelled. For a first offense involving the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or delivery, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes the minimum penalty shall be suspension from enrollment. For a second offense, any student shall be expelled.

### **Illegal Possession**

For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, as the appropriate college official deems necessary.

Upon refusal or failure to abide by the terms of probation of second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students.

### **Possession, Sale, or Consumption of Alcoholic Beverages**

Northeast Mississippi Community College is located in northeast corner of Prentiss County. Prentiss County prohibits the sale and/or consumption of alcoholic beverages. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited.

Students shall be subject to state laws outlined as follows:

Drinking Age - Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his/her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification.

In addition to the legal requirements and penalties above, a student found to be in violation of this college policy would be subject to penalties under the student Code of Conduct.

Any person who does either of these things for the purpose of obtaining alcohol shall be fined a maximum of \$200, and on failure to pay such fine and all costs shall be imprisoned for up to 30 days in jail. Section 67-1-91.

D.U.I. (Driving while under the influence of alcohol or other drugs) Section 63-11-30 provides: A mandatory suspension of licenses for a period not to exceed one year for the first conviction. Fines of up to \$1,000 and/or 14 hours in jail for the first offense. Attend and complete an alcohol safety education program as provided in Section 63-11-32. State and Federal statutes will regulate mandatory participation in rehabilitation and education programs.

## Disciplinary Process

Northeast Mississippi Community College will address any incident, which is disruptive to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgment will be determined fairly, reasonably, and in respect to due process. The aim of disciplinary action is to redirect the student's behavior toward the achievement of academic goals.

The Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student's case shall be according to the due process regulations of the institution.

There are three steps to the discipline process at Northeast:

1. An initial interview is held with the Vice President of Students for misconduct related to the incident. The Vice President of Students may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee. The Discipline Committee consists of faculty and staff representatives. If requested by the Vice President, the committee will hear evidence and recommend appropriate disciplinary measures to the Vice President of Instruction or Vice President of Students. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be hand-delivered to the student or mailed to the student three (3) days prior to the hearing date. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his/her behalf. The letter will also inform the student that an adviser may accompany them at their own expense. At a student's request, a hearing may be held earlier.
2. If a student wishes to appeal the disciplinary action of the Vice President, he/she may submit an appeal in writing through the Vice President of Students' Office within three (3) business days after notice of the action is received. The appeal will be brought before the Discipline Committee. The student may have an adviser accompany him at his own expense.
3. If a student disagrees with the decision of the Discipline Committee, he/she may submit an appeal in writing to the Executive Vice President. Appeals should be turned in to the Vice President of Students office within three (3) business days after notice of the action is received. The decision of the Executive Vice President is final.

The following procedures for initiating due process shall apply for all hearings:

- The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.

- The record of the hearing will be placed on file in the office of Vice President of Students.
- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

## Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

**Category I** These would include any violation of the Student Code of Conduct

- **Warning** - Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine** - Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.
- **Restriction** - Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work** - Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions** - Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.
- **Disciplinary Probation** - Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal** - Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension**: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

**Category II** These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.

## NEMCC Course Catalog

- **Suspension** - Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.
- **Withdrawal** - Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.
- **Expulsion** - Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal** - Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension** - Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies. The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

# Student Honors

## Student Honors

### Honors Institute

The Northeast Mississippi Community College Honors Institute exists to provide students who demonstrate academic excellence with enriched course offerings, diverse opportunities to develop higher-level thinking skills, and experiential learning programs to promote social and personal growth.

Honors students enjoy registration in Honors coursework; Honors advising and mentoring; special Honors events, including opportunities for academic presentations and awards; increased academic rigor; leadership development training; and a private Honors classroom and lounge.

Students are selected based on application submission and various criteria. Please visit the [Honors Institute webpage](#) for more information.

As part of its mission, the Honors Institute recognizes graduating Honors students with the following designations:

#### Honors Scholar

- Student meets all maintenance requirements
- Student earns 12 or more hours of Honors coursework
- Student completes 1 Honors Forum class

#### Distinguished Scholar

- Student meets all maintenance requirements
- Student earns 18 or more hours of Honors coursework
- Student completes 2 Honors Forum classes

In addition to these recognized graduation levels, students' Honors coursework is designated on their NEMCC transcript. The NEMCC Honors Institute has articulation agreements in effect with various four-year honors programs at both Mississippi and Alabama colleges. These articulation agreements benefit Honors students seeking to transfer into university honors programs.

#### Hall of Fame

Four to six students are chosen annually to be placed in the Northeast Mississippi Community College Hall of Fame. To be eligible for consideration, a student must be enrolled full-time in his/her fourth semester of college and have completed a minimum of 45 prior semester hours from Northeast. A student must earn a minimum GPA of 3.25. The nominations are made by the faculty and staff with the Hall of Fame Selection Committee making the final selection.

## Honor Graduates

Northeast Mississippi Community College recognizes the accomplishment of its graduates on two levels: Vice President's Scholar and President's Scholar. The President's Scholar and the Vice President's Scholar are awarded to students who receive either the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate in one of the recognized curriculum offerings of the institution. The student must have completed a minimum of 24 semester hours of academic course work while enrolled at Northeast. Students who meet these criteria and who qualify for graduation will be awarded the appropriate recognition based on their cumulative grade point average (GPA). Vice President's Scholars may have a cumulative GPA ranging from 3.50 to 3.99. President's Scholars will meet the same criteria with a cumulative GPA of 4.0.

Recipients of these honors will be recognized by receiving notation of the honor on the college transcript.

## Honor Rolls

Honor rolls are published at the end of each semester. A student who earns a grade point average of 4.00 for the term on a minimum of 12 academic hours will be named to the President's List. A student who earns a grade point average of 3.50 to 3.99 for the term on a minimum of 12 academic hours will be named to the Vice President's List.

High School students are not eligible for the President's List or the Vice President's List. High School students are not eligible for any student activity reserved for full-time college students. This applies for high school students enrolled in full-time hours or those that have earned enough college credit to achieve sophomore standing. High School students are allowed to reserve their status as first-time, full-time students for freshman scholarships.

## Student Awards

Northeast Mississippi Community College recognizes that student awards are necessary for the successful operation of the college. Therefore the college authorizes the purchase of awards in recognition of outstanding student achievement based on a pre-determined set of criteria. These awards include Hall of Fame, Outstanding Student Awards, Academic Excellence Awards, Athletic Awards, etc. A complete listing of student awards, the maximum amount expended on these awards, and the budget allocated for these awards can be obtained in the Office of the Executive Vice President.



# Admission Policies and Procedures

## Admission Policies and Procedures

Persons interested in applying for admission to NEMCC should request information from the Office of Enrollment Services. Applications for Admission, transcripts, and ACT/SAT scores are processed by the Office of Enrollment Services prior to issuing certificates of admission to qualified applicants. Students may complete an online application via the College website - <https://www.nemcc.edu>, download the application via the College website, request a paper application, or apply in person in the Admissions Office in Ramsey Hall- Booneville campus, Northeast at New Albany, or Northeast at Corinth. All required documents should be submitted at least twenty (20) days prior to the semester in which the student plans to enroll. After all required documents are processed, the student will be notified of his/her admission status.

Admission to the college does not guarantee admission to a specific program. It is necessary to check the prerequisites for a program in order to determine ones' eligibility for entry into that particular degree program. Some programs require a separate application and completion of prerequisites before entry. In an effort to serve the diverse needs of its student body, the college will admit students in one of the following categories:

### Regular “New” Admission

Regular admission is granted to academic, technical, and career students who seek the Associate of Arts Degree, the Associate of Applied Science Degree, or the Career Certificate.

For regular admission to the college, the applicant must submit:

1. A completed Northeast Mississippi Community College application for admission.
2. A transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program, or documentation of a passing score on the General Education Development Test (GED), HiSet, or TASC.
3. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

NOTE: Some Career and Technical students may be required to take the WORKKEYS test prior to the completion of the enrollment process.\*

\*Amended June 2019.

NOTE: ACT scores are not required for students over 21 years of age for acceptance into NEMCC, however, the test may be required for entry into specific programs. A placement test may also be required.;

## Transfer Admission

Students who have attended other accredited institutions of higher learning may be admitted to the college by submitting:

1. A completed Northeast Mississippi Community College application for admission.
2. All official transcripts from all colleges and/or universities attended. Credits will be accepted from other regionally accredited colleges/universities. Students who have earned under a 2.0 GPA at a previous institution must seek admission via the admissions appeal process. Failure to list all previously attended colleges/universities may result in cancellation of enrollment.
3. A transcript proving graduation from an approved and/or accredited high school or private academy, completion of an approved home school program or documentation of a passing score on the General Educational Development (GED), HiSet, or TASC test. Students who have completed a minimum of 12 semester hours of credit from a single college or university are exempt from this requirement.
4. Scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
5. Students with a transfer GPA below a 2.0 must seek admission through the Admissions Committee. The student must submit an appeal letter. The Admissions Committee will review the appeal letter and all college transcripts. The student will be notified of the committee's decision.

A maximum of 45 semester hours of transfer credit may be applied toward a degree program.

The Registrar's office awards all transfer credit. Evaluation of transfer equivalencies may involve the Registrar's office, Instruction office, Division Heads, and faculty members.

## Visiting Student Admission

Students who wish to attend a session at Northeast Mississippi Community College during a summer session and then re-enter the college last attended the next regular session may do so by completing the following:

1. Application for admission.
2. File an official transcript with the Office of Enrollment Services.

Students should also seek permission from the Dean of the college/university to which they will be returning to ensure acceptance of the credit earned at Northeast Mississippi Community College.

## Dual Admission

High school students who desire to complete college classes while maintaining their status as high school students may gain Dual Admission status by submitting:

University Transfer/Academic students:

1. A completed Northeast Mississippi Community College application for admission. A high school transcript which documents a minimum of fourteen (14) high school units with a grade point average of 3.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a notarized transcript prepared by a parent, guardian, or custodian with a signature and date.
2. An unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the students' parent, legal guardian or legal custodian.
3. ACT scores.

Career and Technical students:

1. A completed Northeast Mississippi Community College application for admission.
2. A high school transcript which documents a minimum of fourteen (14) high school units with a grade point average of 2.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the students' parent, legal guardian or legal custodian.
4. ACT scores

## Dual Credit

Selective academically qualified high school students enrolled in college level courses at their respective schools earning both high school and college credit at the same time. Items needed for enrollment are:

1. A complete Northeast Mississippi Community College application for admission.
2. A partial high school transcript with a GPA of 3.0 or higher on a 4.0 scale.
3. An unconditional letter of recommendation from the high school principal and/or guidance counselor.
4. National ACT /Placement test scores may be required in certain subjects.

## International Admission

Based on NEMCC's mission statement, foreign students will be admitted to Northeast Mississippi Community College if they can prove such ties to the College's five-county district as having a family member/sponsor as a 5 county district resident or being a foreign exchange student in a district high school.

The deadline for International admissions is May 1st for the fall term and October 1st for the spring term.

International applicants must be degree seeking and in addition to the Regular Admission criteria, must submit the following:

- Documentation of a minimum score of 525 paper based; 197 computer based; or 72 Internet based on the “Test of English as a Foreign Language” (TOEFL).
- A Sponsor Declaration form which demonstrates evidence of sufficient funds to cover college and personal expenses while in attendance.
- (Tuition, fees, dormitory fees, and meal tickets must be paid at the time of registration.)
- Translated proof of comprehensive medical health insurance coverage.
- Provide high school and/or college transcripts with English evaluation of that coursework.
- Provide translated records of two vaccinations for measles, mumps, and rubella; provide evidence of vaccination for hepatitis B; and provide results of an Interferon Gamma Release Assay (IGRA) a blood assay for Mycobacterium tuberculosis: (i.e.; QuantiFERON TB Gold® or T-Spot®) and a chest x-ray performed within two months prior to beginning class. The blood assay and x-ray must be performed in the United States. [Students with signs or symptoms of tuberculosis or an abnormal x-ray will not be allowed to attend class without clearance from the Health Department.] Students are responsible for all costs associated with the tuberculosis screening.
- Verification of appropriate VISA status.
- Additional fees may apply.
- If the high school or college previously attended by an International student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.
- International students must enroll as a full-time student.

The college reserves the right to determine the number of international students admitted and to change policies stated herein as deemed necessary. International students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements.

Undocumented students will be billed at the out-of-state tuition rate and will have to meet standard admission requirements. If the high school or college previously attended by an undocumented student is outside the United States, the transcript submitted to Northeast Mississippi Community College must be certified by WES credential services.

## **Senior Citizen Admission**

Senior Citizens (age 62 or older) are admitted tuition free to classes on a space available basis. However, they assume responsibility for the purchase of books, lab fees and any other materials.

## **MI-BEST Integrated Pathways Program**

To gain admission into the MI-BEST integrated pathways program, the applicant must:

1. Gain acceptance into the MI-BEST program in a declared pathway through the Workforce Development Division.
2. Complete a Northeast Mississippi Community College application for admission.

To obtain challenge exam credit through the MI-BEST Integrated Pathways Program:

The student must have an admission application on file and gain approval for taking the challenge exam for approved courses through the Workforce Development Division.

If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Vice President of Instruction's office. The Vice President of Instruction will write a memo to the Records office and the Business office. Once the Workforce Development Division has paid the challenge exam fee, the Business office will notify the Records office and the Records office will record a grade of "Z" for the course.

### **Admission into the CTE Specialty Dual Enrollment Programs**

Admission into the CTE Specialty Dual Enrollment Programs (specifically, CREATE and CSpire programs), the applicant must:

1. Complete a Northeast Mississippi Community College application for admission.
2. Submit a high school transcript which documents a minimum of fourteen (14) high school units with a grade point average of 2.0 or higher on a 4.0 scale. Students who have an ACT score of 30 or higher may be granted Dual Admissions status without completing 14 units provided all other criteria are met. A home-schooled student must submit a notarized transcript prepared by a parent, guardian, or custodian with a signature and date.
3. Submit an unconditional letter of recommendation from the high school principal and/or guidance counselor. A home-schooled student must submit a written recommendation from the students' parent, legal guardian or legal custodian.
4. Submit a letter of interest for the program.
5. ACT scores. \* Minimum program-specific ACT scores may be waived.

Participants will be selected on a first-come, first-serve basis.

### **Readmission Requirements**

A returning degree seeking student who has not attended Northeast for one academic semester or more must apply for readmission. If the student has attended other colleges, official transcripts of college work completed since last attending Northeast must be provided to the Office of Enrollment Services.

# ACT Scores and Course Placement

## ACT Scores & Course Placement

### Placement Testing

When new students are admitted to the college, their ACT scores are reviewed to determine if specific academic skills need to be improved.

Students with ACT English sub scores 16 and below will be registered for ENG 0113 Beginning English and Reading. Completion of this course with a “C” will qualify the student for entry in ENG 1113 - English Composition I. Students who wish to challenge their English placement according to the Accuplacer test should go to the Counseling Center. A score of 5 on the Accuplacer is required for placement in ENG 1113.

The College uses ACT math sub-scores along with credits in high school mathematics courses for placement in college mathematics courses. Students with an ACT Math sub-score of 19 or above may register for MAT 1313 - College Algebra. Students with ACT math sub scores of 18 and below will be registered for MAT 1233 - Intermediate Algebra. Students with a Math ACT sub-score 16 and below have the option of choosing to register for MAT 0123 - Beginning Algebra. If a student questions his/her math placement, he/she may take the Accuplacer Elementary Algebra test to determine his/her accurate placement level in mathematics. Students who score 52.9 or lower have the option of choosing to register for MAT 0123 - Beginning Algebra. Students who score 53 to 83.9 will be registered for MAT 1233 - Intermediate Algebra. Students who score 84 or higher will be registered in MAT 1313 - College Algebra. Also, students with an 84 or higher can be registered for MAT 1323 - Trigonometry. Students who have an ACT sub score in Math of 22 or higher can register for the following: MAT 1513 - Business Calculus I, or MAT 1613 - Calculus I.

If a student's curriculum requires BIO 2514 - Anatomy and Physiology I, an ACT composite score of 19 or above is necessary for enrollment in the course. Students with a composite of 18 or below will be required to enroll in BIO 1534 - Survey of Anatomy and Physiology.

Students who wish to challenge their mathematics placement according to the Accuplacer test should see the Math/Science Division Head in McCoy Hall. Students who wish to challenge their English placement according to the Accuplacer test should see the Counseling Center in Ramsey Hall.

### ACT Superscore

Effective with the October 2020 ACT exam, Northeast Mississippi Community College will accept ACT Superscores. Students must choose the superscore option when they register for the ACT and can request superscore compilation with the 2016 exams and later. Students can opt to re-test certain subject areas. Only scores sent from ACT or the high school in the superscore format can be calculated as a superscore.

# Admission to Health Science Programs

## Admission to Health Science Programs

### Acceptable Health Status

Once admitted, students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status.

Review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens. Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities in order to perform the duties of a practicing nurse, i.e., vision, mobility, hearing, speaking, and manual dexterity.

### Criminal Background Check

In accordance to the Mississippi State Law as stated in the State Statute §37-29-232, Northeast Mississippi Community College Health Science Programs: Associate Degree Nursing, Medical Laboratory Technology, Practical Nursing Education, Radiologic (Medical) Technology, and Respiratory Care Technology require students to submit to and satisfactorily complete a criminal background check/fingerprinting. Admission may be rescinded and reversed based on review of the students' criminal background check. At any time, the college may ask a student to clarify current legal status by completing the fingerprinting process. Students who refuse to submit to a criminal background check/fingerprinting or do not pass the criminal background check/fingerprinting will be dismissed from the program. Students who are dismissed from a Health Science Program may seek admission into another educational program that does not have a clinical component requirement in its curriculum.

### Other Requirements

1. Applicants to Health Science Programs must meet requirements for admission to the college.
2. Health Sciences program applications must be submitted by May 1st for August admission or November 1st for January admission (admission in January is limited to readmission applicants).
3. Applicants to Health Science Programs must provide to the college records office proof of a composite ACT score of 17 or greater and a cumulative GPA of 2.00 or greater.
4. Applicants (with the exception of Associate Degree Nursing) whose ACT scores are below 17 may be considered for admission after completion of 12 semester hours of prescribed academic courses with a CGPA of 2.00 or greater.

5. Applicants to Health Science Programs (with the exception of Medical Laboratory Technology and Medical Assisting Technology) must complete BIO 2514 and BIO 2524 with grade of “C” or greater prior to admission.
6. CPR Certification - All students admitted to Health Science Programs must obtain and maintain current American Heart Association CPR certification for Health Care Providers.

NOTE: Meeting eligibility requirements does not guarantee admission to any program of study. Applicants are rated and ranked on program rating tools. These rating tools are available on the programs' web pages. Applications are available on the NEMCC website.

NOTE: Students who, once admitted, fail to complete the program of study may be readmitted only once to the program of study. A student may reapply for program admission after a period of five years.

## **Program Specific Requirements**

### **Dental Hygiene Technology**

Applicants for the Dental Hygiene Technology program must have completed the Pre-Dental Hygiene curriculum with a grade of “C” or higher to be considered for admittance to the program. Students must also complete 16 hours of observation for this program.

Completion of the Pre-Dental Hygiene curriculum does not guarantee admission to the Dental Hygiene Technology program.

### **Medical Assisting Technology**

Applicants for the Medical Assisting Technology program must complete BIO 1534 or BIO 2514 with a grade of “C” or higher before admittance to the program.

### **Medical Laboratory Technology**

Applicants should seek an advising appointment with the MLT faculty.

### **Practical Nursing Education**

Applicants for the Practical Nursing Education Program must complete BIO 2514 and BIO 2524 with a grade of “C” or higher.

### **Radiologic (Medical) Technology**

Applicants for the Radiologic (Medical) Technology program must complete all college parallel courses for the program of study before being admitted to the program.

### **Respiratory Care Technology**

Applicants for the Respiratory Care Technology program must complete BIO 2514 and BIO 2524 and either MAT 1233 or MAT 1313 with a grade of “C” or higher before admittance to the program.

### **Associate Degree Nursing Program**

Individuals seeking admission to the Associate Degree Nursing program must meet the requirements for admission to the college and the requirements listed below.

- Applicants must apply to the Office of Admissions and be accepted by the college.



## NEMCC Course Catalog

- In addition, applicants must complete the A.D.N. application for admission. A.D.N. program applications are available on the NEMCC website, <https://www.nemcc.edu>. Applications must be submitted by April 1st for applicants wishing to be considered for admission to the program for the fall semester and November 1st for admission for the spring semester. Only transfer and advanced placement students or students needing to repeat a nursing course are considered for spring admission. Late applications for admission will be considered only if space remains available.

Completed application forms may be mailed to:  
Associate Degree Nursing Program  
Childers Hall  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

### Minimum Eligibility Requirements

1. ACT composite score (or equivalent) of 19 AND completion of BIO 2514 and BIO 2524 with a grade of "C" and a 2.0 GPA **OR** ACT composite score (or equivalent) of 17 or 18, completion of BIO 2514 and BIO 2524 with a grade of "C", completion of 15 hours of required general courses in the nursing curriculum with grade of "C", and a 2.5 GPA.  
**NOTE:** Applicants whose ACT composite scores (or equivalent) are below 17 will not be considered for admission or rated unless all eligible applicants have been admitted. Candidates whose ACT composite scores are below 17 must complete the requirements above.
2. Applicants wishing to transfer credit for nursing courses must meet the admission requirements of the NEMCC and the A.D.N. program and be eligible for readmission to the previous school of nursing. Written documentation of eligibility must be sent from the transfer institution. Courses are evaluated for content equivalency by the student.
3. Applicants are rated and ranked using a point system derived from objective data which includes the composite ACT score, the cumulative GPA, general courses in the nursing curriculum and nursing courses completed at NEMCC successful completion of BIO 2514 & BIO 2524 on first attempt, Mississippi residency, and documented professional commitment indicators.
  - ACT composite scores (or equivalent) will be considered if documentation is provided to the college by May 1st (November 1st for January admissions).
  - Professional indicators will be considered on the rating form if documentation is provided to the college by the date of NEMCC May graduation (November 1st for January admissions).
  - Courses completed by the end of the spring semester at NEMCC will be considered on the rating form.
  - Transcripts from other institutions are due to the office of admissions by the date of NEMCC May graduation.

- Applicants will be rated and ranked in order from highest to lowest using the published rating scale by June 1st for the fall admissions or December 15th for the spring admission. In the event of a tie in the rating/ranking process, admission order is determined by the CGPA.
- All who apply to the nursing program are notified by e-mail concerning their admission status.
- Applicants are responsible for updating their addresses and contact information in the Division of Health Sciences office.
- Applicants seeking admission or readmission to NUR 1229, NUR 2339, or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) Students transferring nursing credit from another institution.

**Health Sciences rating scale can be downloaded [here](#).**

### **Health Sciences Drug Testing Policy**

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study
- The NEMCC ideal is a drug-free educational and work environment.
- When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

# Advanced Placement and Challenge Exams

## Advanced Placement & Challenge Exams

### Advanced Placement (AP Credit)

Students enrolling at Northeast Mississippi Community College may be awarded advanced college credit if they present satisfactory scores on the advanced placement examination administered through the College Entrance Examination Board and if they participated in and received credit for an AP course(s) offered through their high schools. This policy applies to each AP course for which a student is requesting credit. Students may receive up to twelve (12) hours credit with no more than eight (8) hours or two courses in one subject area.

Grades of “Z” (satisfactory) will be recorded on the transcript for course(s) in which advanced placement credit is earned once the transcripting fee is paid. These courses will not affect the grade point average.

The following table details the awarding of credit at Northeast. EACH COLLEGE OR UNIVERSITY HAS ITS OWN POLICY PERTAINING TO THE AWARDING OF CREDIT; THEREFORE, A STUDENT SHOULD CONSULT WITH THE SENIOR INSTITUTION TO WHICH HE/SHE PLANS TO TRANSFER PRIOR TO APPLYING FOR AP CREDIT.

<b>AP Examination</b>	<b>Score</b>	<b>Hours Credit</b>	<b>Northeast Course</b>
Biology	3	4	BIO 1134
English Language/ Comp	3	3	ENG 1113
Calculus AB	3	3	MAT 1513 or MAT 1613
Calculus BC	3	6	MAT 1523 or MAT 1623
U.S. History	3	3	HIS 2213
U.S. History	4/5	6	HIS 2213/HIS 2223

### Challenge Examinations - Nursing

The Northeast Mississippi Community College Associate Degree Nursing Program allows currently licensed practical nurses the opportunity to challenge two nursing courses in the curriculum. These courses are NUR 1118 - Nursing Fundamentals and NUR 1229 - Nursing Care of the Family. The challenge exams are computer-based exams.

Steps in seeking advanced placement:

- Apply for admission to the college.
- Apply for admission to the Associate Degree Nursing Program.
- Provide the Division of Health Sciences with information so that your LPN license may be validated (name and social security number). You must hold a current, unrestricted license to participate in the advanced placement option.
- The NUR 1118 challenge examination must be taken and passed before the NUR 1229 challenge can be assessed. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years.
- Licensed Practical Nurses who successfully challenge into the program must meet all program entrance and progression requirements. Admission is based on admission to the college and compliance with ADN admission and progression requirements and space availability. Admission is not guaranteed. Applicants seeking admission or readmission to NUR 1229, NUR 2339 or NUR 2449 who meet the admission criteria are rated, ranked, and admitted as space is available in the following order: 1) readmission students, 2) LPN-ADN challenge students, and 3) students transferring nursing credit from another institution.
- Credit Awarded on Transcript: Challenge credit is noted on the official NEMCC transcript with a grade of “Z” after the student has completed the ADN Orientation Course, enrolled in the clinical nursing course, and paid the transcribing fee.

## Challenge Examinations

Through challenge examinations, a qualified student may receive credit for college work without the formal procedure of class attendance. Each academic head will determine the requirements for such credit, and requests for these examinations will be considered if the background of the applicant indicates substantial knowledge about the requested examination area. A grade of “Z” will be recorded for successful completion of a challenge examination.

A student who seeks advanced placement through challenge examination credit will follow the procedure listed below:

- Apply for admission to the college.
- Must have been accepted in the program of study for which the student plans to challenge.
- Schedule the examination with the academic head of the specific course being challenged.

If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Instruction Office. The Instruction Office memos the student's success completion of a challenge exam to the Records Office and the Business Office. Once the student has paid the transcribing fee, the Business Office will notify the Records Office. The Records Office will record a the grade of “Z” for the course.

## List of Challenge Exams

Please check the Course Title to ensure it conforms with the Title used by your college.

## NEMCC Course Catalog

- ACT 1713 - Electricity for Heating, Ventilation, Air Conditioning and Refrigeration
- ATT 1811 - Introduction, Safety, and Employability Skills
- ATT 1133 - Advanced Electrical/Electronic Systems
- ATT 1213 - Brakes
- AUT 1713 - Brake Rotor and Drum Machining
- BOT 1213 - Professional Development
- BOT 1233 - Microsoft Word I
- BOT 1313 - Applied Business Math
- BOT 1613 - Medical Office Terminology I
- CON 1213 - Construction Materials
- CON 2123 - Construction Cost Estimating
- EET 1114 - DC Circuits
- ELT 1193 - Fundamentals of Electricity
- ELT 1213 - Electrical Power
- ELT 1413 - Motor Control Systems
- ELT 2613 - Programmable Logic Controllers
- ELT 2623 - Advanced Programmable Logic Controllers
- IMM 1111 - Industrial Maintenance Safety
- IMM 1121 - Industrial Maintenance Math and Measurement
- IMM 1131 - Industrial Maintenance Blueprint
- IMM 1313 - Principles of Hydraulics and Pneumatics
- IMM 1813 - Industrial Electricity for Industrial Maintenance Mechanics
- IMM 1933 Manufacturing Skills Basics
- IST 1123 - IT Foundations
- IST 1183 Essentials of IST
- IST 1133 Fundamentals of Data Communications
- IST 1193 Practical Applications in IST
- IST 1143 Security Principles & Policies
- MET 1113 - Medical Terminology
- MFL 1213 - Elementary Spanish I
- MFL 1223 - Elementary Spanish II
- MFL 2213 - Intermediate Spanish I
- MFL 2223 - Intermediate Spanish II
- MST 1114 - Power Machinery I
- MST 1124 - Power Machinery II
- MST 1413 - Blueprint Reading
- MST 1423 - Advanced Blueprint Reading
- MST 2144 - Power Machinery IV
- MST 1613 - Precision Layout
- MST 2714 - Computer Numerical Control Operations I
- MST 2734 - Fundamental of CAD/CAM
- MST 2813 - Metallurgy

### **Military Credit**

When a student requests that military credits be evaluated for transfer credit, the student will provide the original Joint Services Transcript (JST) form to the college. This

form/transcript lists the military education and experiences with the course descriptions along with recommendation for college course credit. Upon review of the JST by the registrar, Northeast credit may or may not be awarded. The JST will be placed in the student's file and remain part of their permanent record.

There is no transcription fee for military credit.

## **College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) offers students an opportunity to earn college credit by examination for prior learning. Northeast Mississippi Community College will award credit on the CLEP subject area examinations only to matriculated Northeast students.

- IT IS THE RESPONSIBILITY OF THE STUDENT TO DETERMINE TRANSFERABILITY OF CLEP CREDIT TO THE SENIOR COLLEGE OF HIS/HER CHOICE. NEMCC DOES NOT CERTIFY THE APPLICABILITY OF CLEP CREDIT TO OTHER POST SECONDARY INSTITUTIONS. (Contact the Counseling Center for a complete list of area exams.)
- All courses excluding ENG 1113 and ENG 1123, listed in the Northeast Catalog are eligible for credit if CLEP has an examination in that subject.
- No credit is given for CLEP general examinations.
- Credit on the CLEP subject examinations will be awarded to students who received a scaled score of 50 or more.
- Credit earned by CLEP subject examination is limited to 18 hours. The student will be required to earn 12 semester hours of credit in a regular fall or spring semester at Northeast before CLEP credit earned at Northeast will be recorded or transfer CLEP credit recognized and recorded on the student's transcript.
- No grade points will be awarded for CLEP credit and a grade of "Z" will be recorded on the student's transcript for all CLEP credit earned.
- CLEP credit may not be used to satisfy the minimum residence requirements for graduation at Northeast.

A transcription fee will be charged to students who want their CLEP scores recorded on their transcript.

## **Articulated Credit for Career / Technical Course Work**

### **Eligibility**

To be eligible for articulated credit, a student must:

- Complete the articulated Secondary Career and Technical Education Program
- Score 70% or higher on the Mississippi Career Planning and Assessment System (MS-CPAS) in their secondary program of study

To be awarded articulated credit, a student must:

- Enroll in the community or junior college within 18 months of graduation

## NEMCC Course Catalog

A grade of Z will be awarded for approved high school courses. Students that receive a “Z” grade in courses will count toward graduation, however, courses will not count for grade point average.

There is no transcription fee for articulated credit for career/technical course work.

# Appeals, Suspensions, and Exclusions

## Appeals, Suspensions, & Exclusions

### Admission Appeals

The Director of Enrollment Services/Registrar reviews all materials submitted by transfer applicants with a GPA of below a 2.0 from their transfer Institution. Any transfer students with a GPA of below a 2.0 must submit an appeal letter to the Admissions Committee, which is made up of faculty and staff who have been selected by the President to serve. The Admissions committee will review the transcripts and letter from the student and the Director of Enrollment Services/Registrar will act on the decision of the committee. If a student is denied admission, he/she may appeal the decision to the Vice-President of Students. The applicant must request an appeal hearing in writing to the Vice-President of Student Services. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision than was made by the admissions committee.

### Academic Suspension/Exclusion Students

Students who have been academically suspended/excluded may request readmission to the college without the normal one semester of non-attendance. Students seeking early reinstatement may request an appointment with the Instruction Office, who will decide the status of readmission to the College.

The Instruction Office will consider extenuating circumstances offered by the student, his/her current GPA status, the potential for remediation and/or academic correction, and the recommendation of the student's advisor as the basis of a decision to readmit. Conditional readmission may be granted for one or two semesters at the discretion of the Instruction Office. During each semester of conditional reinstatement, the student is required to achieve a semester GPA of 2.0 or higher on all academic work attempted during the period. The decision of the Instruction Office is final.

Students are notified of their academic standing via email at the end of each semester.



# Immunization and Drug Testing Policies

## Immunization and Drug Testing Policies

### Allied Health Students Immunizations

Once admitted, Allied Health students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status. Review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens if indicated.

Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities, i.e. vision, hearing, mobility, speaking, and manual dexterity. Final admission status cannot be determined until the health status has been validated.

Students may not attend clinical experiences until acceptable health status has been validated.

### Career Technical Education Drug Testing Policy

The Diesel Power Technology Program and Heating and Air Conditioning Technology Program of Northeast Mississippi Community College has an obligation to provide a safe learning environment for all students and industry members who may be impacted by the training of students in the program. The Diesel Power Technology Program and Heating and Air Conditioning Technology Program require students to work with and around hazardous equipment with the potential to cause severe injury or death to themselves or others around them. Students in the lab/shop areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students that are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and industry members. The purpose of this policy is to promote safety, employability and to prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes. The Diesel Power Technology Program and Heating and Air Conditioning Technology Program Advisory Boards which consists of industry leaders and employers who maintain industry standards have set forth the following policy for program testing.

NEMCC Diesel Power Technology and Heating and Air Conditioning Technology Drug Testing Procedures for random and suspicious testing is as follows.

- The cost associated with testing and retesting will be the responsibility of the student and will be included in fees for the course, all testing will be completed at a location approved by the instructor and division head. All tests will be Federal DOT

panel drug screens. All students will be transported to the testing facility by college personnel in a college vehicle; personal vehicle travel will not be allowed.

- Test results shall be forwarded directly to the program instructor, Division Head and/or Vice President of Instruction, along with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus individuals listed. These individuals shall have authority to determine which institutional personnel have a legitimate need-to-know access to specific information.
- A student who is present on the day of the random drug screen cannot be excused from the screening process. If a student leaves the campus/ facilities without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours of the start time of the testing period, it will be considered a Refusal to Test (Federal DOT law) unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.
- If a student is absent the day of testing, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 a.m. and 2:00 p.m. In the event a student refuses to test within the time listed, this will be considered a failed test resulting in the student being removed from the program effective immediately.
- Drug screen results must meet clinical agency requirements which include a drug screen that is negative for illicit drugs and/or documented current prescription(s). If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be required to withdraw from the program. The student will be allowed to withdraw, within college policies, procedures and guidelines. Students who do not withdraw will receive a grade of F in all program courses.
- Test results or specimens that have been determined to be altered by the student shall also be grounds for withdrawal from the program.
- This policy is for the Heating and Air Conditioning and Diesel Power Technology Program admissions and/or program continuance; however, it does not affect general college admission or the right of a student to pursue other college programs at Northeast Mississippi Community College.
- If a student is required to withdraw due to failing a drug screen, a student may reapply for admission into the program the following year. Before readmission will be allowed, a drug screen must be completed. In the event another random screen is failed, the student will be ineligible for readmission to the program.
- If reasonable suspicion of substance abuse exists regarding a student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the student will be requested to consent to a drug test at the expense of the student.
- If a student wishes to appeal a positive drug test, the student needs to follow the Complaint/Grievance Appeals Procedures for Academic Matters

## Health Sciences Drug Testing Policy

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study
- The NEMCC ideal is a drug-free educational and work environment.
- When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

# Residency for In-State Tuition

## Establishing Mississippi Residency

If you reside in Mississippi, but attended an out-of-state college or high school you must prove Mississippi Residency. Residency must be proved on the parent if the student is under 21.

### Individuals under 21 years of age

Students indicating attendance at an out of state high school and/or college are required to prove Mississippi residence for *tuition* purposes. **Mississippi Law mandates that the residence of a student under the age 21 and unmarried is that of the parents .**

Documentation of residence of the parent or parents who are physically residing in the Mississippi must be provided to the Office of Admissions. If you have any questions call 662-720-7239.

#### List of Approved Residency Documents

In cases where residency documentation is required, **two forms of supporting documentation** must be in the file. Acceptable supporting documentation may include:

- Current MS Driver's License or State issued ID (Persons moving into MS on a permanent basis have 60 days per state law to acquire driver's licenses.)
- Mortgage document matching address
- Homestead exemption matching address
- Guardianship documents (issued by a MS Court or the MS Department of Human Services)
- Emancipation documents
- Prior or Prior-prior year State income tax return
- Current Mississippi Registration Card
- Current Motor vehicle registration (Persons moving into MS on a permanent basis have 30 days per state law to register vehicles.)
- Current employment documents (last pay stub, employment contract)
- Current utility bills (includes cell phones) matching address
- Lease agreement (signed by lessor and lessee).
- Signed statement by the MS Dept. of Human Services or a certified letter from recognized relief agency (such as the Salvation Army) certifying that the student is receiving services as a homeless MS resident.

### Individuals over 21 years of age

Students indicating attendance at an out of state high school and/or college are required to prove Mississippi residence for tuition purposes. **Mississippi State Law mandates that residence of a student over age 21 or married may be that of the student.**

Documentation of your physical domicile, where you actually live, must be provided to the Office of Admissions. If you have any questions please call 662-720-7239.

### List of Approved Residency Documents

In cases where residency documentation is required, **two forms of supporting documentation** must be in the file. Acceptable supporting documentation may include:

- Current MS Driver's License or State issued ID (Persons moving into MS on a permanent basis have 60 days per state law to acquire driver's licenses.)
- Mortgage document matching address
- Homestead exemption matching address
- Guardianship documents (issued by a MS Court or the MS Department of Human Services)
- Emancipation documents
- Prior or Prior-prior year State income tax return
- Current Mississippi Registration Card
- Current Motor vehicle registration (Persons moving into MS on a permanent basis have 30 days per state law to register vehicles.)
- Current employment documents (last pay stub, employment contract)
- Current utility bills (includes cell phones) matching address
- Lease agreement (signed by lessor and lessee).
- Signed statement by the MS Dept. of Human Services or a certified letter from recognized relief agency (such as the Salvation Army) certifying that the student is receiving services as a homeless MS resident.

Residency documents should be submitted to the attention of:

**Chassie Kelly**

[cmkelly@nemcc.edu](mailto:cmkelly@nemcc.edu)

The Records Office maintains current contact information, including address, phone numbers, and email addresses for all currently enrolled and prospective students. Students wishing to change contact information need to submit a Change of Address request through the TigerOne Portal or by contacting the Records Office.

**Students must resolve all residency challenges with the Office of Enrollment Services prior to enrollment.**

# Degree Requirements

## Degree Requirements

### Associate of Arts Degree

The Associate of Arts degree is awarded to students completing university parallel programs. Candidates for the AA degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (see note below).
2. Complete LLS 1151 College Life
3. Earn a grade point average of 2.0.
4. Complete the 32 semester hours of general education core consisting of:
  - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history I or II),
  - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

**Non-Academic/Activity courses** These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

COE-1013 Cooperative Education Work Experience I

COE-1023 Cooperative Education Work Experience II

COE-1033 Cooperative Education Work Experience III

LLS-0112 Essential College Skills I

LLS-0122 Essential College Skills II

LLS-1151 College Life

LLS-1211 Self Affirmation

LLS-1311 Orientation

LLS-1321 Career Exploration

LLS-1411 Improvement of Study

LLS-1711 Job Search Skills

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HPR-1111 Gen Physical Edu Activities I  
HPR-1121 Gen Physical Edu Activities II  
HPR-1131 Varsity Sports I  
HPR-1141 Varsity Sports II  
HPR-1551 Fitness Center I  
HPR-1561 Fitness/Condition Training II  
HPR-2111 Gen Physical Edu Activities III  
HPR-2131 Varsity Sports III  
HPR-2141 Varsity Sports IV  
HPR-2551 Fitness/Conditioning Train III  
HPR-2561 Fitness Center IV  
JOU-1121 College Publications  
JOU-2121 College Publications  
MUO-1111 Band I  
MUO-1121 Band II  
MUO-1141 Small Band Groups I  
MUO-1151 Small Band Groups II  
MUO-1171 Stage Band I  
MUO-1181 Stage Band II  
MUO-1211 Chorus I  
MUO-1221 Chorus II  
MUO-1241 Small Singing Groups I  
MUO-1251 Small Singing Groups II  
MUO-2111 Band III  
MUO-2121 Band IV  
MUO-2141 Small Band Groups III  
MUO-2151 Small Band Groups IV  
MUO-2171 Stage Band III  
MUO-2181 Stage Band IV  
MUO-2211 Chorus III  
MUO-2221 Chorus IV  
MUO-2241 Small Singing Groups III  
MUO-2251 Small Singing Groups IV

Any courses in Business & Engineering Technology programs and Health Sciences programs

## Associate of Applied Science Degree

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Complete LLS 1151 College Life
3. Earn a minimum grade point average of 2.0.
4. Complete the 15 semester hours general education core consisting of:
  - English Composition ( ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer related (3 semester hours) or Speech (SPT 1113 , 3 semester hours)
  - College Algebra (MAT 1313 ) 3 semester hours or above, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
5. Complete major courses consisting of 40-65 semester hours.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.

## Certificate

A certificate is awarded to a student who successfully completes the prescribed programs of study. The requirements for graduation are:

- Complete each unit of the prescribed program of study.
- Earn a minimum grade point average of 2.0 in the program.
- Any student (new admit, transfer, or readmit) who enrolls at Northeast with a new catalog term of Fall 2021 or after must have LLS 1151 College Life to graduate.

**Cooperative Education:** Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in this catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 62 required for graduation.



# Programs of Study

## Programs of Study

### University Transfer Programs

University parallel courses are offered for students who plan to transfer to a senior college to earn a four-year degree. The [Associate of Arts](#) degree is awarded for the successful completion of a course sequence. The areas of focus within this division are referred to as programs of study and are used only as a suggested guide in course selection. The advisor will follow the university catalog curricula in order to ensure the transfer of earned credits. To graduate, a student must complete the core requirements and other courses for a total of 62 semester hours.

### Career and Technical and Health Sciences Programs of Study

Career and Technical programs are offered for students who will seek employment upon completion of the program. The [Associate of Applied Science](#) degree is conferred for the successful completion of a technical program. All programs are designed as terminal; however, transfer of credit is at the discretion of the receiving university. To graduate, a student must complete all courses within a particular curriculum.

Career and Technical Education (CTE) encompasses a variety of challenging fields in diverse subject areas that are constantly evolving to meet employment needs. Northeast offers many CTE programs through the divisions of Business and Engineering Technology and Health Sciences.

CTE provides high school graduates with career pathways linking secondary and postsecondary education. Furthermore, CTE presents nontraditional students and displaced workers with a second chance for education and training by preparing them to reenter the workforce in a timely fashion.

### Career and Technical and Health Sciences Certificate Programs

Certificate courses are arranged in the sequence which best assures successful completion. Thus adherence to the course and semester sequence is required unless deviations are approved by the program instructor/advisor or division head. A certificate is awarded to a student who successfully completes one of the following prescribed programs of study. The first advisor listed under each program is the curriculum coordinator for that major.

A major portion of funding for most programs is provided by the Mississippi State Department of Education, Office of Career and Technical Education, and the Mississippi Community College Board.

## University Transfer

- [General Studies](#)
- [Nursing, BSN track](#)

## Career and Technical

- [Accounting Technology](#)
- [Administrative Office Technology](#)
- [Automotive Mechanics & Automotive Services Technology](#)
- [Business Management Technology](#)
- [Civil Engineering Technology](#)
- [Collision Repair Technology](#)
- [Computer Technology](#)
- [Construction Engineering Technology](#)
- [Culinary Arts Technology](#)
- [Diesel Power Technology](#)
- [Drafting, Design & 3D Modeling Technology](#)
- [Early Childhood Education Technology](#)
- [Electrical Technology](#)
- [Heating & Air Conditioning Technology](#)
- [Hospitality Management Technology](#)
- [Industrial Maintenance Technology](#)
- [Information Systems Technology - Cyber Defense](#)
- [Information Systems Technology - Extended Reality \(XR\)](#)
- [Information Systems Technology - iOS App Development](#)
- [Information Systems Technology - System Administration](#)
- [Paralegal Technology](#)
- [Precision Manufacturing & Machining Technology](#)

## Career and Technical Certificate

- [Accounting Technology - Certificate](#)
- [Administrative Office Technology - Certificate](#)
- [Automotive Mechanics & Automotive Services Technology - Certificate](#)
- [Business Management Technology - Certificate](#)
- [Collision Repair Technology - Certificate](#)
- [Computer Technology - Certificate](#)
- [Culinary Arts Technology - Certificate](#)
- [Diesel Power Technology - Certificate](#)
- [Heating & Air Conditioning Technology - Certificate](#)
- [Paralegal Technology - Certificate](#)
- [Precision Manufacturing & Machining Technology - Certificate](#)

## Health Sciences

- [Dental Hygiene Technology](#)

## NEMCC Course Catalog

- [Diagnostic Medical Sonography](#)
- [Medical Assisting Technology](#)
- [Medical Laboratory Technology](#)
- [Nursing - ADN Traditional Plan of Study](#)
- [Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN](#)
- [Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN](#)
- [Radiologic \(Medical\) Technology](#)
- [Respiratory Care Technology](#)

### Health Sciences Certificate

- [Medical Assisting Technology - Certificate](#)
- [Practical Nursing Education - Certificate](#)

# Programs of Study (Fully Online)

## Programs of Study (Fully Online)

### Online Programs

NEMCC offers online coursework for several programs of study that allow a student to complete the program with all online classes. Students would need to report to an NEMCC proctoring location or an approved testing facility to complete proctored exams for these courses. Students planning to transfer to universities should also check university requirements concerning online classes.

### University Transfer

- [General Studies](#)
- [Nursing, BSN track](#)

### Career and Technical

- [Accounting Technology](#)
- [Administrative Office Technology](#)
- [Business Management Technology](#)
- [Computer Technology](#)

### Career and Technical Certificate

- [Accounting Technology - Certificate](#)
- [Administrative Office Technology - Certificate](#)
- [Business Management Technology - Certificate](#)
- [Computer Technology - Certificate](#)

# Program Improvement Policy

## Program Improvement Policy

### Curriculum Review and Evaluation

Each curriculum is assigned a full-time faculty member who has some expertise in the field and who has assigned responsibilities for curriculum coordination. The curriculum coordinator is listed first on the advisor list for each program of study in the College Catalog. In order to assure students that the curriculums offered by Northeast are current, appropriate and complete, evaluation of the degree programs of study must be completed regularly. Each fall faculty assigned as curriculum coordinators, along with faculty advisors, will review the particular curriculum for depth and breadth. Upon completion of the curriculum evaluation form, the responsible faculty curriculum coordinators and faculty advisors present the form to respective division heads. The division heads will refer the form to the proper standing advisory committee (academic, technical/vocational) for review and advice. The recommendations of the faculty and the advisory committees will be the basis of curriculum recommendations presented at an annual Curriculum Review hosted by Instruction Council. Instruction Council submits changes to the Board of Trustees for final approval.

A Curriculum Review Committee that is composed of Northeast and non-college personnel will evaluate curricula yearly. Each division will have its curricula reviewed on a rotating basis. During the evaluation, each curriculum will be reviewed in the following areas:

- Past successes of major/grades.
- The relevance of courses within the curriculum.
- Documented need for the curriculum.
- Compatibility of curriculum and institutional purpose.
- Credentials of faculty to adequately teach the curriculum.
- Financial support for the curriculum.

All curriculum recommendations from the Curriculum Review Committee will be forwarded to Instruction Council. Actions by the Instructional Council will be forwarded to the Board of Trustees for final action.

# Divisions and Programs

## Divisions and Programs

### Instruction Office

*Baragona, Michelle; Vice President of Instruction*

*Benjamin, Carlena; Instructional Technology Specialist*

*Patterson, Lydia; Administrative Assistant of Instruction*

The Division of Instruction provides all credit courses and programs of study leading to the Associate of Arts Degree, the Associate of Applied Science Degree, and Career Certificates. The division offers both university parallel programs and career and technical programs.

### Division of Business and Engineering Technology

*Jason Mattox, Associate Vice President of Career Technical Education/Division Head*

Jonathan Alexander; Russ Bullard; Carrie Cobb; Bonita Crump; Derek DeVaughn; Joseph Boren; Rebecca Elliott; JaLisa Estes; Ginger Godwin; Christy Grissom; Greg Hardin; Jennifer Hastings; Nick Jackson; Stevie Lovelace; Janelle Lowrey; Jeff Melson; Randy Mitchell; Stewart Moore; Jenniffer Newell; Alexia Owens; Jerry Palmer; Jonathan Shaw; Mason Smith; Brian Warren; Crystal White

### Division of Fine Arts

*Ray Harris, Division Head*

Terry Anderson; Jason Beghtol; Chris Dunn; Jenna Fincher; Amy Langley; Claire Leeke; Amanda Mattox; Bryan Mitchell; Christopher Schager; Melody Shinn

### Division of Health Sciences

*Jennifer Davis, Division Head*

Nick Alexander; Camille Arnold; Leslie Arnold; Michael Barron; Tracey Barron; Beth Bowling; Cathy Byars; Carmen Cartwright; Kristy Church; Jana Crittenden; Felicia Crump; Beth Dawson; Mindy Forsman; Carrie Fowler; Brooke Gaillard; Alison Goodwin; Shannon Goolsby; Hope Harrelson; Dalton Harris; Donna Hill; Vickie Hopkins; Alana James; Heather Kirk; Jennifer LaMontagne; Marianne Lancaster; Tiffany Lindsey; Whitney Miller; Melissa Morgan; Lacey Nichols; Kristi Reece; Mary Beth Reeves; John Shelburne; Rosalyn Singleton; Paula Stennett; Kristi Tooley

## **Division of Humanities and Languages**

*Justin Treloar, Division Head*

LaShay Blansett; Anna Catherine Daher; Amanda Garvin; Anne Kramer; Lorie Mattox; Candy Miller; Brittney Moore; Paige Sasser; Jeff Tuttle; Elizabeth Upchurch

## **Division of Mathematics and Sciences**

*Andrea Mathis, Division Head*

Mary Lou Beckman; Jennifer Burchell; Noel Childress; Mark Gilliland; Dawn Hilliard; Chandra Hisaw; Rocky Hughes; Mark Hurley; John Little; Amy Marolt-Alred; John Messer; Courtney Michael; Jason Miller; Jessica Morris; George Nock; Misty Norris; Shawna Smith; Kayla Stevens; Helen Thompson; Bonnie Wanner

## **Division of Social, Behavioral, and Applied Sciences**

*Robbie Coleman, Division Head*

Will Bowlin; Sallye Bowlin; Missy Griffith; Elizabeth Grisham; Mary Jones; Liz Ketchum; Chasity Moore; Tabitha Perrigo; Emily Pollard; Morgan Ricks; Shane Scott; Eric Smith; Stephanie Smith; Lisa Stevens

## **eLearning**

*Kim Harris, Director*

Britney Hudson; Romelia Agnew; Sabine Zabarovska; Rhonda Jackson

## **Library**

*Ellice Yager, Director*

Susan Brackeen; Laura Gilham; Kalah Rogers; Sherita Taylor

## **Student Success Center**

*Britney Whitley, Director*

Bree Cartwright; Jillian Guy; Erica Miller; Leigh Treloar

## **Advising Center**

*Michael Byrd, Director*

## **Counseling Center**

*Leigh Ann Stewart, Director*

Nickeda Shelton; Chesnee Hawkins

## **Division of Workforce Training and Economic Development**

*Nadara Cole, Vice President of Workforce Training and Economic Development*

### **University Partnerships**

Blue Mountain College and Northeast Mississippi Community College formed a partnership to offer the Bachelor's degree program in Elementary Education and Master's in Education degree program in Elementary Education and Literacy & Reading-K-12 on the Northeast Campus.

The University of Mississippi and Northeast Mississippi Community College formed a partnership to offer Bachelor's degree programs. Programs available include: Accountancy, Business, Criminal Justice, Education, and General Studies. Available classes are held in Hargett Hall on the Northeast Campus.



# Courses

## Accounting

Course	Title	Hours	Description
ACC-2213	Principles of Accounting I	3	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.
ACC-2223	Principles of Accounting II	3	(Prerequisite: ACC 2213) A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture.

## Agriculture

Course	Title	Hours	Description
AGR-1214	Animal Science	4	Fundamental principles and practical application of livestock, dairy, and poultry science. Three hours lecture

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			and two hours laboratory.
AGR-1313	Plant Science	3	Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Two hours lecture and two hours laboratory.
AGR-2224	Feeds and Feeding	4	The general basic principles of feeding farm animals; feeding standards; composition and nutritive value of feeds; compilation and preparation of rations. Three hours lecture and two hours laboratory.
AGR-2254	Livestock Evaluation	4	Scoring of individuals and judging of representative groups of livestock from the standpoint of the breeder and the market. Three hours lecture and two hours laboratory.
AGR-2314	Basic Soils	4	A general course in soils designed to give the student a basic understanding of all important phases of the

subject, including soil genesis, morphology, classification, and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture and two hours laboratory.

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AGR-2713	Principles of Agriculture Economics	3	Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. Three hours lecture.
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## Art

Course	Title	Hours	Description
ART-1113	Art Appreciation	3	A course designed to provide an understanding and appreciation of the visual arts. Three hours lecture.

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ART-1313	Drawing I	3	Includes the study of the basic elements and principles of organization in two dimensions and in the selection,
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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. Six hours laboratory.

ART-1323	Drawing II	3	(Prerequisite: ART 1313) Continuation of skills from Drawing I with an introduction to color and further study of composition. Six hours laboratory.
ART-1383	Photography I	3	An introduction to the theory, practice, and history of photography, with emphasis on basic camera and darkroom processes. Three hours lecture.
ART-1433	Design I	3	Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Six hours laboratory.
ART-1443	Design II	3	(Prerequisite: ART 1433 or permission from the instructor) Continuation of Design I with emphasis in color

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			theory. Six hours laboratory.
ART-1453	Three-Dimensional Design	3	(Prerequisite: ART 1433 or permission from the instructor.) This course will provide students with an understanding of spatial form in the three dimensions through the use of applied design elements and principles of studio problems in mixed media. Six hours laboratory.
ART-1513	Computer Art	3	An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. Three hours lecture.
ART-1811	Exhibition Class I	1	Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work

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			to at least one local, regional, or national exhibition is required. Required of all art majors. One hour laboratory.
ART-1821	Exhibition Class II	1	Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors. One hour laboratory.
ART-2113	The Arts & Culture	3	A course designed to provide students with onsite field experience (domestic or international). Three hours lecture.
ART-2353	Figure Drawing I	3	(Prerequisite: ART 1313 or special permission from instructor) A study of proportion in the human figure through the use of gesture, contour,

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			and value. Three hours lecture.
ART-2413	An Intro to Interior Design	3	An introduction to the field of interior design with emphasis on processes, materials, and design solutions. Three hours lecture.
ART-2513	Painting I	3	(Prerequisites: ART 1313, ART 1433, and sophomore standing) An introduction to painting compositions and techniques. Six hours laboratory.
ART-2523	Painting II	3	(Prerequisite: ART 2513) A further study in the compositions, techniques, and concepts in Painting I. Six hours laboratory.
ART-2613	Ceramics I	3	This course is directed toward an introduction to different aspects and materials of ceramic design. Instructions 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

## NEMCC Course Catalog

			non-functional forms. Six hours laboratory.
ART-2623	Ceramics II	3	(Prerequisite: ART 2613) Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six hours laboratory.
ART-2713	Art History I	3	Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Three hours lecture.
ART-2723	Art History II	3	Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Three hours lecture.
ART-2811	Exhibition Class III	1	A continuation of ART 1821. One hour laboratory.
ART-2821	Exhibition Class IV	1	A continuation of ART 2811. One hour laboratory.

## Automotive Machining

Course	Title	Hours	Description
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AUT-1216	Cylinder Head Service	6	This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course. Two hours lecture and eight hours laboratory.
AUT-1315	Cylinder Block Service	5	This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.
AUT-1713	Brake Rotor & Drum Machining	3	This course includes machining of the brake drum and rotor. One hour lecture and four hours laboratory.

**Automotive Mech & Service Tech**

Course	Title	Hours	Description
ATT-1123	Basic Electrical Systems	3	This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging

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			components. Two hours lecture and three hours laboratory.
ATT-1133	Adv Elec/Electronic Systems	3	This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture and three hours laboratory.
ATT-1213	Brakes	3	This is a course designed to provide 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. Two hours lecture and two hours laboratory.
ATT-1315	Manual Drive Trains/Transaxles	5	This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture

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			and six hours laboratory.
ATT-1424	Engine Performance 4 I		This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture and four hours laboratory.
ATT-1715	Engine Repair	5	This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type 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. Two hours lecture and six hours laboratory.
ATT-1811	Introduction Safety & Employ Skill	1	This is a course designed to provide knowledge of classroom and

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lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture.

ATT-2325	Auto Transmissions/ Transaxles	5	This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive- type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and six hours laboratory.
ATT-2335	Steering & Suspension Systems	5	This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the

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			repair/replacement of steering systems components. Two hours lecture and six hours laboratory.
ATT-2435	Engine Performance II	5	This is a course designed to provide 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. Two hours lecture and six hours laboratory.
ATT-2444	Engine Performance III	4	This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory.
ATT-2614	Heating & Air Conditioning	4	This course is designed to provide advanced skills and knowledge associated with the maintenance

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and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture and four hours laboratory.

AUV-1216	Cylinder Head Service	6	This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course.
AUV-1316	Cylinder Block Service	6	This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.
AUV-1713	Brake Rotar & Drum Machining	3	Course includes machining of the brake drum and rotor.

## Biology

Course	Title	Hours	Description
BIO-1114	Principles of Biology I	4	A combined lecture and laboratory

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course for non-science majors that provide 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. Three hours lecture and two hours laboratory.

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BIO-1124	Principles of Biology II	4	A combined lecture and laboratory course for non-science majors that emphasize 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.
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			Three hours lecture and two hours laboratory.
BIO-1134	General Biology I	4	(Prerequisite: Must be eligible for MAT 1313 or "C" or eligible for enrollment MAT 1313.) 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. Three hours lecture and two hours laboratory.
BIO-1144	General Biology II	4	(Prerequisite: BIO 1134 with a "C" or above.) A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed



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consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Three hours lecture and two hours laboratory.

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BIO-1214	Environmental Science	4	A combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with the emphasis on preservation of environmental quality. Labs associated with this course contain experiments and exercise that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.
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BIO-1314	Botany I	4	A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy,
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and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

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BIO-1534                      Survey of Anatomy 4  
   & Physiology

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. Three hours lecture and two hours laboratory.

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BIO-1813                      Medical                              3  
   Terminology Health  
   Sci

This course is an introduction to medical language used in health professions. Emphasis is placed on learning medical root words, prefixes,

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and suffixes and applying them to the human body systems in written and verbal communications. Three hours lecture.

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BIO-2514	Anatomy & Physiology I	4	(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.
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BIO-2524	Anatomy & Physiology II	4	(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course
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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. Three hours lecture and two hours laboratory.

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BIO-2924	Microbiology	4	(Prerequisite: College level Biology course) 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
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fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Three hours lecture and three hours laboratory.

## Business Administration

Course	Title	Hours	Description
BAD-1113	Introduction to Business	3	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. Three hours lecture.
BAD-2323	Business Statistics	3	(Prerequisite: MAT 1313) An introduction to the statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include:

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			central tendency and dispersion; probability; discrete and continuous distributions; estimation and hypothesis testing. Three hours lecture.
BAD-2413	Legal Environment of Business	3	An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment. Three hours lecture.
BAD-2713	Principles of Real Estate	3	The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising. Three hours lecture.
BAD-2723	Real Estate Law	3	Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three hours lecture.

## Business and Office Tech

Course	Title	Hours	Description
BOT-1013	Intro to Keyboarding	3	This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Upon completion of this class, the student must key 35 GWM on a 5 minute timed writing, with a maximum of one error per minute which is a state requirement in order to advance to Document Formatting and Production (BOT 1113) Three hours of lecture.
BOT-1213	Professional Development	3	This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture. management, and human relations skills. Three hours lecture.

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BOT-1233	Microsoft Word I	3	This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.
BOT-1243	Microsoft Word II	3	This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.
BOT-1313	Applied Business Mathematics	3	This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.
BOT-1363	Information Management Design	3	This course introduces students to the work processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare



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their own business documents. Students will use Microsoft Word application to create and edit business documents, enhance page layout create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: Styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certification Application Specialist Exam for Word or the OPAC Microsoft Word Basic and OPAC Microsoft Word Intermediate. Three hours lecture.

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BOT-1413	Records Management	3	This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--- paper, image,
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and digital---and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. Three hours lecture.

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

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BOT-1473	Introduction to Marketing	3	This course surveys American and International marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases. Three hours lecture.
BOT-1493	Social Media Management	3	This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet- based projects with special emphasis

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on blogs, wikis, social networking sites, photo-sharing sites, instant messaging video-sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture.

BOT-1513	Machine Transcription	3	(Prerequisite: BOT 1143) This course is designed to teach transcription of a wide variety of business communications from machine dictation. Three hours lecture.
BOT-1613	Medical Office Terminology I	3	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. Two hours lecture and two hours laboratory.
BOT-1623	Medical Office Terminology II	3	This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as

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			it relates to the medical office. Two hours lecture and two hours laboratory.
BOT-1713	Mechanics of Communication	3	This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture.
BOT-1763	Communications Essentials	3	This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.
BOT-1823	Microsoft Excel I	3	This course focuses on application Microsoft Excel as an aid to management decision making.

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			Three hours lecture.
BOT-1853	Microsoft Excel II	3	This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.
BOT-2133	Desktop Publishing	3	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 processing software. Three hours lecture.
BOT-2183	Career Readiness	3	This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.
BOT-2233	Human Resource Mgmt	3	This course provides a general

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overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture.

BOT-2333	Microsoft Access	3	This course applied database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture.
BOT-2423	Income Tax Accounting	3	(Prerequisite: ACC 1213) This course introduces tax accounting including federal income tax laws and report preparation. Three hours lecture.
BOT-2433	Quickbooks	3	This course applies basic accounting principles using Quickbooks. Three hours lecture.
BOT-2463	Payroll Accounting	3	(Prerequisite: ACC 1213) This course provides an in-

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			depth study of payroll accounting. Three hours lecture.
BOT-2523	Medical Machine Transcription I	3	Prerequisites: BOT 1113, BOT 1613, and BOT 1623. This course is designed to teach transcription of various medical documents. Three hours lecture.
BOT-2533	Medical Machine Transcrip. II	3	Prerequisites: BOT 2523. This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. Three hours lecture.
BOT-2613	Entrepreneurial Problem Solve	3	This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case



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			studies, and projects and surveys of current business practices. Three hours lecture.
BOT-2623	Intro to Business Finance	3	This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. Three hours lecture.
BOT-2643	CPT Coding	3	Prerequisite: BOT 1613 and BOT 1623, or consent of the instructor. This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Three hours lecture.
BOT-2653	ICD Coding	3	Prerequisites: BOT 1613, BOT 1623, or consent of the instructor. This course is an introduction to the field of diagnostic coding. Three hours lecture.
BOT-2663	Advanced Coding	3	Prerequisites: BOT 2643 and BOT 2653. This course includes advanced analysis of diagnostic and

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			procedural coding systems. Three hours lecture.
BOT-2673	Medical Insurance Billing	3	Prerequisites: BOT 2643 and BOT 2653. 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. Three hours lecture.
BOT-2753	Medical Information Management	3	Prerequisites: BOT 2743. This course will continue coverage of medical office issues with emphasis on health insurance filing. Three hours lecture.
BOT-2763	Electronic Health Records	3	This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three hours lecture.
BOT-2813	Business Communications	3	(Prerequisites: Sophomore standing and BOT 1713, BOT 1113, or consent of instructor) This

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course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture.

BOT-2823	Communication Technology	3	(Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology. Three hours lecture.
BOT-2833	Integrated Computer Applications	3	(Prerequisite: BOT 1143, BOT 2813, BOT 2323, BOT 1813, or by consent of instructor) This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. Three hours lecture.
BOT-2913	Supervised Work Experience	3	(Prerequisite: Successful completion of at least 30 semester hours in the program and consent of the instructor) This course provides

related on-the-job training in an office environment. This training must include at least 135 clock hours. Nine hours externship

## Business Communications

Course	Title	Hours	Description
BOA-2533	Word Processing	3	This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Three hours lecture.
BOA-2613	Business Communications	3	This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture.

## Career Technical Education

Course	Title	Hours	Description
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CTE-1143	Fundamentals of Electrical Cons. Manu	3	This course is designed to introduce students to the 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. Two hours lecture and two hour laboratory.
CTE-1413	Financial Management	3	Provides the student with an understanding of personal financial concepts found in day to day living, including the study of savings, spending, giving, budgets, debt, consumer awareness, credit scores, financial responsibility, insurance, investments, and retirement planning as a way to improve the quality of life of the student. Three hours lecture.
CTE-1423	Organizational Behavior	3	Studies the relationships and behaviors of individuals, groups, and the organization, including theories of motivation,

decision making, communication, trust, emotions, ethics, attitudes, motives, perceptions, conflicts, stress in the workplace, leadership, organizational change, organizational culture, job fit, job satisfaction, pay, and work groups as a way to improve the functionality of the organization and the quality of life of its employees. Three hours lecture.

## Chemistry

Course	Title	Hours	Description
CHE-1211	General Chemistry Lab I	1	(Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Three hours laboratory.
CHE-1213	General Chemistry I	3	(Concurrent enrollment in CHE 1211 required; must be eligible for enrollment in MAT 1313, or credit in CHE

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1313 with a "C" or above.) 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. Three hours lecture.

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CHE-1221	General Chemistry 1 Lab II	(Concurrent enrollment in CHE 1223 required. ) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Three hours laboratory.
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CHE-1223	General Chemistry 3 II	(Prerequisites: CHE 1211 and 1213; concurrent enrollment in CHE 1221 required.) A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry.
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			Three hours lecture.
CHE-1311	Principles of Chemistry Lab	1	A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. Three hours laboratory.
CHE-1313	Principles of Chemistry	3	A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Three hours lecture.
CHE-1411	Intro Organic/Biochem Lab	1	Concurrent enrollment in CHE 1413 required. A laboratory course containing experiments and exercises which reinforce the principles ;introduced in CHE 1413 Organic and Biochemistry Survey, lecture. Three hours laboratory.
CHE-1413	Intro Organic/Biochemistry	3	Concurrent enrollment in CHE 1411 required. A lecture course that covers the fundamentals of



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		organic chemistry The last portion of the course emphasizes organic compounds and reactions involved in biological processes. Three hours lecture.
CHE-2421	Organic Chemistry 1 Lab I	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. Three hours laboratory.
CHE-2423	Organic Chemistry 3 I	(Prerequisite: CHE 1221 and CHE 1223. Concurrent enrollment in CHE 2421 required.) A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Three hours lecture.
CHE-2431	Organic Chemistry 1 Lab II	(Prerequisites CHE 2421 and CHE 2423. Concurrent enrollment in CHE

2433.) 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. Three hours laboratory.

CHE-2433	Organic Chemistry II	3	A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Three hours lecture.
CHE-ELECL	Chemistry Lab Elective	1	Students may choose a chemistry elective

## Civil Engineering Technology

Course	Title	Hours	Description
CIT-1113	Route Surveying	3	(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves,

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grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture and two hours laboratory.

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CIT-1213	Civil Construction Methods	3	A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures. Three hours lecture.
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CIT-1223	Road Construction Plans/Specs	3	A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. Three hours lecture.
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CIT-1413	Elementary Surveying	3	Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.
CIT-2113	Legal Principles of Surveying	3	A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434. Two hours lecture and two hours laboratory.
CIT-2123	Advanced Surveying Practices	3	A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses. Three hours lecture.
CIT-2434	Land Surveying	4	(Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land

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			description in accordance with original surveys and resurveys. Two hours lecture and four hours laboratory.
CIT-2444	GPS Surveying	4	(Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database. Two hours lecture and two hours laboratory.
CIT-2453	Geographical Info Systems	3	This course includes the use of computer mapping and databases in multiple applications. Included is information of imagery and data into a graphical-oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two hours lecture and four hours laboratory.

CIT-2913	Special Project	3	<p>(Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours laboratory.</p>
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## Collision Repair Technology

Course	Title	Hours	Description
ABT-1146	Struc Anaylis &Damage Repair I	6	<p>A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated</p>

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			repair time, and correct use of reference manuals. Three hours lecture and six hours laboratory.
ABT-1153	Struc Analysis & 3 Damage Rep II		This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two hours lecture and two hours laboratory.
ABT-1213	Auto Body Welding 3 & Cutting		A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. Two hours lecture and two hours laboratory.
ABT-1223	Non. Structural 3 Ana. Dam & Rep I		A course in the procedures and practices for metal finishing and body filling. This course also covers

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the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials. Two hours lecture and two hours laboratory.

ABT-1236	Non-Struc Analysis & Dmg Repai	6	This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture and six hours laboratory.
ABT-1313	Refinishing I	3	A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment,



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				and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture and four hours laboratory.
ABT-1314	Refinishing I	4		A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. (3)
ABT-1323	Refinishing II	3		Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture and four hours laboratory.
ABT-1443	Mechanical & Elec. Components I	3		A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as

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applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture.

ABT-1453	Mechanical & Elec. 3 Components II	A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture.
ABT-2163	Structural Ana. & 3 Damage Repair III	This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture and two hours laboratory.
ABT-2243	Non-Str. Ana. & 3 Damage Repair III	This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices. Two

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			hours lecture and two hours laboratory.
ABT-2336	Refinishing III	6	A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture and eight hours laboratory.
ABT-2713	Collision Analysis & Estimation	3	This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement parts, the estimated repair time, and correct use of reference manuals. Two hours lecture and two hours laboratory.
ABT-2813	Shop Operations & Procedures	3	An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial

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responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture and two hours laboratory.

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ABT-2913	Spec Prob in Collision Rep Tec	3	A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory.
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ABT-2923	Supervised Work Experience	3	A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Nine hours work experience per week.
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## Communications

Course	Title	Hours	Description
COM-2483	Intro to Mass Communications	3	A study of the history, organization, and mechanics of various mass

media. Designed to help the student understand the role of mass media in society. Three hours lecture.

## Computer Science

Course	Title	Hours	Description
CSC-1123	Computer Applications I	3	This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.
CSC-2134	Programming I with C++	4	An introduction to problem solving methods, 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. Three hours lecture and two hours laboratory.

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CSC-2144	Programming II with C++	4	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. Three hours lecture and two hours laboratory.
CSC-2833	Dis Math Struct for Comp Scien	3	Topics from logic and mathematical reasoning, set theory, recursion, combinatoris, number theory, Boolean algebra, digital logic, and graph theory, which are fundamental to the study of Computer Science. Prerequisite: Calculus I or permission of instructor and a structured computer programming course. Three hours lecture.
CSC-2844	Data Structures	4	Prerequisite: CSC 2144. Advanced data structures and their representation; advanced data abstraction and

corresponding algorithms; memory management; trees and graphs; search and sort techniques; symbol tables and indexes; classes of algorithms. Three hours lecture and two hours laboratory.

## Construction Engineering Tech

Course	Title	Hours	Description
CON-1113	Survey of Modern Construction	3	Fundamentals of the construction environment and construction methods, materials, processes, working, drawing, and specifications. Two hours lecture and two hours laboratory.
CON-1213	Construction Materials	3	Study and testing of the various materials used in the construction industry including reinforced concrete, prestressed concrete, wood, steel, and soil. Two hours lecture and two hours laboratory.
CON-1223	Plans & Document Interpretatio	3	Graphic techniques used in the construction industry. Includes computation, of areas and volumes,

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interpretation of building plans and specifications, symbols, and terms used in the residential, commercial, and heavy construction industry. Two hours lecture and two hours laboratory.

CON-1233	Construction Systems I	3	Common practices of Engineering and business practices in the construction industry. Equipment purchasing and budgeting along with basic engineering principles used in the construction industry. Two hours lecture and two hours laboratory.
CON-1313	Construction Drawing	3	Introduce the basics of drawing, sketching, CAD, and 3D methods. Two hours lecture and two hours laboratory.
CON-2113	Construction Job Site Mgmt	3	(Prerequisite: CON 1113) Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are



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			made through simulated projects. Two hours lecture and two hours laboratory.
CON-2123	Construction Cost Estimates	3	(Prerequisite: CON 1113) Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid. Two hours lecture and two hours laboratory.
CON-2233	Construction Systems II	3	(Prerequisite: CON 2123) Common practices of engineering in construction. Basic engineering is used through practices in formwork design and crane applications. Two hours lecture and two hours laboratory.
CON-2313	Construction Layout	3	Principles of site preparation and layout of structures. Use of levels, tapes and surveying instruments. Triangulation calculations, coordinate

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			calculations, differential leveling, and GPS technology are included. One hour lecture and four hours laboratory.
CON-2413	Construction Safety Standards	3	(Prerequisite: CON 1113) Management of safety and health in the construction environment. Basic elements of a safety and health program for the construction general contractor are examined to include regulator agencies. Concentrates on obtaining OSHA 30 certification. Two hours lecture and two hours laboratory.
CON-2513	Leadership, Mgt, & Org	3	CON 1113 and CON 2113 Study of the effective leadership and management styles in the construction industry. Also, how the construction industry is organized at the local, state, and national levels. Two hours lecture and two hours laboratory.
CON-2614	Internship	4	(Prerequisite: Successful completion of first year study.) A cooperative

program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Variable credit is awarded on the basis of one semester hour per 45 hours of on-site experience. 45 work hours 180 contact hours.

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CON-2624	Internship	4	(Prerequisite: CON 2613-6) Continuation of CON 2614 with advance placement in the on-site construction. 180 contact hours.
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## Cooperative Education

Course	Title	Hours	Description
COE-1013	Cooperative Educ Wrk Exp I-C	3	First supervised work experience performed in a job setting related to the student's major field of study.
COE-1023	Cooperative Educ Wrk Exp II-C	3	Second supervised work experience.
COE-1033	Cooperative Educ Wrk Exp III-C	3	Third supervised work experience.

## Criminal Justice

Course	Title	Hours	Description
CRJ-1313	Intro to Criminal Justice	3	History, development, and

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			philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture.
CRJ-1323	Police Admin. & Organization I	3	Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture.
CRJ-1363	Introduction to Corrections	3	An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture.
CRJ-1373	Intro to Homeland Security	3	The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three hours lecture.

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CRJ-2323	Criminal Law	3	A study of the basic elements of substantive criminal law including defenses to criminal liability. Three hours lecture.
CRJ-2333	Criminal Investigation I	3	A study of principles of investigation; proper collection, documentation, and preservation of evidence. Three hours lecture.
CRJ-2413	Admin of Criminal Justice	3	A study of the legal concepts and procedures, including laws of arrest and search warrant procedures, beginning with the issuance of legal process to ultimate disposition, including information, indictments, arraignments, preliminary hearings, bail, juries and trial and penal conditions. Three hours lecture.
CRJ-2513	Juvenile Justice	3	Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and

court procedures applied to juveniles. Three hours lecture.

## Culinary Arts Technology

Course	Title	Hours	Description
CUT-1124	Culinary Principles II	4	(Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.
CUT-1134	Principles of Baking	4	(Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care

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			for equipment. Two hours lecture and four hours laboratory.
CUT-1513	Garde Manger	3	(Prerequisites: HRT 1114 & HRT 1213) This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation and explores the various duties of the modern garde manger. One hour lecture and four hours laboratory.
CUT-1613	Nutrition	3	This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals. One hour lecture and four hours laboratory.
CUT-2223	Menu Planning	3	This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety

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of eating habits and taste of the dining public are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture.

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CUT-2314	American Regional Cuisine	4	(Prerequisites: HRT 1114 & HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory.
CUT-2424	International Cuisine	4	(Prerequisites: HRT 1114 & HRT 1213) A study of cuisines of the world with emphasis on

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use of authentic ingredients, methods, and terminology. Two hours lecture and four hours laboratory.

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CUT-2923	Culinary Arts Internship	3	Supervised work experience in culinary arts. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours work experience per week. ManageFirst course.
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## Dental Hygiene Technology

Course	Title	Hours	Description
DHT-1115	Fundament. of Dental Hygiene	5	Introduction to basic theories and techniques of instrumentation and oral prophylaxis; to clinical procedures and practices including prevention of disease transmission. Medical and dental histories;

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oral inspection and charting; application of fluoride; instrument sharpening. Two hours lecture and six hours laboratory.

DHT-1242	Anatomy & Histology/ Head & Neck	2	This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It also includes studies of the microscopic and development of types of cells, tissues and organs of the head and neck. Two hours lecture.
DHT-1252	Dental Anatomy & Embryology	2	This course is a study of the morphological characteristics of the teeth and supporting structures. Also given is a survey 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. Two hours lecture.
DHT-1314	Radiology	4	Designed to familiarize the

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student with the principles of radiation, protective measures, and the principles and techniques of intraoral and extraoral radiography. Three hours lecture and two hours laboratory.

DHT-1415	Clinical Dental Hygiene I	5	The first course designed to increase the student's knowledge of dental hygiene procedures; use of caries preventive agents, detection of dental decay; periodontal pockets and soft tissue lesions. One hour lecture and twelve hours clinical.
DHT-1513	Periodontics	3	An indepth study of the supporting structures of the teeth with a full clinical and theoretical understanding of their conditions in good health as well as in pathological conditions. Three hours lecture.
DHT-1931	Medical Dental Emergencies	1	This course provides the student with the opportunity to discuss managing dental office

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			emergencies. One hour lecture.
DHT-1941	Theories of Patient Care	1	This course provides the student with the opportunity to discuss patient care and treatment plans. One hour lecture.
DHT-2233	General & Oral Pathology	3	Principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Three hours lecture.
DHT-2425	Clinical Dental Hygiene II	5	Emphasis on use of curettes, models, and the ultrasonic scaler. One hour lecture and twelve hours clinical
DHT-2436	Clinical Dental Hygiene III	6	Emphasis on mastery of dental hygiene clinical tasks. Two hours lecture and twelve hours clinical.
DHT-2613	Dental Materials	3	Study of the properties of materials used in dentistry and techniques of manipulation of these materials. Two hours lecture and two hours laboratory.
DHT-2713	Pharmacology	3	A basic introduction to drug actions and their mechanism when introduced

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			to the body under specific conditions, and the reaction of the body to drugs. Three hours lecture.
DHT-2822	Community Dental Health I	2	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 some phases of community and school dental health programs.
DHT-2832	Community Dental Health II	2	This course is a continuation of Community Dental Health I and includes application of dentistry. Field experiences to give an opportunity to observe and participate in some community and/or school dental health programs.
DHT-2922	Ethics and Jurisprudence	2	Study of laws governing the practice of dentistry and dental hygiene and the ethics

			involved. Two hours lecture.
DHT-2951	Fundamentals of Licensure	1	This course provides the student with the opportunity to discuss dental disciplines and professional development. One hour lecture.
DHT-2961	General & Dental Nutrition	1	This course provides the student with the general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. One hour lecture.

## Diagnostic Medical Sonography

Course	Title	Hours	Description
DMS-1114	Introduction to Ultrasound	4	Students will be introduced to ultrasound equipment. Cleaning and disinfectant procedures will be shown. Types of film, paper printers, video recorders, scanning tables, ultrasound probes, and recording methods will be discussed. Legal/ethical issues and patient contact within the ultrasound department, as well as scanning

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protocols, are included. Students will learn the sonographer's role in patient care.

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DMS-1213	Sectional Anatomy 3	This course provides students with ultrasound appearance of abdominal and pelvic sectional anatomy. It includes a description of gross sectional anatomy and identification of sonographic appearance of normal anatomy.
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DMS-1313	Ultrasound Physics & Instrumentation I	In-depth presentation of basic principles of diagnostic medical ultrasound physics and instrumentation. Description of diagnostic ultrasound transducers and ultrasound interaction with human tissue will be presented.
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DMS-1323	Ultrasound Physics & Instrumentation II	A continuation of Ultrasound Physics and Instrumentation I (DMS 1313). This class includes an in-depth presentation of image display modes, Doppler, color, and hemodynamics
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of diagnostic ultrasound. The causes of artifacts and how to scan safely, conduct instrument performance measurements, and prepare for registry examinations.

DMS-1414	Clinical Experience 4 I	This class includes clinical instruction in the scanning lab and in clinical site institutions. Students will first receive hands-on experience in the scanning lab and then in clinical site rotations.
DMS-1415	Clinical Experience 5 I	This class includes clinical instruction in the scanning lab and in clinical site institutions. Students will first receive hands-on experience in the scanning lab and then in clinical site rotations.
DMS-1426	Clinical Experience 6 II	This course includes clinical practice and instruction in a clinical rotation site.
DMS-1435	Clinical Experience 5 III	This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management,



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			operation of equipment, and sonographic procedures. All procedures will be performed under direct supervision.
DMS-1513	Abdominal Sonography	3	Presentation of pathology, pathophysiology of abdominal anatomy including liver, kidneys, spleen, gallbladder, pancreas, and vascular structures associated with organs, as well as the 57 abdominal cavities and the non-cardiac chest. Normal aging changes and laboratory values are presented.
DMS-1523	Obstetric&GyneologicSonography	3	This class discusses pathology/ pathophysiology associated with female anatomy and obstetrical sonographic examinations. Sonographic appearance of the female pelvis premenopausal through postmenopausal and evaluation of pregnancy from conception to delivery will be discussed. Evaluating

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			infertility and related laboratory values, as well as other imaging procedures, will be included.
DMS-1524	OB/Gyn Sonography	4	No Description Available
DMS-1533	Advanced Sonography Procedures	3	Neurosonology, ophthalmology, adult cardiac, pediatric cardiac, and vascular technology will be discussed. Superficial structures scanning including prostate, thyroid, scrotum and breast will be included.
DMS-1612	Sonography Seminar	2	This course will prepare students for ARDMS/ARRT certification examinations.
DMS-1622	Ultrasound Exam Critique	2	This course will present case studies of normal and abnormal sonographic exams. Students will attend presentations of guest lecturers.

## **Diesel Power Technology**

Course	Title	Hours	Description
DET-1114	Fundamental Equipment Mechanic	4	Review and update of safety procedures; tools and equipment usage; handling, storing, and

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			disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Four hours lecture.
DET-1213	Hydraulic Brake Systems	3	Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory.
DET-1223	Electrical/Electronic Systems	3	Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems. Two hours lecture and two hours laboratory.
DET-1263	Electrical II	3	Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related

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				electrical systems. One hour lecture and four hours laboratory.
DET-1364	Diesel Systems I	4		Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory.
DET-1374	Diesel Systems II	4		Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory.
DET-1614	Prevent Maintenance & Service	4		Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory.
DET-1713	Power Trains	3		Diagnosis, service, maintenance, and repair of power train units on

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diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory.

DET-1813	Air Condition & Heating System	3	<p>Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. Two hours lecture and two hours laboratory.</p>
DET-2253	Steering & Suspension Systems	3	<p>Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and</p>

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			related components diagnosis and repair. diagnosis and repair. Two hours lecture and two hours laboratory.
DET-2273	Elec/Electronic Systems III	3	Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. One hour lecture and four hours laboratory.
DET-2383	Diesel Systems III	3	Diagnosis, service, and repair of general engine operations and fuel system operations. Two hours lecture and two hours laboratory.
DET-2623	Advanced Brake Systems (Air)	3	Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. Two hours lecture and two hours laboratory.

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DET-2914	Special Problem/ Projects	4	No Description Available
DET-2916	Supervised Work Experience	6	A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Eighteen hours work experience per week.
DET-2926	Supervised Work Experience	6	A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Eighteen hours work experience per week.

## Drafting, Design, & 3D Model

Course	Title	Hours	Description
DDT-1113	Fundamentals of Drafting	3	Fundamentals and principles of drafting to provide the background needed for all other drafting courses. Two hours lecture and two hours laboratory.
DDT-1133	Machine Drafting I	3	(Prerequisites: DDT 1113 and 1313) Emphasizes methods,

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techniques, and procedures in presenting screws, bolts, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. One hour lecture and four hours laboratory.

DDT-1153	Descriptive Geometry	3	(Prerequisite: DDT 1113) Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hour lecture and four hours laboratory.
DDT-1163	Engineering Graphics	3	This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture and two hours laboratory.
DDT-1173	Mechanical Design I	3	Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes



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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. Two hours lecture and two hours laboratory.

DDT-1213	Construction Standards & Mater	3	Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. Two hours lecture and two hours laboratory.
DDT-1313	Computer Aided Design I	3	This course will introduce the student to the operating system and how to perform basic drafting on CAD software. Two hours lecture and two hours laboratory.
DDT-1323	Computer Aided Design II	3	(Prerequisite: DDT 1313) This course is designed as a continuation of CAD I. Subject areas will include dimensioning,

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			sectional views, and symbols. Two hours lecture and two hours laboratory.
DDT-1413	Elementary Surveying	3	Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.
DDT-1613	Architectural Design I	3	(Prerequisites: DDT 1313) This course is a study and development of architectural design principles for a residential structure. One hour lecture and four hours laboratory.
DDT-2153	Civil Planning & Design	3	This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory.
DDT-2213	Structural Detailing I	3	Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are

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studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours laboratory.

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DDT-2233	Structural Drafting	3	(Prerequisites: DDT 1313 and DDT 1114) Structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. One hour lecture and four hours laboratory.
DDT-2243	Cost Estimating	3	Preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture

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			and two hours laboratory.
DDT-2253	Statics & Strength of Material	3	Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. Two hours lecture and two hours laboratory.
DDT-2263	Quality Assurance	3	The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two hours lecture and two hours laboratory.
DDT-2343	Advanced CAD	3	(Prerequisite: DDT 1323 or consent of instructor) A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One hour lecture and four hours laboratory.
DDT-2373	3D Modeling	3	This course will emphasize the user coordinate system and 3-D modeling. Two hours lecture

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			and two hours laboratory.
DDT-2423	Mapping & Topography	3	(Prerequisites: DDT 1413 and DDT 1323 or by consent of the instructor) Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs and related references and materials including symbols, notations, and other applicable standardized materials. Two hours lecture and two hours laboratory.
DDT-2433	Legal Prin of Surveying I	3	The study of location, conveyance, ownership and transfer of real property under the laws of the State of Mississippi. Two hours lecture and two hours laboratory.
DDT-2623	Architectural Design II	3	(Prerequisites: DDT 1613 and DDT 1323 or by consent of the instructor) This course emphasizes standard procedures and

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working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. One hour lecture and four hours laboratory.

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DDT-2813	Inventor 3D Model & Animation	3	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. One hour lecture and four hours laboratory.
DDT-2823	Revit Architecture	3	This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability

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to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building. One hour lecture and four hours laboratory.

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DDT-2913	Special Project	3	(Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Nine hours laboratory per week.
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DDT-2923	Supervised Work Experience	3	Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. This training must include at least 135 clock hours.
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## Early Childhood Edu Technology

Course	Title	Hours	Description
CDT-1111	Early Childhood Ed 1 Seminar I	1	This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.
CDT-1113	Early Childhood Profession	3	This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Two hours lecture and two hours laboratory.
CDT-1121	Early Childhood Ed 1 Seminar II	1	This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national



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early childhood education activities. One hour lecture.

CDT-1214	Infant & Toddler Development	4	This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers. Three hours lecture and two hours laboratory.
CDT-1224	Preschool & Primary Development	4	This course provides knowledge concerning the care, development, and education of the preschool child in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (Ages 3 -8). Three hours lecture and two hours laboratory.
CDT-1313	Creative Arts - Young Children	3	This course provides knowledge concerning the care and development of

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infants and toddlers in group settings. Practice of infant and toddler This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Three hours lecture.

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CDT-1343	Child Health Safety 3 & Nutrit	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). Three hours lecture.
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CDT-1713	Lang/Literacy for Yng Children	3	This course includes a study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R) are utilized. Three hours lecture.
CDT-2111	Early Childhood Ed Seminar III	1	This course focuses on objectives that would best prepare students for the national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.
CDT-2121	Early Childhood Seminar IV	1	This course focuses on objectives that would best prepare students for the

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national exam, collaborate club, and on campus activities, and network with state, regional, and national early childhood education activities. One hour lecture.

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CDT-2233	Guiding Social & Emotional Dev	3	<p>This course focuses on identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R). Lab activities will be implemented during Student</p>
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			Teaching I and II. Three hours lecture.
CDT-2413	Development of the Exceptional Child	3	(Prerequisite: Permission by the Instructor.) This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scaled Revised (ECERS-R). Two hours lecture and two hours laboratory.
CDT-2513	Fam Dynamics & Com Involvement	3	This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower

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families while involving families in their children's development and learning. Three hours lecture.

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CDT-2613	Methods, Materials, 3 & Measure	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. The learning experience will be implemented during Practicum. Three hours lecture.
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CDT-2713	SS Math Sci for 3 Preschool	This course provides instructional and hands-on techniques in planning
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developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture.

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CDT-2714	Soc Studies, Math, 4 & Science	This course provides instructional and hands on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Four hours lecture.
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CDT-2813	Admin of Prog for 3 Young Child	(Prerequisite: First three semesters of core courses or by permission of ECE T Program Coordinator) This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures,
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organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS). Three hours lecture.

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CDT-2915	Initial Practicum	5	<p>(Prerequisites: Creative Arts for Young Children CDT 1313, Language and Literacy Development for Young Children CDT 1313, Child Health and Safety CDT 1343, Child Development I CDT 1313, and Child Development II CDT 1224 or by permission of ECET Program Coordinator. Co-requisite: Nutrition for Young Children CDT 1513) This course is supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and</p>
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theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Ten hours lab.

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CDT-2925

Student Teaching II 5

Prerequisites: CDT 1314, CDT 2233, CDT 2613, CDT 2714, CDT 1214, and CDT 1224, or by permission of ECET Program Coordinator.  
 Corequisite: CDT 1513. This course is a continuation of Student Teaching I, which allows advanced child development students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas.

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All competencies will be achieved and documented by the completion of the two student teaching courses. Ten hours laboratory.

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CDT-2945	Advanced Practicum	5	<p>(Prerequisites: Creative Arts CDT 1313, Guiding Social and Emotional Behavior CDT 2233, Methods and Materials CDT 2613, Social Studies, Math, Science for Young Children CDT 2713, Child Development I CDT 1214, and Child Development II CDT 1224, Student Teaching I CDT 2915, or by permission of the ECET program coordinator. Co-requisite: Administration of Programs for Young Children CDT 2813) This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course</p>
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which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Ten hours laboratory.

## Economics

Course	Title	Hours	Description
ECO-2113	Principles of Economics(Macro)	3	The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/ business cycles and economic growth and circular flow of market economies. Three hours lecture.
ECO-2123	Principles of Economics(Micro)	3	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. Three hours lecture.

## Educational Psychology

Course	Title	Hours	Description
EPY-2513	Child Psychology	3	A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial, and cognitive development from conception into emerging adolescence. implications for education. Three hours lecture.
EPY-2533	Human Growth and Development	3	A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professionals and others who work with people. who work with people. Three hours lecture.

## Elective

Course	Title	Hours	Description
ACA-ELECT	Academic Elective	3	Approved advisor elective: AGR 1214 - Animal Science

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AGR 1313 - Plant  
Science AGR  
2224 - Feeds and  
Feeding AGR 2254  
- Livestock Judging  
and Evaluation  
AGR 2314 -  
Basic Soils AGR  
2713 - Principles  
of Agricultural  
Economics  
ART 1113 - Art  
Appreciation ART  
1313 - Drawing  
I ART 1323 -  
Drawing II ART  
1383 - Photography  
I ART 1433 -  
Design I ART  
1443 - Design  
II ART 1453 -  
Three-Dimensional  
Design ART  
1513 - Computer  
Art ART 2513 -  
Painting I ART  
2523 - Painting  
II ART 2613 -  
Ceramics I ART  
2623 - Ceramics  
II ART 2713 - Art  
History I ART 2723  
- Art History II BIO  
1114 - Principles  
of Biology I BIO  
1124 - Principles of  
Biology II BIO 1134  
- General Biology I  
BIO 1144 - General  
Biology II BIO 1214  
- Environmental  
Science BIO 1314 -  
Botany I BIO 1534 -  
Survey of Anatomy  
and Physiology  
BIO 2514 -  
Anatomy and

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Physiology I BIO  
2524 - Anatomy  
and Physiology  
II BIO 2924 -  
Microbiology CHE  
1213 - General  
Chemistry I CHE  
1223 - General  
Chemistry II CHE  
1313 - Principles  
of Chemistry CHE  
1413 - Organic  
and Biochemistry  
Survey CHE 2423 -  
Organic Chemistry  
I, Lecture CHE  
2433 - Organic  
Chemistry II CRJ  
1313 - Introduction  
to Criminal Justice  
CRJ 1323 - Police  
Administration and  
Organization CRJ  
1363 - Introduction  
to Corrections CRJ  
1373 - Introduction  
to Homeland  
Security CRJ 2323  
- Criminal Law CRJ  
2333 - Criminal  
Investigation  
CRJ 2413 -  
Administration  
of Criminal  
Justice CRJ  
2513 - Juvenile  
Justice CSC  
1123 - Computer  
Applications  
I CSC 2134 -  
Programming I  
with C++ ECO  
2113 - Principles of  
Macroeconomics  
ECO 2123 -  
Principles of  
Microeconomics

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ENG 2133 -  
Creative Writing  
ENG 2153  
- Traditional  
Grammar ENG  
2223 - American  
Literature I ENG  
2233 - American  
Literature II ENG  
2323 - British  
Literature I ENG  
2333 - British  
Literature II ENG  
2423 - World  
Literature I ENG  
2433 - World  
Literature II ENG  
2513 - Survey of  
African American  
Literature ENG  
2613 - Film as  
Literature ENG  
2923 - Writing for  
Publication FCS  
1233 - Principles  
of Nutrition FCS  
1253 - Nutrition  
FCS 2813 - Family  
Relationships  
GEO 1113 -  
World Regional  
Geography HIS  
1113 - Western  
Civilizations I HIS  
1123 - Western  
Civilizations II  
HIS 1163 - World  
Civilizations I  
HIS 1173 - World  
Civilizations II HIS  
1613 - Survey of  
African-American  
History HIS 2213  
- American (US)  
History I HIS 2223  
- American (US)  
History II HON

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1913 MAT 1323 -  
Trigonometry MAT  
1343 - Elementary  
Functions (Pre-  
Calculus) MAT  
1513 - Business  
Calculus I MAT  
1523 - Business  
Calculus II MAT  
1613 - Calculus  
I MAT 1623  
- Calculus II  
MAT 1723 -  
Real Number  
System MAT  
1733 - Geometry,  
Measurement, and  
Probability MAT  
2113 - Introduction  
to Linear Algebra  
MAT 2323 -  
Statistics MAT  
2613 - Calculus  
III MAT 2623 -  
Calculus IV MAT  
2913 - Differential  
Equations MFL  
1113 - Elementary  
French I MFL  
1123 - Elementary  
French II MFL  
1213 - Elementary  
Spanish I MFL  
1223 - Elementary  
Spanish II MFL  
2113 - Intermediate  
French I MFL 2123  
- Intermediate  
French II MFL  
2213 - Intermediate  
Spanish I MFL  
2223 - Intermediate  
Spanish II HPR  
1213 - Personal  
and Community  
Health HPR  
1213 - Personal



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and Community  
 Health HPR 1313  
 - Introduction to  
 Kinesiology/Health,  
 Physical Education,  
 and Recreation  
 HPR 1593 - Health  
 Concepts of  
 Physical Activity,  
 Wellness, and  
 Nutrition HPR  
 2213 - First Aid &  
 CPR HPR 2711 -  
 Athletic Training  
 Terminology HPR  
 2723 - Prevention  
 and Care of Athletic  
 Injuries HPR 2733  
 - Introduction to  
 Athletic Training  
 MUS 1113 - Music  
 Appreciation MUS  
 2123 - Music  
 Survey (Majors)  
 MUS 1133 -  
 Fundamental

ACC-ELECT	Accounting Tech Elective	3	Choose from: BAD 2413 Legal Environment of Business I, BOT 2423 Income Tax Accounting, or BOT 2463 Payroll Accounting
ADV-ELECT	Advisor Approved Elective	1	Choose from any electives approved by advisor.
AGR-ELECT	Agriculture Elective	1	Choose from any AGR course.
ART-ELECT	Art Elective	3	Choose from: ART 1113 Art Appreciation, ART 1383 Photography I, ART 1453 Three- Dimensional

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			Design, ART 1513 Computer Art, ART 2353 Figure Drawing I, ART 2513 Painting I, ART 2523 Painting II, ART 2613 Ceramics I, or ART 2623 Ceramics II
BIO-ELECT	Biology Elective	1	Choose from: BIO 1114 Principles of Biology I, BIO 1124 Principles of Biology II, BIO 1134 General Biology I, BIO 1144 General Biology II, BIO 1214 Environmental Science, BIO 1314 Botany I, BIO 1534 Survey of Anatomy & Physiology, BIO 2514 Anatomy & Physiology I, BIO 2524 Anatomy & Physiology II, or BIO 2924 Microbiology
BOT-ELECT	Business & Office Tech Elective	3	Choose from any advisor approved elective in BOT
BSN-ELECT	One Hour Elective for BSN	1	Choose from an advisor approved elective.
CHE-ELECT	Chemistry Elective	3	Choose from an advisor approved elective in CHE
CMP-ELECT	Computer Technology Elective	3	Choose from: BOT 2333 Microsoft Access, IST 1123 IT Foundations, IST 1133 Fundamentals

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			of Data Communications
CRJ-ELECT	Criminal Justice Elective	3	Possible course include: CRJ 1323, CRJ 1363, CRJ 1373, CRJ 2323, CRJ 2333, CRJ 2413, CRJ 2513
ECO-ELECT	Economics Elective	3	Choose from ECO courses
EL-A-ELECT	Academic Elective	3	Approved advisor elective: AGR 1214 - Animal Science, AGR 1313 - Plant Science, AGR 2224 - Feeds and Feeding, AGR 2254 - Livestock Judging and Evaluation, AGR 2314 - Basic Soils, AGR 2713 - Principles of Agricultural Economics, ART 1113 - Art Appreciation, ART 1313 - Drawing I, ART 1323 - Drawing II, ART 1383 - Photography I, ART 1433 - Design I, ART 1443 - Design II, ART 1453 - Three-Dimensional Design, ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723

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- Art History II BIO  
1114 - Principles  
of Biology I BIO  
1124 - Principles of  
Biology II BIO 1134  
- General Biology I  
BIO 1144 - General  
Biology II BIO 1214  
- Environmental  
Science BIO 1314 -  
Botany I BIO 1534 -  
Survey of Anatomy  
and Physiology  
BIO 2514 -  
Anatomy and  
Physiology I BIO  
2524 - Anatomy  
and Physiology  
II BIO 2924 -  
Microbiology CHE  
1213 - General  
Chemistry I CHE  
1223 - General  
Chemistry II CHE  
1313 - Principles  
of Chemistry CHE  
1413 - Organic  
and Biochemistry  
Survey CHE 2423 -  
Organic Chemistry  
I, Lecture CHE  
2433 - Organic  
Chemistry II CRJ  
1313 - Introduction  
to Criminal Justice  
CRJ 1323 - Police  
Administration and  
Organization CRJ  
1363 - Introduction  
to Corrections CRJ  
1373 - Introduction  
to Homeland  
Security CRJ 2323  
- Criminal Law CRJ  
2333 - Criminal  
Investigation  
CRJ 2413 -

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Administration  
of Criminal  
Justice CRJ  
2513 - Juvenile  
Justice CSC  
1123 - Computer  
Applications  
I CSC 2134 -  
Programming I  
with C++ ECO  
2113 - Principles of  
Macroeconomics  
ECO 2123 -  
Principles of  
Microeconomics  
ENG 2133 -  
Creative Writing  
ENG 2153  
- Traditional  
Grammar ENG  
2223 - American  
Literature I ENG  
2233 - American  
Literature II ENG  
2323 - British  
Literature I ENG  
2333 - British  
Literature II ENG  
2423 - World  
Literature I ENG  
2433 - World  
Literature II ENG  
2513 - Survey of  
African American  
Literature ENG  
2613 - Film as  
Literature ENG  
2923 - Writing for  
Publication FCS  
1233 - Principles  
of Nutrition FCS  
1253 - Nutrition  
FCS 2813 - Family  
Relationships  
GEO 1113 -  
World Regional  
Geography HIS

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1113 - Western  
Civilizations I HIS  
1123 - Western  
Civilizations II  
HIS 1163 - World  
Civilizations I  
HIS 1173 - World  
Civilizations II HIS  
1613 - Survey of  
African-American  
History HIS 2213  
- American (US)  
History I HIS 2223  
- American (US)  
History II HON  
1913 MAT 1323 -  
Trigonometry MAT  
1343 - Elementary  
Functions (Pre-  
Calculus) MAT  
1513 - Business  
Calculus I MAT  
1523 - Business  
Calculus II MAT  
1613 - Calculus  
I MAT 1623  
- Calculus II  
MAT 1723 -  
Real Number  
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2113 - Introduction  
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Statistics MAT  
2613 - Calculus  
III MAT 2623 -  
Calculus IV MAT  
2913 - Differential  
Equations MFL  
1113 - Elementary  
French I MFL  
1123 - Elementary  
French II MFL  
1213 - Elementary

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Spanish I MFL  
 1223 - Elementary  
 Spanish II MFL  
 2113 - Intermediate  
 French I MFL 2123  
 - Intermediate  
 French II MFL  
 2213 - Intermediate  
 Spanish I MFL  
 2223 - Intermediate  
 Spanish II HPR  
 1213 - Personal  
 and Community  
 Health HPR  
 1213 - Personal  
 and Community  
 Health HPR 1313  
 - Introduction to  
 Kinesiology/Health,  
 Physical Education,  
 and Recreation  
 HPR 1593 - Health  
 Concepts of  
 Physical Activity,  
 Wellness, and  
 Nutrition HPR  
 2213 - First Aid &  
 CPR HPR 2711 -  
 Athletic Training  
 Terminology HPR  
 2723 - Care and  
 Prevention of  
 Athletic Injuries  
 HPR 2733 -  
 Introduction to  
 Athletic Training  
 MUS 1113 - Music  
 Appreciation MUS  
 2123 - Music  
 Survey (Majors)  
 MUS 1133 - Fun

ELEC-ACAD	Academic Elective	3	Choose from any academic course
ELEC-ADVIS	Advisor Approved Elective	5	Choose from any advisor approved elective.

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ELEC-TECH	Technical Elective	5	Choose from any technical course.
EL-T-ELECT	Technical Elective	3	An advisor approved elective in the technical field.
EL-V-ELECT	Vocational Elective	3	Elective used for recording transfer work.
ENG-ELECT	English Elective	3	Choose from any ENG course.
FINE-ELECT	Fine Arts Elective	3	Choose from any fine arts classes.
HIS-ELECT	History Elective	3	choose from any history courses.
HUM-ELECT	Humanities Elective	3	Choose from any humanities courses in history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II
IST-ELECT	Info Systems Tech Elective	3	Choose from any IST course.
LET-ELECT	Paralegal Elective	3	Choose from any LET course.
MAT-ELECT	Math Elective	3	Choose from any MAT course 1313 or higher. *Some programs may only require MAT 1233 or higher.
MFL-ELECT	Foreign Language Elective	3	Choose from any MFL course.
MUA-ELECT	Applied Music Elective	1	Choose any MUA course.
MUO-ELECT	Music Ensemble Elective	1	Choose any MUO course.



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MUS-ELECT	Music Elective	3	Choose any MUS course.
PHY-ELECT	Physical Science Elective	4	Choose any PHY course.
PROG-ELECT	Computer Programming Elective	3	Choose from: CSC 2134 Programming I with C++, CSC 2144 Programming II with C++, CSC 2833 Discrete Structures, or CSC 2844 Data Structures
PSC-ELECT	Political Science Elective	3	Choose any PSC course.
SBA-ELECT	Social/Behavioral Science Elective	3	Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.
SCI-ELECT	Science Elective	1	Choose any BIO, PHY, or CHE course.
SPT-ELECT	Speech Elective	3	Choose any SPT course.
TECH-ELECT	Technical Elective	3	Choose from any Technical Elective.

## Electrical Technology

Course	Title	Hours	Description
ELT-1113	Residential/Light Comm Wiring	3	This course provides advanced skills related to the wiring of multifamily and small commercial buildings. This course includes

## NEMCC Course Catalog

			instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. Two hours lecture and two hours laboratory.
ELT-1123	Commercial & Industrial Wiring	3	This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks Two hours lecture and two hours laboratory.
ELT-1143	AC/DC Circuits for Electrical	3	Principles and theories associated with AC and DC circuits 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. Two hours lecture and two hours laboratory.
ELT-1193	Fundamentals of Electricity	3	This is a basic course designed to provide fundamental skill

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associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two hours lecture and two hours laboratory.

ELT-1213	Electrical Power	3	This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory.
ELT-1223	Motor Maintenance & Troublesho	3	This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture and two hours laboratory.
ELT-1253	Branch Cir & Serv Ent Calc	3	The course is designed to teach students the calculations of circuit sizes for all branch circuits and

## NEMCC Course Catalog

			service entrances in all electrical installation. Proper use of the National Electrical Code will be required. Two hours lecture and two hours laboratory.
ELT-1263	Electrical Drawing & Schematic	3	This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematics diagrams. Prints and drawings associated with electrical wiring will be studied. Two hours lecture and two hours laboratory.
ELT-1334	Flex. Manu. Sys. for Ele. Tech	4	This course is a production project which requires the student to apply technical skills acquired in previous courses. Project management is provided by the instructor with the students working as teams in each particular area of the manufacturing system. The students are required to plan the project and prepare the

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integrated system to manufacture a product. This includes all software, hardware fixture, clamping mechanisms, material handling requirements sensors and interfacing, and external control devices. Two hours lecture and four hours laboratory.

ELT-1413	Motor Control Systems	3	This is a course in 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. Two hours lecture and two hours laboratory.
ELT-2113	Equip Maint Trblshoot & Repair	3	Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and two hours laboratory.
ELT-2423	Solid State Motor Control	3	This course deals with the principles and operation of solid state motor

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control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture and two hours laboratory.

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ELT-2613	Programmable Logic Controllers	3	This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture and two hours laboratory.
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ELT-2623	Advanced Prog Logic Controller	3	(Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer
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used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory.

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ELT-2913	Special Projects	3	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. Six hours laboratory.
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## Electronics Technology

Course	Title	Hours	Description
EET-1114	DC Circuits	4	This course is designed for students to know the 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. Two hours

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			lecture and four hours laboratory.
EET-1123	AC Circuits	3	(Prerequisite: EET 1114) This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory.
EET-1192	Fundamentals of Electronics	2	Courses to explain, demonstrate, and practice general safety procedures in the shop, lab, and industrial environments. This course will also allow the student to demonstrate and utilize the proper bread boarding techniques, proficiency in the use of a calculator, the proper use and operation of test equipment, and proper soldering and desoldering techniques. Two hours lecture and two hours laboratory.
EET-1214	Digital Electronics	4	This course is designed



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to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture and two hours laboratory.

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EET-1334	Solid State Devices 4 & Circuits	(Prerequisites: EET 114, EET 1123) This course is designed to introduce the student to active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture and four hours lab.
EET-2334	Linear Integrated 4 Circuits	(Prerequisite: EET 1314) This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated

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			circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. Three hours lecture and two hours laboratory.
EET-2414	Electronic Communications	4	(Prerequisite: EET 1314) This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hour lecture and four hours laboratory.
EET-2514	Interfacing Techniques	4	(Prerequisite: EET 1314) This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two hours lecture

and four hours  
laboratory.

## Engineering

Course	Title	Hours	Description
EGR-2413	Engineering Mechanic I:Statics	3	(Co/Prerequisite: MAT 1623) A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three hours lecture.

## English

Course	Title	Hours	Description
ENG-0113	Beginning English	3	This course integrates reading, critical thinking, and writing assignments to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and

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			unified essays. Three hours lecture.
ENG-0143	Composition Companion I	3	A companion course to ENG 1113 designed to provide direct support and scaffolding exercises for specific projects in the credit-bearing course. Peer collaboration and one-on-one instructional support through writing process are emphasized. Recommended for students whose ACT English sub-score is 15 or 16. (Institutional Credit Only) Three hours lecture.
ENG-1113	English Composition I	3	English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.
ENG-1123	English Composition II	3	ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required.

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			Three hours lecture.
ENG-2133	Creative Writing	3	ENG 2133 involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. Three hours lecture.
ENG-2153	Traditional Grammar	3	ENG 2153 focuses on the basic elements of English grammar and mechanics. Three hours lecture.
ENG-2223	American Literature 3 I	3	ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours lecture.
ENG-2233	American Literature 3 II	3	ENG 2233 surveys representative prose and poetry of the United States from Civil War to the present. Three hours lecture.
ENG-2323	British Literature I	3	(Prerequisites: ENG 1113-1123) ENG 2323 surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three hours lecture.
ENG-2333	British Literature II	3	(Prerequisites: ENG 1113-1123) ENG 2333 surveys British literature

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			from the Romantic Period to the present. Three hours lecture.
ENG-2423	World Literature I	3	ENG 2423 surveys texts representative of global and historical diversity from the ancient world through the early modern world. Three hours lecture.
ENG-2433	World Literature II	3	ENG 2433 surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Three hours lecture.
ENG-2513	Survey of African American Lit	3	ENG 2513 surveys literature of major African American writers from its Vernacular Tradition to the present. Three hours lecture.
ENG-2613	Film As Literature	3	ENG 2613 involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Three hours lecture.
ENG-2923	Writing for Publication	3	ENG 2923 is designed for students who are interested in writing for publication. Emphasis is given to meeting

specific publishing requirements for novels, short fiction, poetry, drama, television scripts, and newspaper and magazine articles. Three hours lecture.

## Family and Consumer Sciences

Course	Title	Hours	Description
FCS-1233	Principles of Nutrition	3	A study of principles involved in food selection, food preparation, and food buying. Emphasis is placed on nutritive value of foods and planning for individual needs. Three hours lecture.
FCS-1253	Nutrition	3	A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three hours lecture.
FCS-2813	Family Relationship	3	Relationships and adjustments

involved in modern family life that contribute to success and happiness and marriage and family living. Three hours lecture.

## Geography

Course	Title	Hours	Description
GEO-1113	World Geography	3	A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture.

## Graphics

Course	Title	Hours	Description
GRA-1143	Graphic Communications	3	Orthographic projection; instrumental drawing, point, line, plane identities, first and second auxiliaries; computer assisted design and drawing. Includes laboratory demonstrations and implementation. Three hours lecture.

## Health Information Technology

Course	Title	Hours	Description
HIT-1213	Medical Terminology	3	(Pre-requisite for Diagnostic Medical Sonography Program.) 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. Three hours lecture.

## Health P.E. and Recreation

Course	Title	Hours	Description
HPR-1111	Gen Physical Edu Activities I	1	Freshman year.
HPR-1121	Gen Physical Edu Activities II	1	Freshman year.
HPR-1131	Varsity Sports I	1	Participation in varsity sports.
HPR-1141	Varsity Sports II	1	Participation in varsity sports.
HPR-1213	Personal & Community Health	3	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. Three hours lecture.
HPR-1313	Intro Kines/Health PE & Rec	3	Introduction to the various fields of study within kinesiology/health,

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			physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture.
HPR-1551	Fitness Center I	1	Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities
HPR-1561	Fitness/Condition Training II	1	Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities
HPR-1593	Health Con of PA Well & Nutrit	3	This course is designed to help students develop an understanding of physical fitness and nutrition as they contribute to a healthy lifestyle and reduce risk of disease. The student will better understand wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight control.

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			Three hours lecture.
HPR-1613	Physical Ed in Elem School I	3	This is 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. Three hours lecture.
HPR-2111	Gen Physical Edu ActivitlesIII	1	Sophomore year.
HPR-2131	Varsity Sports III	1	Participation in varsity sports.
HPR-2141	Varsity Sports IV	1	Participation in varsity sports.
HPR-2213	First Aid	3	Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and

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			advanced courses. Three hours lecture.
HPR-2423	Football Theory	3	Explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Three hours lecture.
HPR-2433	Basketball Theory	3	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. Three hours lecture.
HPR-2443	Ath Trng/Treatment of Injury	3	A practical study of safety and first aid, taping, bandaging and use of massage, and the uses of heat,

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light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three hours lecture.

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HPR-2453	Baseball Theory	3	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 on individual skills, team tactics, organization and management practices. Three hours lecture.
HPR-2493	Softball Theory	3	Explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management

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			practices. Three hours lecture.
HPR-2551	Fitness/ Conditioning Train III	1	Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities
HPR-2561	Fitness Center IV	1	Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities
HPR-2713	Athletic Training Terminology	3	This course develops students' knowledge of musculoskeletal and orthopedic terminology related to athletic training and other related health professions. Three hours lecture.
HPR-2723	Prev. & Care of Athl. Injuries	3	Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture.
HPR-2733	Intro to Athletic Training	3	Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation, and

competencies with 100 observational/ experience hours under a Board of Certification (BOC) certified athletic trainer. This course is recommended for Athletic Training majors. Three hours lecture.

## Heating & Air Conditioning Tec

Course	Title	Hours	Description
ACT-1003	Intro to Heat & Air Cond Tech	3	This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture and two hours laboratory.
ACT-1124	Basic Comp Refrigeration	4	An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.
ACT-1133	Brazing & Piping	3	

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			<p>Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture and two hours laboratory.</p>
ACT-1213	Controls	3	<p>Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.</p>
ACT-1313	Refrigeration System Component	3	<p>An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory.</p>
ACT-1713	Elec-Heat Vent Air Cond Refrig	3	<p>Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory.</p>
ACT-2324	Commercial Refrigeration	4	<p>A study of various commercial refrigeration systems. It includes installation, servicing, and</p>



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				maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and four hours laboratory.
ACT-2414	Heat, Vent, AC & Refrig I	4		Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems. Two hours lecture and four hours laboratory.
ACT-2423	Air Conditioning II	3		An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.
ACT-2433	Refrigeration, Retrofit, & Regs	3		Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture and two hours laboratory.
ACT-2513	Heating Systems	3		Various types of residential and

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			commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.
ACT-2623	Heat Load & Air Properties	3	Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours laboratory.
ACT-2913	Special Projects	3	A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student 's learning experience.

Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Six hours laboratory.

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ACT-2923	Sup Work Exp- Heat & Air Cond	3	A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Externship.
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## History

Course	Title	Hours	Description
HIS-1113	Western Civilization 3 I	3	This is a general survey of Western Civilization from ancient times to mid- seventeenth century. Three hours lecture.
HIS-1123	Western Civilization 3 II	3	This is a general survey of Western Civilization since the seventeenth century. Three hours lecture.
HIS-1163	World Civilizations I 3	3	

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				This is a general survey of world history from ancient times to the 1500s. Three hours lecture.
HIS-1173	World Civilizations II	3		This is a general survey of world history from the 1500s to modern times. Three hours lecture.
HIS-1613	Survey of African Amer. Histor	3		This is a survey of African-American History from Africa origins to modern times. Three hours lecture.
HIS-2213	US History I	3		This is a survey of American (U.S.) history to 1877. Three hours lecture.
HIS-2223	US History II	3		Survey of US History from Reconstruction to the present. Three hours lecture.

## Honors Forum

Course	Title	Hours	Description
HON-1131	Academic Team I	1	Participation in Scholar's Bowl team.
HON-1141	Academic Team II	1	Participation in Scholar's Bowl team.
HON-1911	Honors Forum I	1	Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be

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			researched, and discussed during the semester. A short paper is required on each topic. Admission is by invitation only.
HON-1913	Leadership Honors Forum	3	Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Three hours lecture.
HON-1921	Honors Forum II	1	Student select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched, and discussed during the semester. A short paper is required on each topic. Admission is by invitation only.
HON-2131	Academic Team III	1	Participation in Scholar's Bowl team.
HON-2141	Academic Team IV	1	Participation in Scholar's Bowl team.
HON-2911	Honors Forum III	1	A continuation of HON 1921
HON-2921	Honors Forum IV	1	A continuation of HON 2911.

## Hospitality Management Tech

Course	Title	Hours	Description
HRT-1114	Culinary Principles I	4	Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.
HRT-1123	Intro to Hospitality & Tourism	3	An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.
HRT-1213	Sanitation & Safety	3	Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant

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			Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.
HRT-1223	Restaurant & Catering Operation	3	Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)
HRT-1224	Restaurant & Catering Operation	4	Principles of organizing and managing a food and beverage operation. Two hours lecture and four hours laboratory.
HRT-1413	Rooms Division Management	3	An operational approach to rooms division management in the hospitality industry, including front office management and housekeeping operations. Two hours lecture and two hours lab.
HRT-1511	Hospitality Seminar I		In this course, students will learn leadership and management

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skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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HRT-1521

Hospitality Seminar 1  
II

In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate



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		DECA student organization activities.
HRT-1531	Hospitality Seminar 1 III	In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.
HRT-1541	Hospitality Seminar 1 IV	In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses

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computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities

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HRT-2233	Hospitality Cost Control	3	Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost controls, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory.
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HRT-2613	Hospitality Supervision	3	This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory. (ManageFirst Course)
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HRT-2623	Hospitality HR Management	3	This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory.
HRT-2713	Marketing Hospitality Services	3	This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets and developing marketing plans for hospitality and tourism operations. Two hours lecture and two hours lab.
HRT-2913	Supervised Work Experience	3	(Prerequisite: Sophomore Classification) Supervised work experience in hotel, restaurant or tourism management. A course which is a cooperative program between industry and education and is designed to integrate the

student's technical skills with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours Externship (ManageFirst Course) 135 hours of industrial contact required

## Industrial Maintenance

Course	Title	Hours	Description
IMM-1213	Intro to Industrial Maintenance	3	This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Two hours lecture and two hours laboratory.
IMM-1243	Mechanical Industrial Maintenance I	3	This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One

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			hours lecture and four hours laboratory.
IMM-1253	Mechanical Indust. Maintenance II	3	This course includes advanced settings baseplates and prealignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. One hour lecture and four hours laboratory.
IMM-1273	Industrial Maintenance E & I	3	This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. Instructors for this course must be certified as an NCCER Instructor. Two hours lecture and two hours laboratory.
IMM-1283	Industrial Maintenance E&I II	3	This course includes construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be

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			certified as an NCCER Instructor if administering the certification. Two hours lecture and two hours laboratory.
IMM-1313	Prin of Hydraulics & 3 Pneumati		Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two hours lecture and two hours laboratory.
IMM-1524	Preventive Maintenance	4	Instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and four hours lab
IMM-1734	Maintenance Welding & Metals	4	This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level 1 Certification. Instructors for this course must be certified as an

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			NCCER Instructor if administering the certification. One hour lecture and six hours laboratory.
IMM-1813	Industrial Electronics for Maint Technician	3	Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. One hour lecture and four hours laboratory.
IMM-1823	Adv. Industrial Electric. for I.M.M.	3	Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory.
IMM-1913	Special Projects	3	Practical application of skills and knowledge gained in other IMM courses. The instructor works closely with the student to insure that selection of a special project enhances the student 's learning experiences.

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			Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.
IMM-1924	Supervised Work Experience	4	This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours.
IMM-1933	Manufacturing Skills Basics	3	Manufacturing Skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers five major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and



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an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork and Problem- solving. Two hours lecture and two hours laboratory.

IMM-2113	Equip Main Trbleshtng Repair	3	Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/ evaluation/repair of equipment. One hour lecture and four hours laboratory.
IMM-2623	Adv Prog Log Cntrl Maint Tech	3	ELT/IMM 2613 and ELT/IMM 1413 This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two

hours lecture  
and four hours  
laboratory.

## Information Systems Technology

Course	Title	Hours	Description
IST-1123	IT Foundations	3	This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture and two hours laboratory.
IST-1133	Fund of Data Communications	3	This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory.

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IST-1143	Security Principles & Policies	3	This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory.
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IST-1153	Web & Programming Concepts	3	This course is an introduction to website 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 website and post it on the
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			Internet. Two hours lecture and two hours laboratory.
IST-1163	Concepts of Database Design	3	This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory.
IST-1183	Essentials of IST	3	This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory.
IST-1193	Practical Applications in IST	3	This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction

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			(communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.
IST-1213	Client Install & Configuration	3	This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture and two hours laboratory.
IST-1273	Career Development	3	This course provides practical exercises in both the technical and social skills necessary for employment. INterpersonal skills, the job search process, and the importance of high standards of personal and professional relationships are stressed. Two hours lecture

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			and two hours laboratory.
IST-1413	Client-Side Programming	3	Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS. Two hours lecture and two hours laboratory.
IST-1423	Web Design Applications	3	(Prerequisite: Web & Programming Concepts IST 1153) Application of various professional and personal web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.
IST-1433	Web Dev Using HTML & CSS	3	This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia

products, and photo editors. Two hours lecture and two hours laboratory.

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IST-1453

Principles of Mobile 3  
App Dev

(Prerequisite: IST 2373 C# Programming) This course is designed to help you build a solid foundation in programming fundamentals using Swift as the language. You'll get practical experience with the techniques, and concepts needed to build a basic iOS app from scratch. You'll also learn user interface design principles, which are fundamental to programming and making great apps. Prior programming experience is not required for this course. If you have programming experience, you can move through the early lessons quickly as you can continue to learn about software development tools, concepts, and best practices that go beyond programming fundamentals. Two hours lecture

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			and two hours laboratory.
IST-1483	Fundamentals of Virtualization	3	This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.
IST-1613	Computer Forensics	3	This course is an introduction to the various technical and administrative aspects of Computer Forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations. Two hours lecture and two hours laboratory.
IST-1633	Wireless Security & Privacy	3	This course provides a fundamental



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understanding of wireless architecture, security principles, and the technologies of principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology. Two hours lecture and two hours laboratory.

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IST-1643	Network Defense&Countermeasure	3	This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network. Two hours lecture and two hours laboratory.
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IST-1874	XR Animation	4	(Prerequisite: Instructor approval) This course is designed to introduce students to extended reality animation. Two hours lecture and four hours laboratory.
IST-2253	Adv Network Admin 3 Using Micros	3	This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory.
IST-2313	Systems Analysis and Design	3	This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture and two hours laboratory.
IST-2323	Script Programming Language	3	This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.

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IST-2373	C# Programming	3	An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory.
IST-2423	XML Programming	3	(Prerequisite: Web & Programming Concepts IST 1153) Provides a comprehensive understanding of the Extensible Markup Language (XML). Two hours lecture and two hours laboratory.
IST-2433	Server-Side Programming I	3	(Prerequisite: Client-Side Programming IST 1413) An introduction to creating dynamic web applications using server-side technologies. Two hours lecture and two hours laboratory.
IST-2443	Server Side-Programming II	3	(Prerequisite: Server-Side Programming I IST 2433) Continuation of Server-Side Programming I with increased emphasis on data-driven content.

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			Two hours lecture and two hours laboratory.
IST-2453	Mobile Application Development	3	(Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power. Two hours lecture and two hours laboratory.
IST-2483	Web Server	3	(Prerequisite: IT Foundations IST 1123) Introduces students to web, e-mail, and proxy servers and the platforms on which they reside. Students will be able to install and configure web, e-mail, and proxy servers. Two hours

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			lecture and two hours laboratory.
IST-2533	IT Project Management	3	In this course, students develop proficiency in using and customizing a project timeline for IT implementation. Two hours lecture and two hours laboratory.
IST-2543	Cloud Computing	3	(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity. Two hours lecture and two hours laboratory.
IST-2593	Advanced C# Prog Language	3	This course is a continuation of the C# Programming Language course. Two hours lecture

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			and two hours laboratory.
IST-2623	Linux/Unix Security	3	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. Two hours lecture and two hours laboratory.
IST-2633	Security Test & Implmentation	3	This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code,

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			computer crime, and industrial espionage. Two hours lecture and two hours laboratory.
IST-2823	XR 3D Modeling	3	This course provides an introduction to 3D content creation using design visualization software with emphasis on the connection to the creative thought process. Students will learn an overview of the workflow relating to animation, modeling, texturing, lighting, and rendering. Two hours lecture and two hours laboratory.
IST-2833	XR Development	3	This course is designed to introduce students to extended virtual reality development as it relates to various industries. This course will provide students an understanding of the tools and skill sets necessary to develop extended reality experiences. Two hours lecture and two hours laboratory.
IST-2843	XR Development	3	This course is designed to

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immerse students into the creation process for multiple types of extended reality experiences. Students will gain an understanding of the complete design process of an extended reality experience, and the team effort required to create quality immersive experiences. Students will also develop a portfolio of entry-level work. Two hours lecture and two hours laboratory.

IST-2853	XR Digital Artistry	3	This course is designed to provide an introduction to the tools required to create and edit graphic images. Two hours lecture and two hours laboratory.
IST-2863	XR Illustration & Rendering	3	This course is designed to provide an introduction to the tools used in visual design and illustration software. Two hours lecture and two hours laboratory.
IST-2873	XR Animation	3	This course is designed to introduce students to extended reality animation. Two hours lecture



and two hours laboratory.

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IST-2923	Special Problem in IST	3	This course provides students with an opportunity to utilize skills and knowledge gained in other closely together to select a topic and establish criteria for completion of this project. Six hours laboratory.
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## Journalism

Course	Title	Hours	Description
JOU-1121	College Publications	1	A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, makeup and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory.
JOU-2121	College Publications	1	A continuation of JOU 2111. Two hours laboratory.

## Leadership

Course	Title	Hours	Description
LEA-1811	Leadership & Org Skills I	1	A study of leadership styles and skills, roles and functions of

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			officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/ bylaws, principle of ethics, etiquette, and working with volunteers. One hour lecture.
LEA-1821	Leadership & Org Skills II	1	Continued study of LEA 1811, ice breakers; nonverbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One hour lecture.
LEA-2811	Leadership & Org Skills III	1	An application of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture.
LEA-2821	Leadership & Org Skills IV	1	An evaluation of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture.

## Learning Life Skills

Course	Title	Hours	Description
LLS-0111	Essential College Skills I	1	No Description Available
LLS-0121	Essential College Skills II	1	No Description Available
LLS-1151	College Life	1	College Life offers group experiences in study skills and career exploration. This course is designed to assist the first time student in achieving academic success. One hour lecture.
LLS-1211	Self Affirmation	1	Group process to teach people to like themselves better and to become aware of their strengths. One hour lecture and group activities. One hour lecture.
LLS-1223	Life Skills Development	3	This course is designed to aid students in stress and anger management, and promote self-awareness. Three hours lecture.
LLS-1311	Orientation	1	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

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			collegiate life. One hour lecture.
LLS-1321	Career Exploration	1	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. One hour lecture.
LLS-1333	Intro to Health Professions I	3	This course looks at specific allied 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. Three hours lecture.
LLS-1343	Intro to Health Professions II	3	This course is designed as a continuation of the educational requirements, the position descriptions and work environment required for health

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			professions. Three hours lecture.
LLS-1353	Intro to STEM Professions	3	A presentation of the educational requirements, the various professions and the entry points for employment for students interested in STEM professions. Three hours lecture.
LLS-1411	Improvement of Study	1	This course is designed to aid the student in study skills, promote student success in basic reading and note taking techniques, critical thinking, time management, test taking strategies, and listening and memory enhancement. One hour lecture.
LLS-1711	Job Search Skills	1	This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and job attitude. One hour lecture.
LLS-1723	Employment Readiness	3	This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer

expectations, employability skills, work ethics, and job retention skills. Three hours lecture.

## Mathematics

Course	Title	Hours	Description
MAT-0111	2	1	This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany MAT 0123. This lab is for institutional credit only. Two laboratory hours.
MAT-0121	Algebra Lab II	1	This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany MAT 0123. This lab is for institutional credit only. Two laboratory hours.
MAT-0123	Beginning Algebra	3	A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and

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			factoring. Three hours lecture.
MAT-0131	Algebra Lab III	1	This course is an opportunity to provide supplemental instruction/practice/support in a structured lab environment. Lab may accompany MAT 1313 or higher. This lab is for institutional credit only. Two hours laboratory.
MAT-1233	Intermediate Algebra	3	This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture.
MAT-1313	College Algebra	3	(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems

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			of equations. Three hours lecture.
MAT-1323	Trigonometry	3	(Prerequisite: ACT math subscore 19 or above OR credit in MAT 1233 with a "C" or above.) This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours lecture.
MAT-1343	Elementary Functions(Pre-Cal)	3	(Prerequisite: High School Algebra I, II, and Trigonometry and MAT ACT subscore of 19 or above) A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations. Three hours lecture.
MAT-1513	Business Calculus I	3	(Prerequisite: MAT 1313 with a C or above



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or high school equivalent and ACT math subscore of 22 or above) A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours lecture.

MAT-1523	Business Calculus II	3	(Pre-Requisite: MAT 1513 with a C or higher) A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Three hours lecture.
MAT-1613	Calculus I	3	(Prerequisite: MAT 1313 and MAT 1323 with C or above or MAT 1343 with C or above; or high school equivalents and ACT math subscore of 22 or above) This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three hours lecture.
MAT-1623	Calculus II	3	(Prerequisite: MAT 1613 with "C" or above.) This

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course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Three hours lecture.

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MAT-1723	The Real Number System	3	MAT 1233 with a C (Prerequisite: ACT Math subscore of 19 or above or above) 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. Three hours lecture.
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MAT-1733	Geometry	3	(Prerequisite: ACT math subscore of 19 or MAT 1233 with a C or above) Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Three hours lecture.
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MAT-1753	Quantitative Reasoning	3	(Pre-requisites: ACT Math sub-score of 17 or MAT 0123 with grade C or higher) 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. Three hours lecture.
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MAT-2113	Intro to Linear Algebra	3	(Prerequisite: MAT 1613 with a grade of "C" or better) This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors Three hours lecture.
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MAT-2323	Statistics	3	(Prerequisite: High School Algebra I and II and ACT math subscore of 19 or above; or MAT 1233 with a "C" or above) Introduction to statistical methods of describing,
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summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture.

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MAT-2613	Calculus III	3	(Prerequisite: MAT 1623 with C or above) This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series; vectors and geometry of space. Three hours lecture.
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MAT-2623	Calculus IV	3	(Prerequisite: MAT 2613 with a grade of "C" or better) This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Three hours lecture.
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MAT-2913	Differential Equations	3	(Prerequisite: MAT 2613 with "C" or above.) This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Three hours lecture.
MAT-ELECL	Math/Science Elective	3	No Description Available

## Medical Assisting Technology

Course	Title	Hours	Description
MET-1113	Medical Terminology	3	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. Two hours lecture and two hours laboratory.
MET-1214	Medical Business Practices	4	This course presents the administrative medical assistant procedures with office management written and oral

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communications.  
Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours laboratory.

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MET-1314	Clinical Procedures 4 I	(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hands situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory.
MET-1323	Clinical Procedures 3 II	(Prerequisite: MET 1313 Clinical

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Procedures I)  
 This course is a continuation of Clinical Procedures I and will expand 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 and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance. Two hours lecture and two hours laboratory.

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MET-1413	Medical Law & Ethics	3	This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. Three hours lecture.
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MET-1513	Pharmacology	3	The course reflects basic theory and clinical information related to drugs, including
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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. Three hours lecture.

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MET-2224	Computer Con for Med Assistant	4	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, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. Two hours lecture and four hours laboratory.
MET-2234	Medical Insurance	4	(Prerequisite: MET 1113) The purpose of this course

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is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented. Three hours lecture and two hours laboratory.

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MET-2334	Medical Lab for Med Assistants	4	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. Develops proficiency in laboratory and quality assurance procedures including collection,
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preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office. Three hours lecture and two hours laboratory.

MET-2613	Clinical Review	3	<p>This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental issues. Three hours laboratory.</p>
MET-2716	Practicum	6	<p>This course includes supervised experience in medical offices to provide 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</p>

experiences; designed to strengthen learning situations brought up in a clinical externship. Successful completion of of all freshman and sophomore courses is required.

## Medical Laboratory Tech

Course	Title	Hours	Description
MLT-1111	Intro Medical Lab Technology	1	The 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. Two hours laboratory.
MLT-1212	Urinalysis/Body Fluids	2	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,

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and specimen examination through laboratory work. Theory and test profiles are also presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory.

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MLT-1313	Clinical Hematology I	3	This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Two hours lecture and two hours laboratory.
MLT-1324	Hematology II	4	The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Two hours

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			lecture and four hours laboratory.
MLT-1413	Immunology/ Serology	3	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. Two hours lecture and four hours laboratory.
MLT-1515	Clinical Chemistry	5	(Prerequisites: CHE 1213 and CHE 1211, CHE 1223 and CHE 1221, or CHE 1313 and CHE 1311, AND CHE 1413 and CHE 1411) This course is the study of human biochemistry as an aid in the diagnosis of disease processes. It includes chemistry

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			procedures performed on body fluids for aiding in diagnosis of disease processes. Three hours lecture and four hours laboratory.
MLT-2424	Immunoematology	4	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, identification, and investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory.
MLT-2522	Pathogenic Microbiology I	2	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

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			human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included. One hour lecture and two hours laboratory.
MLT-2614	Pathogenic Microbiology II	4	Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Two hours lecture and four hours laboratory.
MLT-2723	Certification Fundamentals	3	(Completion of all didactic MLT courses) An in-depth study and review of material covered in the MLT Curriculum. Designed to prepare the student for the National Registry/Certifying exams. Three hours lecture.
MLT-2916	Clinical Practice I	6	(Prerequisite: MLT 1313, MLT 1324, and MLT 1413

with a grade of C or above) Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology and immunology. Eighteen hours clinical.

MLT-2926	Clinical Practice II	6	(Prerequisites: MLT 1515, MLT 2322, MLT 1212 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are clinical chemistry and urinalysis. Forty hours a week for 8 weeks. Eighteen hours clinical per week for full semester.
MLT-2936	Clinical Practice III	6	(Prerequisites: MLT 2715, MLT 2424, and MLT 2611 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are immunohematology and microbiology. Forty hours a week for 8 weeks.

## Modern Foreign Languages

Course	Title	Hours	Description
MFL-1113	Elementary French I	3	This course is designed to develop basic



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language skills; reading, speaking, and writing. Classroom and laboratory drills are employed. Extensive study guides are provided, and daily test and quizzes are given.\* Three hours lecture.

MFL-1213	Elementary Spanish I	3	MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Three hours lecture.
MFL-1223	Elementary Spanish II	3	MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture.
MFL-2113	Intermediate French I	3	(Prerequisites: MFL 1113-1123, or two years of high school French and consent of instructor) A review of French grammar and continued development of basic language skills. Reading materials are

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			used which have literary and cultural value. Extensive study guides are provided, and tests and quizzes are given during every class session. Three hours lecture.
MFL-2123	Intermediate French II	3	(Prerequisite: MFL 2113) Literary and cultural appreciation of the language and the country is enhanced by further reading in class and by special reports. Extensive study guides are provided, and tests and quizzes are given during every class session. Three hours lecture.
MFL-2213	Intermediate Spanish I	3	MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Three hours lecture.
MFL-2223	Intermediate Spanish II	3	MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements

of grammar. Three hours lecture.

## Music Applied

Course	Title	Hours	Description
MUA-1141	Brass Non-Major I	1	Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.
MUA-1151	Brass Non-Major II	1	Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.
MUA-1172	Brass Major Education I	2	Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental

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principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory.

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MUA-1173	Brass Performance 3 I	Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Three hours laboratory.
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MUA-1182	Brass Major Education II 2	Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. 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
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			ability. Two hours laboratory.
MUA-1183	Brass Performance II	3	Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Three hours laboratory.
MUA-1211	Class Guitar I	1	Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.
MUA-1221	Class Guitar II	1	Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.
MUA-1241	Elective Guitar I	1	Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical

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			guitar technique, repertoire, and performance of standard literature. One hour laboratory.
MUA-1251	Elective Guitar II	1	Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory.
MUA-1272	Guitar Major Education I	2	Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory.
MUA-1282	Guitar Major Education II	2	Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory.
MUA-1331	Organ Non-Major I	1	Individual organ instruction. One hour laboratory.

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MUA-1341	Organ Non-Major II 1	Individual organ instruction. One hour laboratory.
MUA-1362	Organ Major Educ. 2 I	Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.
MUA-1363	Organ Performance 3 I	Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.
MUA-1372	Organ Major Educ. 2 II	Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.
MUA-1373	Organ Performance 3 II	Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.
MUA-1441	Elective Percussion 1 I	Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory.
MUA-1451	Elective Percussion 1 II	Percussion instruction for non-

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			<p>percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory.</p>
MUA-1472	Percussion Major Education I	2	<p>Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.</p>
MUA-1473	Percussion Performance I	3	<p>Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.</p>



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MUA-1482	Percussion Major Education II	2	Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.
MUA-1483	Percussion Performance II	3	Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.
MUA-1511	Piano Class I	1	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

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			university. One hour laboratory.
MUA-1521	Piano Class II	1	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. One hour laboratory.
MUA-1541	Piano Non-Major I	1	Individual piano instruction for non-music majors. One hour laboratory.
MUA-1551	Piano Non-Major II	1	Individual piano instruction for non-music majors. One hour laboratory.
MUA-1572	Piano Major Education I	2	Individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.
MUA-1573	Piano Performance I	3	Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory.
MUA-1582	Piano Major Education II	2	Individual piano instruction including technique, appropriate repertoire, and

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			memorization. Two hours laboratory.
MUA-1583	Piano Performance II	3	Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory.
MUA-1711	Voice Class I	1	Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.
MUA-1721	Voice Class II	1	Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.
MUA-1741	Voice Non Music Major I	1	Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore

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			vocal literature and develop and improve the student's vocal ability. One hour laboratory.
MUA-1751	Voice Non Major Education II	1	Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability. One hour laboratory.
MUA-1772	Voice Major Education I	2	Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory.
MUA-1773	Voice Performance I	3	Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.

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MUA-1782	Voice Major Education II	2	Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory.
MUA-1783	Vocal Performance II	3	Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.
MUA-1841	Elective Woodwinds I	1	Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory.

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MUA-1851	Elective Woodwinds II	1	Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory.
MUA-1872	Woodwinds Major Education I	2	Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. 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. Two hours laboratory.
MUA-1873	Woodwinds Performance I	3	Woodwind instruction for performance majors. Designed to teach the fundamental

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principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.

MUA-1882	Woodwinds Major Education II	2	Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. 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. Two hours laboratory.
MUA-1883	Woodwinds Performance II	3	Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the

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			student's playing ability. Three hours laboratory.
MUA-2141	Brass Non-Major III	1	Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.
MUA-2151	Brass Non-Major IV	1	Brass instruction for non-brass/ music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour laboratory.
MUA-2172	Brass Major Education III	2	Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to



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			advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Two hours laboratory.
MUA-2173	Brass Performance III	3	Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Three hours laboratory.
MUA-2182	Brass Major Education IV	2	Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. 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. Two hours laboratory.
MUA-2183	Brass Performance IV	3	Brass instruction for music education

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majors and advanced non-music majors with an emphasis on brass instrumental playing. 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. Three hours laboratory.

MUA-2211	Class Guitar III	1	Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.
MUA-2221	Class Guitar IV	1	Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. One hour laboratory.
MUA-2241	Elective Guitar III	1	Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction

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			to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory.
MUA-2251	Elective Guitar IV	1	Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to classical guitar technique, repertoire, and performance of standard literature. One hour laboratory.
MUA-2272	Guitar Major Education III	2	Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory.
MUA-2282	Guitar Major Education IV	2	Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two hours laboratory.
MUA-2362	Organ Major Educ. III	2	Individual organ instruction including

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		technique and appropriate repertoire. Two hours laboratory.
MUA-2363	Organ Performance 3 III	Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.
MUA-2372	Organ Major Educ. 2 IV	Individual organ instruction including technique and appropriate repertoire. Two hours laboratory.
MUA-2373	Organ Performance 3 IV	Intensive individual organ instruction including technique and appropriate repertoire. Three hours laboratory.
MUA-2441	Elective Percussion 1 III	Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory.
MUA-2451	Elective Percussion 1 IV	Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of

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			playing, explore varied levels of literature, and develop the student's interest in playing. One hour laboratory.
MUA-2472	Percussion Major Education III	2	Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.
MUA-2473	Percussion Performance III	3	Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.
MUA-2482	Percussion Major Education IV	2	Percussion instruction for music majors and non-music majors with an emphasis on percussion

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			instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Two hours laboratory.
MUA-2483	Percussion Performance IV	3	Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.
MUA-2511	Piano Class III	1	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. One hour laboratory.
MUA-2521	Piano Class IV	1	Class piano instruction for music majors with no previous piano training. This curriculum

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			is designed to prepare students for their piano proficiency examination upon transfer to university. One hour laboratory.
MUA-2541	Piano Non-Major III	1	Individual piano instruction for non-music majors. One hour laboratory.
MUA-2551	Piano Non-Major IV	1	Individual piano instruction for non-music majors. One hour laboratory.
MUA-2572	Piano Major Education III	2	Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.
MUA-2573	Piano Performance III	3	Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Three hours laboratory.
MUA-2582	Piano Major Education IV	2	Individual piano instruction including technique, appropriate repertoire, and memorization. Two hours laboratory.

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MUA-2583	Piano Performance IV	3	Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Three hours laboratory.
MUA-2711	Voice Non-Major III	1	Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.
MUA-2721	Voice Non-Major IV	1	Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One hour laboratory.
MUA-2772	Voice Major Education III	2	Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and



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			develop and improve the student's singing ability. Two hours laboratory.
MUA-2773	Vocal Performance III	3	Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Three hours laboratory.
MUA-2782	Voice Major Education IV	2	Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. Two hours laboratory.
MUA-2783	Vocal Performance IV	3	Voice for vocal performance majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing

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			ability. Three hours laboratory.
MUA-2841	Elective Woodwinds III	1	Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory.
MUA-2851	Elective Woodwinds IV	1	Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour laboratory.
MUA-2872	Woodwinds Major Education III	2	Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed

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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. Two hours laboratory.

MUA-2873	Woodwinds Performance III	3	Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.
MUA-2882	Woodwinds Major Education IV	2	Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop

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			the student's interest in playing, and strengthen the student's playing ability. Two hours laboratory.
MUA-2883	Woodwinds Performance IV	3	Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Three hours laboratory.

**Music Ensembles**

Course	Title	Hours	Description
MUO-1111	Band I	1	Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Six hours laboratory.
MUO-1121	Band II	1	Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's

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			knowledge of performance technique. Six hours laboratory.
MUO-1141	Small Band Groups 1 I		Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.
MUO-1151	Small Band Groups 1 II		Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.
MUO-1171	Stage Band I	1	A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. One hour laboratory.
MUO-1181	Stage Band II	1	A course designed to give students the opportunity to perform jazz

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and a variety of music styles in a “big band” setting or similar instrumentation. Instructor permission required. Two hours laboratory.

MUO-1211	Chorus I	1	A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory.
MUO-1221	Chorus II	1	A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory.
MUO-1241	Small Singing Groups I	1	A course for select singers focused on performing from one or more genres of music. One hour laboratory.
MUO-1251	Small Singing Groups II	1	A course for select singers focused on performing from one or more genres of music. One hour laboratory.
MUO-2111	Band III	1	Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's

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			knowledge of performance technique. Six hours laboratory.
MUO-2121	Band IV	1	Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Six hours laboratory.
MUO-2141	Small Band Groups III	1	Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.
MUO-2151	Small Band Groups IV	1	Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One hour laboratory.
MUO-2171	Stage Band III	1	A course designed to give students the opportunity to perform jazz and a variety

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			of music styles in a “big band” setting or similar instrumentation. Instructor permission required. One hour laboratory.
MUO-2181	Stage Band IV	1	A course designed to give students the opportunity to perform jazz and a variety of music styles in a “big band” setting or similar instrumentation. Instructor permission required. One hour laboratory.
MUO-2211	Chorus III	1	A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory.
MUO-2221	Chorus IV	1	A course for music majors and non-majors focused on performing choral music from a variety of style periods. One hour laboratory.
MUO-2241	Small Singing Groups III	1	A course for select singers focused on performing from one or more genres of music. One hour laboratory.
MUO-2251	Small Singing Groups IV	1	A course for select singers focused on



performing from one or more genres of music. One hour laboratory.

## Music Theory

Course	Title	Hours	Description
MUS-1113	Music Appreciation	3	A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three hours lecture.
MUS-1123	Music Survey	3	Listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture.
MUS-1133	Fundamentals of Music	3	Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions. Three hours lecture.
MUS-1211	Music Theory I Lab	1	Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.

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MUS-1213	Music Theory I	3	Study of functional harmony through analysis and part-writing. Three hours lecture.
MUS-1221	Music Theory II Lab 1		Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.
MUS-1223	Music Theory II	3	Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. Three hours lecture.
MUS-1413	Basic Computer Skills-Musician	3	This course is designed to introduce students to digital media skills and the Apple Operating System. Three hours lecture.
MUS-1423	Survey of Popular Music	3	Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present. Three hours lecture.
MUS-1811	Musical Theatre Workshop I	1	The workshop is designed to introduce and engage students in all facets of music theatre.

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			One performance will be given each semester. Open to music majors and non-music majors. One hour laboratory.
MUS-1821	Musical Theatre Workshop II	1	The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors. One hour laboratory.
MUS-1911	Recital I	1	Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory.
MUS-1921	Recital II	1	Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also

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			required. One hour laboratory.
MUS-2123	Music Survey	3	Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture.
MUS-2211	Music Theory III Lab	1	Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.
MUS-2213	Music Theory III	3	Continued study and review of functional harmony through analysis and part-writing. Three hours lecture.
MUS-2214	Music Theory III	4	Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills.
MUS-2221	Music Theory IV Lab	1	Lab instruction. Development of music sight-singing, ear training, and dictation skills. One hour laboratory.
MUS-2223	Music Theory IV	3	Continued study and review of functional harmony through analysis, part-writing.

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			Introduction to twentieth century techniques. Three hours lecture.
MUS-2224	Music Theory IV	4	Continued study and review of functional harmony through analysis and part-writing. Introduction to twentieth century techniques. Lab instruction. Development of music sight-singing, ear training and dictation skills.
MUS-2443	Audio Engineering I	3	Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment. Three hours lecture.
MUS-2811	Musical Theatre Workshop III	1	The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music

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			majors. One hour laboratory.
MUS-2821	Musical Theatre Workshop IV	1	The workshop is designed to introduce and engage students in all facets of music theatre. One performance will be given each semester. Open to music majors and non-music majors. One hour laboratory.
MUS-2911	Recital III	1	Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory.
MUS-2921	Recital IV	1	Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour laboratory.

## Nursing (Associate Degree)

Course	Title	Hours	Description
NUR-1001	Nursing CPR Skills	1	The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, an adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. One hour lecture.
NUR-1011	Nursing Organization	1	(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed

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to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1021	Nursing Memb Org(MOSA)	1	(Mississippi Organization for Associate Degree Nursing Student
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Association -  
NEMCC Chapter  
Elective) This  
course is designed  
to enhance the  
“member within  
the discipline of  
Nursing” role which  
is an ADN program  
competency. This  
course provides  
students who  
are enrolled in  
NUR 1118, 1229,  
2339, or 2449  
the opportunity  
of organizational  
participation.  
The Mississippi  
Organization for  
Associate Degree  
Nursing Student  
Association  
(MOSA) - NEMCC  
Chapter is a  
chartered and  
approved student  
organization of  
NEMCC. It is a  
student affiliate  
of the Mississippi  
Organization  
for Associate  
Degree Nursing  
(MOADN) which  
is a state chapter  
of the National  
Organization  
for Associate  
Degree Nursing  
(NOADN). NOTE:  
Admission to the  
A.D.N. Program  
is required for  
enrollment in any  
NUR Course listed  
in this section.

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NUR-1101	Nursing Process Transition	1	<p>(Co-requisite: Enrollment in NUR 1229 or NUR 2339) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.</p>
NUR-1111	Strategies for Success in Nurs	1	<p>(Required) This course fosters the student 's identification of personal strengths, challenges, and goals by review of topics including: career choice, study habits, note</p>

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taking, learning styles, professional communication, time management, test taking techniques, clinical behaviors, documentation and informatics competency, preparation for clinical responsibilities, self-evaluation, evidenced based nursing practice, and learning resources. May be completed any semester of the curriculum. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1118	Nursing Fundamentals	8	(Prerequisites: BIO 2514 and BIO 2524) The nursing process is introduced with emphasis on assessment of adults. Basic human needs and developmental tasks are viewed from the theoretical frameworks of Maslow and Erikson as they relate to the adult client experiencing stress due to normal variations
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and/or threats to human needs. Concepts of caring and interpersonal relationships are integrated throughout course content. The interpersonal component focuses on the geriatric client through the life review process. Nursing skills are taught, demonstrated, and evaluated. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and nine hours laboratory/clinical.

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NUR-1121	Nursing Mathematics	1	(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution
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calculations is explained. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1131	Nursing Heritage	1	<p>(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.</p>
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NUR-1141	Nursing Case Studies	1	<p>(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected</p>

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case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1142	Nursing Case Studies	2	<p>(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course.) NOTE: Admission to the A.D.N. Program</p>
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is required for enrollment in any NUR Course listed in this section. Two hours laboratory.

NUR-1151	Nursing Clinical Reasoning	1	<p>(Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.</p>
NUR-1161	Nursing Pharmacology	1	<p>(Prerequisite: Admission to ADN program; Co-requisite: NUR 1118) This overview of pharmacology</p>

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focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1171	Evidence Based Nursing Practic	1	(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.
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NUR-1229	Nursing Care of the 9 Family	<p>(Prerequisites: NUR 1118, Prerequisite or Co-requisite EPY 2533.) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Six hours lecture and nine hours of clinical/ laboratory.</p>
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NUR-1233	Nursing Preceptorship	3	<p>(Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center</p>
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and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/ laboratory

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NUR-1261	Nursing Pharmacology II	1	(Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.. One hour lecture.
NUR-1333	Nursing Externship	3	(Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing

Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2011	Nursing Organization	1	(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program
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is required for enrollment in any NUR Course listed in this section.

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NUR-2021	Nursing Memb Org 1 (MOSA)	(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate
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			Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.
NUR-2333	Nursing Trends & Issues	3	(Prerequisites: All first-year courses. Co-requisite NUR 2339). This course explores the development of self as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.
NUR-2339	Nursing Care of the Adult I	9	(Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333). The nursing process continues with emphasis on the implementation

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of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours laboratory.

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NUR-2361	Nursing Pharmacology III	1	(Co-requisite: Enrollment in NUR NUR 2339). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.
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NUR-2443	Nursing Readiness 3 Evaluation	<p>(Prerequisites: NUR 1118, NUR 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer-based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.</p>
NUR-2449	Nursing Care of the 9 Adult II	<p>(Prerequisites: NUR 1118, NUR 1229, and NUR 2339. Prerequisite or Co-requisite: NUR 2333). The nursing process continues with emphasis on the</p>

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evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision-making skills and critical thinking. Care for clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours clinical/laboratory.

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NUR-2461	Nursing Pharmacology IV	1	<p>(Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.</p>
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## Paralegal Technology

Course	Title	Hours	Description
LET-1123	Introduction to Law	3	This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three hours lecture.
LET-1213	Legal Research	3	This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two hours lecture and two hours laboratory.
LET-1513	Family Law	3	This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.
LET-1523	Wills & Estates	3	This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of

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			documents while emphasizing ethics. Three hours lecture.
LET-1713	Legal Writing	3	This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture and two hours laboratory.
LET-2313	Civil Litigation I	3	This course presents the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture.
LET-2323	Torts	3	This course provides instruction in the area of law which deals with civil wrongs and injuries as

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distinguished from breach of contract. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Three hours lecture.

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LET-2333	Civil Litigation II	3	This course is designed to continue the study of the litigation process from discovery through appeal. Emphasis is placed on collecting and organizing discovery materials and demonstrating knowledge of the limits placed on discovery by the federal and states rules of civil procedure. The course also includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. Three hours lecture.
LET-2453	Real Property I	3	This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds.

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			Three hours lecture.
LET-2463	Real Property II	3	(Prerequisite: LET 2453) This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Three hours lecture.
LET-2523	Bankruptcy Law	3	This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms. Three hours lecture.
LET-2633	Paralegal Skills Applications	3	This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact

analysis, and an overview of law office management. Three hours lecture.

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LET-2923	Internship for Paralegal	3	Practical experience in law office, bank, government office, or court house. Minimum of 135 clock hours. Nine hours externship.
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## Philosophy

Course	Title	Hours	Description
PHI-1113	Old Testament Survey	3	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. Three hours lecture.
PHI-1133	New Testament Survey	3	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. Three hours lecture.
PHI-2113	Introduction to Philosophy	3	An introduction to the major themes and history of

the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three hours lecture.

## Physics

Course	Title	Hours	Description
PHY-1114	Introduction to Astronomy	4	A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.
PHY-1214	Survey of Physics	4	(Pre-requisite for Diagnostic Medical Sonography Program.) A combined lecture and laboratory course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. Labs associated with this course contain experiments and exercises that reinforce



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			the principles introduced in lecture classes. Three hours lecture and two hours laboratory.
PHY-2244	Physical Science Survey I	4	A combined lecture and laboratory course that 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. Three hours lecture and two hours laboratory.
PHY-2254	Physical Science Survey II	4	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. Three hours lecture and two hours laboratory.
PHY-2414	General Physics I	4	(Prerequisite: MAT 1313 and

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MAT 1323 OR  
MAT 1613.) 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.  
Three hours lecture  
and three hours  
laboratory.

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PHY-2424            General Physics II    4

(Prerequisite: PHY  
2414) A combined  
lecture and  
laboratory course  
covering electricity,  
magnetism, and  
optics. This is a  
non-calculus based  
course primarily for  
pre-professional  
majors. Labs  
associated with  
this course contain  
experiments  
and exercises  
that reinforce  
the principles  
introduced in  
lecture classes.  
Three hours lecture  
and three hours  
laboratory.

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PHY-2514	General Physics I- 4 A	(Pre/Corequisite: MAT 1623) 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. Three hours lecture and three hours laboratory.
PHY-2524	General Physics II- 4 A	(Prerequisite: PHY 2514) 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. Three hours lecture

and three hours laboratory.

## Political Science

Course	Title	Hours	Description
PSC-1113	American National Government	3	Survey of the organizations, political aspects, and basis of national government. Three hours lecture.
PSC-1123	American State & Local Govern.	3	The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state and local government. Three hours lecture.
PSC-2113	Comparative Government	3	A survey of various governmental systems beyond the United States. Three hours lecture.

## Practical Nursing

Course	Title	Hours	Description
PNV-1444	Nursing Fundamentals & Clinical	14	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 life span. Study

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includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. This course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the fundamental skills related to practical nursing. Successful completion of PNV 1444 requires minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Six hours lecture and eight hours laboratory.

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PNV-1524	IV Therapy Concepts	4	This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and
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Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of MS and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV cert. Three hours

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			lecture and two hours laboratory.
PNV-1682	Adult Health Nurs Cncpts &Clin	12	<p>This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In addition, this course 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 conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Eight hours lecture and four hours laboratory.</p>

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PNV-1728	Specialty Areas in Nursing	8	<p>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. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well being of the client and family experiencing a mental health alteration.</p> <p>Successful completion of PNV 1728 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Seven hours lecture and two hours laboratory.</p>
PNV-1914	Nursing Transition	4	<p>This course discusses the legal aspects of nursing employment opportunities, responsibilities, and preparation</p>

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of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN). Students must demonstrate the role of an entry level LPN in the clinical setting in addition to classroom assignments. Four hours lecture and two hours laboratory.

## Precision Man & Machine Tech

Course	Title	Hours	Description
MST-1114	Power Machinery I	4	This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory.

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MST-1124	Power Machinery II	4	A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and four hours laboratory.
MST-1313	Advanced Shop Mathematics	3	An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. Two hours lecture and two hours laboratory.
MST-1413	Blueprint Reading	3	Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. Two hours lecture and two hours laboratory.
MST-1423	Advanced Blueprint Reading	3	A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views,

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			and assembly components. Two hours lecture and two hours laboratory.
MST-1613	Precision Layout	3	An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory.
MST-2134	Power Machinery III	4	A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine. Two hours lecture and four hours laboratory.
MST-2144	Advanced Power Machinery IV	4	A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and four hours laboratory.
MST-2714	Computer Numerical Control I	4	An introduction to the application of computer numerical control (CNC) and

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computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture and four hours laboratory.

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MST-2724	CNC Operations II	4	A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture and four hours laboratory.
MST-2734	Fundamentals of CAD/CAM	4	This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software

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			packages as they relate to Machine Tool Technology. Two hours lecture and four hours laboratory.
MST-2813	Metallurgy	3	An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory.
MST-2913	Special Problem	3	A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience. Six hours laboratory.
MST-2914	Special Problem in Machine Ope	4	A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student work closely together to

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			select a topic and establish criteria for completion of the project. Eight hours laboratory.
MST-2923	Supervised Work Experience	3	A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours.
TDT-1124	Die Repair	4	An introduction to the repair and maintenance of industrial dies, including practice using industrial dies. Two hours lecture and four hours laboratory.
TDT-1133	Die Design I	3	Basic design of industrial dies that includes instruction and practice in calculations and processes of die design. Two hours lecture and two hours laboratory.
TDT-2183	Jigs, Fixtures, & Tools	3	A course to provide students with specialized skills associated with the design and fabrication of work holding devices

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			including jigs, fixtures, and other tools. One hour lecture and four hours laboratory.
TDT-2233	Computer Numerical Oper. III	3	A continuation of Computerized Numerical Control Operations II with special emphasis on die making operations. Includes instruction and practice in the use of the traveling wire electrical discharge machine. One hour lecture and four hours laboratory.
TDT-2913	Special Problems	1	A course to provide the student with practical application of skills and knowledge gained through other courses in the Tool and Die Making Technology program. Involves application of skills learned in other courses to design, produce, and test an industrial quality die. Six hours laboratory.

**Psychology**

Course	Title	Hours	Description
PSY-1513	General Psychology	3	An introduction to the scientific study of human behavior and mental processes.

This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.

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PSY-2113	Lab Psy: Cognition 3 & Behavior	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. The student will be introduced to research ethics and issues. Three hours lecture.
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PSY-2223	Perspectives on Child Mal/Adv	3	<p>This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture.</p>
PSY-2323	Stats - Behavioral Science	3	<p>This course is an introduction to descriptive and inferential statistics, including measures of central tendency and variability, correlation, t-tests, and analysis of variance. Three hours lecture.</p>
PSY-2513	Child Psychology	3	<p>A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging</p>

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			adolescence. Three hours lecture.
PSY-2523	Adolescent Psychology	3	A study of various aspects of human growth and development during adolescence. Topics include biological, physiosocial, and cognitive development. Three hours lecture.
PSY-2533	Human Growth & Development	3	A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture.
PSY-2553	Psychology of Personal Adjustment	3	A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration. Three hours lecture.

## Radiologic Technology

Course	Title	Hours	Description
RGT-1114	Clinical Education I	4	This course includes clinical

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practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical.

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RGT-1124	Clinical Education II 4	This course is a continuation of Clinical Education I. 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. Twelve hours clinical.
RGT-1139	Clinical Education III 9	This course is a continuation of Clinical Education II. This course is a clinical practice and instruction in a clinical affiliate. Area included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical.

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RGT-1213	Fundamentals of Radiography	3	This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and legal concerns. Patient care procedures related to radiographic exams, body mechanics, emergency procedures for drug reactions and injured and critical care patients, and basic CPR techniques are also covered. Three hours lecture.
RGT-1223	Patient Care and Radiography	3	This course will provide 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 will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education

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will be identified.  
Two hours lecture  
and two hours  
laboratory.

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RGT-1312	Principles of Radiation Protection	2	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. Two hours lecture.
RGT-1323	Prin of Exposure & Image Prod	3	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

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			conversions, and problem solving. Two hours lecture and two hours laboratory.
RGT-1333	Digital Image Acquis & Display	3	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. Two hours lecture and two hours laboratory.
RGT-1513	Radiographic Procedures I	3	This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, digestive system, and urinary system. Included is a review of radiographic anatomy on each procedure. Two hours lecture

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			and two hours laboratory.
RGT-1523	Radiographic Procedures II	3	<p>This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, urinary system, lower extremities, bony thorax, and the mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.</p>
RGT-1613	Physics of Imaging Equipment	3	<p>This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture.</p>

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RGT-2132	Ethical & Legal Responsibility	2	Legal terminology, concepts, and principles will be 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 will prepare 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, communication styles, socioeconomic influences, health risks, and life stage. Two hours lecture.
RGT-2147	Clinical Education IV	7	This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic



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			procedures. Twenty-one hours clinical.
RGT-2157	Clinical Education V	7	This course is a continuation of Clinical Education IV. Included is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical.
RGT-2542	Radiographic Procedures IV	2	This course is a continuation of Radiographic Procedures This course is a study of special radiographic procedures which utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system. Two hours lecture.
RGT-2911	Radiation Biology	1	This course is a study of the

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biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of dosage. One hour lecture.

RGT-2921	Radiographic Pathology	1	This course is designed to introduce theories of disease causation and the pathophysiologic responses, clinical manifestation, radiographic appearance, and management of alterations in body systems will be presented. One hour lecture.
RGT-2933	Certification Fundamentals	3	This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Three hours lecture.

## Respiratory Therapy Technology

Course	Title	Hours	Description
RCT-1223	Patient Assessment and Plan	3	Fundamental approach to subjective and objective evaluation,

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assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory.

RCT-1313	Cardio Anatomy & Physiology	3	This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. Three hours lecture.
RCT-1322	Pulmonary Function Testing	2	This course is an introduction to pulmonary function technique and testing equipment.
RCT-1416	Respiratory Care Technology I	6	This course is a study of respiratory treatments and equipment design and operation related to noncritical care procedures. Two hours lecture and eight hours laboratory.

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RCT-1424	Respiratory Care Technology II	4	This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory.
RCT-1515	Clinical Practice I	5	Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Fifteen hours clinical.
RCT-1523	Clinical Practice II	3	In this course, students rotate through various respiratory subspecialty areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical.
RCT-1613	Respiratory Care Pharmacology	3	This course is designed to introduce the student to the pharmacology related to cardiopulmonary

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			disorders. Three hours lecture.
RCT-2334	Cardiopulmonary Pathology	4	This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Four hours lecture.
RCT-2434	Respiratory Care Tech III	4	A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory.
RCT-2534	Clinical Practice III	4	In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care

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			procedures. Twelve hours clinical.
RCT-2546	Clinical Practice IV	6	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. Eighteen hours clinical.
RCT-2613	Neonatal/Pediatrics Mgt	3	This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth defects, neonatal, and pediatric disease process, and the mode of treatment. Three hours of lecture.
RCT-2714	Respiratory Care Seminar	4	This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical

approach to problem solving. Critical thinking is emphasized. Two hours lecture and four hours laboratory.

## Smart Start Pathway (CTE)

Course	Title	Hours	Description
SSP-1003	Smart Start Pathway	3	No Description Available

## Social Work

Course	Title	Hours	Description
SWK-1113	A Helping Profession	3	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. Three hours lecture.

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SWK-2223	Perspectives on Child Mal/Adv	3	This course is the introductory course for child advocacy studies. This course covers the history,
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legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture.

## Sociology

Course	Title	Hours	Description
SOC-2113	Introduction to Sociology	3	This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three hours lecture.
SOC-2133	Social Problems	3	(Prerequisite: SOC 2113 Introduction to Sociology) A study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three hours lecture.



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SOC-2143	Marriage and Family	3	A study of the development of marriage and family as cultural units in society. Three hours lecture.
SOC-2223	Perspectives on Child Mal/Adv	3	This course is the introductory course for child advocacy studies. This course covers the history, legal framework, responses to child maltreatment, and other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. Three hours lecture.

## Speech

Course	Title	Hours	Description
SPT-1113	Public Speaking	3	Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.
SPT-1153	Voice, Diction, & Phonetics	3	A study of the International Phonetic Alphabet

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and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Three hours lecture.

SPT-1213	Fundamentals of Theatre	3	A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Three hours lecture.
SPT-1223	Movement for the Actor	3	Techniques for stage movement for the actor. Three hours lecture.
SPT-1233	Acting I	3	An introduction to the basic techniques of acting for the stage. Three hours lecture.
SPT-1241	Drama Production I	1	Participation in college drama productions. Required for theatre majors.

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			Two hours laboratory.
SPT-1251	Drama Production II	1	Participation in college drama productions. Required for theatre majors. Two hours laboratory.
SPT-1273	Theatrical Make-Up	3	Techniques in the application of makeup for the stage. Three hours lecture.
SPT-2223	Intro to Drama Arts Stagecraft	3	Implementation and application of all technical elements of production, design and operation. Three hours lecture.
SPT-2233	Theatre Appreciation	3	An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. Three hours lecture.
SPT-2241	Drama Production III	1	Participation in college drama. Required for theatre majors. Two hours laboratory.

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SPT-2251	Drama Production IV	1	Participation in college drama. Required for theatre majors. Two hours laboratory.
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### Technical

Course	Title	Hours	Description
TECH-ELE-M	Technical, Math or Science Ele	3	Advisor approved elective from technical, math, or science courses

### Work Based Learning

Course	Title	Hours	Description
WBL-1913	Work-based Learning I	3	A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

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WBL-1923	Work Based Learning II	1	<p>A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.</p>
WBL-1933	Work Based Learning III	1	<p>A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and</p>

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may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

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WBL-2913	Work Based Learning IV	1	A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.
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WBL-2923	Work Based Learning V	1	A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an
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educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.

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WBL-2933	Work-Based Learning VI	1	<p>A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment and may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews.</p>
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# Business Management Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BAD-1113	Introduction to Business	3
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. Three hours lecture.		

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture.		



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BOT-1243                      Microsoft Word II                      3

This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.

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BOT-2433                      Quickbooks                      3

This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823                      Microsoft Excel I                      3

This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213                      Principles of Accounting I                      3

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.

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## Sophomore Year

### First Semester — 15 hrs

**Course                      Title                      Hours**

BOT-1853                      Microsoft Excel II                      3

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.

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BOT-2613                      Entrepreneurial Problem                      3  
Solve

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

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ENG-1113                      English Composition I                      3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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BOT-1453                      Intro to Business                      3  
Management

Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are

completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Second Semester — 15 hrs

Course	Title	Hours
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.

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BOT-2233	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture.

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BOT-1473	Introduction to Marketing	3
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This course surveys American and International marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*Student may select MAT 1313 College Algebra or SCI-ELECT Science Elective (4 hours)

**Note:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for

note-taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
CIT-1413	Elementary Surveying	3
<p>Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.</p>		
CIT-1213	Civil Construction Methods	3
<p>A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures. Three hours lecture.</p>		
CTE-1143	Fundamentals of Electrical Cons. Manu	3
<p>This course is designed to introduce students to the 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. Two hours lecture and two hour laboratory.</p>		
DDT-1313	Computer Aided Design I	3
<p>This course will introduce the student to the operating system and how to perform basic drafting on CAD software. Two hours lecture and two hours laboratory.</p>		

### Second Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3
<p>This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture and two hours laboratory.</p>		

CIT-1113	Route Surveying	3
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(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting. Two hours lecture and two hours laboratory.

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CIT-1223	Road Construction Plans/ Specs	3
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A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs. Three hours lecture.

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DDT-1323	Computer Aided Design II	3
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(Prerequisite: DDT 1313) This course is designed as a continuation of CAD I. Subject areas will include dimensioning, sectional views, and symbols. Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Sophomore Year

### First Semester — 16 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
CIT-2434	Land Surveying	4

(Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Two hours lecture and four hours laboratory.

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CIT-2113	Legal Principles of Surveying	3
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A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434. Two hours lecture and two hours laboratory.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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FINE-ELECT                      Fine Arts Elective                      3  
Choose from any fine arts classes.

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EL-T-ELECT                      Technical Elective                      3  
An advisor approved elective in the technical field.

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### Second Semester — 16 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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CIT-2444	GPS Surveying	4
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(Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database. Two hours lecture and two hours laboratory.

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CIT-2913	Special Project	3
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(Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours laboratory.

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DDT-2153	Civil Planning & Design	3
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This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory.

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CIT-2123	Advanced Surveying Practices	3
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A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Accounting Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-ELECT*	Business & Office Tech Elective	3
Choose from any advisor approved elective in BOT		

\*BOT Elective should be selected from BOT 2423 Income Tax Accounting or BOT 2623 Principles of Business Finance.

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture.		

## NEMCC Course Catalog

**BOT-2433**                      **Quickbooks**                      **3**  
This course applies basic accounting principles using Quickbooks. Three hours lecture.

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**BOT-1823**                      **Microsoft Excel I**                      **3**  
This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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**ACC-2213**                      **Principles of Accounting I**                      **3**  
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.

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**BOT-2463**                      **Payroll Accounting**                      **3**  
(Prerequisite: ACC 1213) This course provides an in-depth study of payroll accounting. Three hours lecture.

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## Sophomore Year

### First Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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<b>BOT-1853</b>	<b>Microsoft Excel II</b>	<b>3</b>
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This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.

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<b>BAD-1113</b>	<b>Introduction to Business</b>	<b>3</b>
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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. Three hours lecture.

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<b>ENG-1113</b>	<b>English Composition I</b>	<b>3</b>
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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<b>ACC-2223</b>	<b>Principles of Accounting II</b>	<b>3</b>
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(Prerequisite: ACC 2213) A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture.

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<b>SBA-ELECT</b>	<b>Social/Behavioral Science Elective</b>	<b>3</b>
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Second Semester — 15 hrs

Course	Title	Hours
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.

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BOT-2233	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture.

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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**Note:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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### Career and Technical Certificate

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## Health Sciences Certificate

- [Medical Assisting Technology - Certificate](#)
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# General Studies

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.		
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.		
FINE-ELECT	Fine Arts Elective	3
Choose from any fine arts classes.		
HUM-ELECT	Humanities Elective	3
Choose from any humanities courses in history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II		

### Second Semester — 15 hrs

Course	Title	Hours
ENG-1123	English Composition II	3
ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three hours lecture.		
ELEC-ACAD	Academic Elective	3
Choose from any academic course		
ELEC-ACAD	Academic Elective	3
Choose from any academic course		
HUM-ELECT	Humanities Elective	3

Choose from any humanities courses in history, literature, modern foreign language, philosophy, religion, art, speech, or music appreciation, music survey, art history I or II

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
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SCI-ELECT	Science Elective	1
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Choose any BIO, PHY, or CHE course.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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### Second Semester — 16 hrs

Course	Title	Hours
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SCI-ELECT	Science Elective	1
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Choose any BIO, PHY, or CHE course.

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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ELEC-ACAD	Academic Elective	3
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Choose from any academic course

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**Notes:**

Students should complete the academic courses degree requirements as prescribed by the curriculum of the university to which the student intends to transfer.

Only three non-academic hours may be applied toward meeting graduation requirements. Non-academic hours include one-hour physical education, Learning and Life Skills, cooperative education, music, art, drama productions, publications, and technical courses. Technical courses may not be applied toward an A.A. degree with the exception of the 3 non-academic hours.

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# Nursing, BSN Track

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
ENG-1113	English Composition I	3
<p>English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.</p>		
PSY-1513	General Psychology	3
<p>An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.</p>		
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
SPT-1113	Public Speaking	3
<p>Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.</p>		

### Second Semester — 16 hrs

Course	Title	Hours
BIO-2524	Anatomy & Physiology II	4

(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.

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ENG-1123	English Composition II	3
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ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three hours lecture.

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FCS-1253	Nutrition	3
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A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three hours lecture.

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MAT-2323*	Statistics	3
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(Prerequisite: High School Algebra I and II and ACT math subscore of 19 or above; or MAT 1233 with a "C" or above) Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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\* Student may elect to take BAD 2323 in lieu of MAT 2323.

## Sophomore Year

### First Semester — 14 hrs

Course	Title	Hours
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CHE-1213	General Chemistry I	3
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(Concurrent enrollment in CHE 1211 required; must be eligible for enrollment in MAT 1313, or credit in CHE 1313 with a "C" or above.) 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. Three hours lecture.

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CHE-1211	General Chemistry Lab I	1
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(Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Three hours laboratory.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture.

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HIS-ELECT	History Elective	3
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choose from any history courses.

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ENG-ELECT*	English Elective	3
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Choose from any ENG course.

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BSN-ELECT	One Hour Elective for BSN	1
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Choose from an advisor approved elective.

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\*ENG-ELECT is any English Literature elective.

### Second Semester — 17 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) 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. Three hours lecture and three hours laboratory.

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HIS-ELECT	History Elective	3
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choose from any history courses.

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ENG-ELECT*	English Elective	3
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Choose from any ENG course.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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BSN-ELECT	One Hour Elective for BSN	1
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Choose from an advisor approved elective.

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\*ENG-ELECT is any English Literature elective.

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# Administrative Office Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-2233*	Human Resource Mgmt	3
This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture.		

\*Student may elect to take BOT 1493 - Social Media Management

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports		

and presentations, and preparing for the job interview process. Three hours lecture.

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BOT-2433	Quickbooks	3
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This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823	Microsoft Excel I	3
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This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213	Principles of Accounting I	3
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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.

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BOT-2823	Communication Technology	3
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(Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology. Three hours lecture.

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.

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BOT-2333	Microsoft Access	3
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This course applied database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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BAD-1113	Introduction to Business	3
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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. Three hours lecture.

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SBA-ELECT                      Social/Behavioral Science 3  
Elective

Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

## Second Semester — 15 hrs

Course	Title	Hours
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.

BOT-2133	Desktop Publishing	3
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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 processing software. Three hours lecture.

BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.

FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

\* Student may select MAT 1313 or any SCI-ELECT Science Elective (4 hours).

**Note:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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# Automotive Mechanics & Automotive Services Technology

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
ATT-1811	Introduction Safety & Employ Skill	1

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture.

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ATT-2614	Heating & Air Conditioning	4
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This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture and four hours laboratory.

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ATT-1715	Engine Repair	5
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This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type 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. Two hours lecture and six hours laboratory.

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ATT-2335	Steering & Suspension Systems	5
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This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two hours lecture and six hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

### Second Semester — 19 hrs

Course	Title	Hours
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ATT-1213	Brakes	3
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This is a course designed to provide 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. Two hours lecture and two hours laboratory.

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ATT-2325	Auto Transmissions/ Transaxles	5
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This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and six hours laboratory.

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ATT-1315	Manual Drive Trains/ Transaxles	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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AUT-1713	Brake Rotor & Drum Machining	3
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This course includes machining of the brake drum and rotor. One hour lecture and four hours laboratory.

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## Sophomore Year

### First Semester — 21 hrs

Course	Title	Hours
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AUT-1315	Cylinder Block Service	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.

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ATT-1123	Basic Electrical Systems	3
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This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture and three hours laboratory.

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ATT-1133	Adv Elec/Electronic Systems	3
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This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture and three hours laboratory.

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ATT-1424	Engine Performance I	4
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This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture and four hours laboratory.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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### Second Semester — 18 hrs

Course	Title	Hours
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ATT-2435	Engine Performance II	5
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This is a course designed to provide 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. Two hours lecture and six hours laboratory.

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ATT-2444	Engine Performance III	4
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This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory.

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AUT-1216	Cylinder Head Service	6
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This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course. Two hours lecture and eight hours laboratory.

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*Student may select MAT 1313 or SCI-ELECT Science Elective (4 hours).



## NEMCC Course Catalog

**Note:** All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

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# Collision Repair Technology

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
ABT-1146	Struc Anaylis &Damage Repair I	6

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Three hours lecture and six hours laboratory.

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ABT-1223	Non. Structural Ana. Dam & Rep I	3
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A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials. Two hours lecture and two hours laboratory.

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ABT-1443	Mechanical & Elec. Components I	3
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A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. A n introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture.

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ABT-1313	Refinishing I	3
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A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture and four hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Second Semester — 18 hrs

Course	Title	Hours
ABT-1153	Struc Analysis & Damage Rep II	3

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two hours lecture and two hours laboratory.

ABT-1323	Refinishing II	3
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Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture and four hours laboratory.

ABT-1453	Mechanical & Elec. Components II	3
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A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture.

ABT-1236	Non-Struc Analysis & Dmg Repai	6
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This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture and six hours laboratory.

CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ABT-2163	Structural Ana. & Damage Repair III	3

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture and two hours laboratory.

ABT-2243	Non-Str. Ana. & Damage Repair III	3
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This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices. Two hours lecture and two hours laboratory.

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ABT-2336	Refinishing III	6
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A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture and eight hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Second Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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ABT-2713	Collision Analysis & Estimation	3
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This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement parts, the estimated repair time, and correct use of reference manuals. Two hours lecture and two hours laboratory.

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ABT-2813	Shop Operations & Procedures	3
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An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture and two hours laboratory.

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ABT-2923	Supervised Work Experience	3
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A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Nine hours work experience per week.

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ABT-2913	Spec Prob in Collision Rep Tec	3
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A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory.

## NEMCC Course Catalog

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*Students may select MAT 1313 College Algebra or SCI-ELECT Science Elective (4 hours)

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# Computer Technology

## Freshman Year

### First Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1493	Social Media Management	3
This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet- based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging video-sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture.		

### Second Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports		

and presentations, and preparing for the job interview process. Three hours lecture.

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BOT-2433	Quickbooks	3
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This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823	Microsoft Excel I	3
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This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213	Principles of Accounting I	3
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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.

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IST-ELECT	Info Systems Tech Elective	3
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Choose from any IST course.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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BAD-1113	Introduction to Business	3
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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. Three hours lecture.

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IST-ELECT	Info Systems Tech Elective	3
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Choose from any IST course.

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IST-ELECT	Info Systems Tech Elective	3
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Choose from any IST course.

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**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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BOT-2183	Career Readiness	3
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This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture.

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*Student may select MAT 1313 or SCI-ELECT Science Elective (4 hours)

**Note:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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# Construction Engineering Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CON-1113	Survey of Modern Construction	3

Fundamentals of the construction environment and construction methods, materials, processes, working, drawing, and specifications Two hours lecture and two hours laboratory.

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CON-1213	Construction Materials	3
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Study and testing of the various materials used in the construction industry including reinforced concrete, prestressed concrete, wood, steel, and soil. Two hours lecture and two hours laboratory.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

### Second Semester — 15 hrs

Course	Title	Hours
CON-1223	Plans & Document Interpretatio	3

Graphic techniques used in the construction industry. Includes computation, of areas and volumes, interpretation of building plans and specifications, symbols, and terms used in the residential, commercial, and heavy construction industry. Two hours lecture and two hours laboratory.

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CON-1233	Construction Systems I	3
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Common practices of Engineering and business practices in the construction industry. Equipment purchasing and budgeting along with basic engineering principles used in the construction industry. Two hours lecture and two hours laboratory.

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BAD-2413	Legal Environment of Business	3
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An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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DDT-1413*	Elementary Surveying	3
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Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors. One hour lecture and four hours laboratory.

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\*DDT 1413 Elementary Surveying OR CIT 1413 Elementary Surveying

## Summer

### Summer — 8 hrs

Course	Title	Hours
CON-2614	Internship	4

(Prerequisite: Successful completion of first year study.) A cooperative program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Variable credit is awarded on the basis of one semester hour per 45 hours of on-site experience. 45 work hours 180 contact hours.

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CON-2624	Internship	4
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(Prerequisite: CON 2613-6) Continuation of CON 2614 with advance placement in the on-site construction. 180 contact hours.

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Construction Engineering Technology is mathematic and communication oriented. College Algebra and English Composition I/English Composition I (Technical) should be completed before the third semester.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
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## NEMCC Course Catalog

CON-2313	Construction Layout	3
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Principles of site preparation and layout of structures. Use of levels, tapes and surveying instruments. Triangulation calculations, coordinate calculations, differential leveling, and GPS technology are included. One hour lecture and four hours laboratory.

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CON-2123	Construction Cost Estimates	3
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(Prerequisite: CON 1113) Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid. Two hours lecture and two hours laboratory.

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CON-2233	Construction Systems II	3
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(Prerequisite: CON 2123) Common practices of engineering in construction. Basic engineering is used through practices in formwork design and crane applications. Two hours lecture and two hours laboratory.

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MAT-1323	Trigonometry	3
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(Prerequisite: ACT math subscore 19 or above OR credit in MAT 1233 with a "C" or above.) This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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### Second Semester — 15 hrs

Course	Title	Hours
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CON-2113	Construction Job Site Mgmt	3
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(Prerequisite: CON 1113) Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are made through simulated projects. Two hours lecture and two hours laboratory.

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CON-2413	Construction Safety Standards	3
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(Prerequisite: CON 1113) Management of safety and health in the construction environment. Basic elements of a safety and health program for the construction general contractor are examined to include regulator agencies. Concentrates on obtaining OSHA 30 certification. Two hours lecture and two hours laboratory.

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CON-2513	Leadership, Mgt, & Org	3
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## NEMCC Course Catalog

CON 1113 and CON 2113 Study of the effective leadership and management styles in the construction industry. Also, how the construction industry is organized at the local, state, and national levels. Two hours lecture and two hours laboratory.

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ACC-2213 Principles of Accounting I 3

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.

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SBA-ELECT Social/Behavioral Science 3  
Elective

Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Culinary Arts Technology

## Freshman Year

### First Semester — 17 hrs

Course	Title	Hours
HRT-1213	Sanitation & Safety	3
<p>Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.</p>		
HRT-1114	Culinary Principles I	4
<p>Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.</p>		
HRT-1123	Intro to Hospitality & Tourism	3
<p>An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.</p>		
HRT-1511	Hospitality Seminar I	1
<p>In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate. The course addresses computer based management systems. Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.</p>		
CUT-1613	Nutrition	3
<p>This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals. One hour lecture and four hours laboratory.</p>		
CUT-1513	Garde Manger	3
<p>(Prerequisites: HRT 1114 &amp; HRT 1213) This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation and explores the various duties of the modern garde manger. One hour lecture and four hours laboratory.</p>		

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**Second Semester — 16 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
CUT-1134	Principles of Baking	4
<p>(Prerequisites: HRT 1114 &amp; HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Two hours lecture and four hours laboratory.</p>		
CUT-1124	Culinary Principles II	4
<p>(Prerequisites: HRT 1114 &amp; HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.</p>		
HRT-1521	Hospitality Seminar II	1
<p>In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.</p>		
CUT-2223	Menu Planning	3
<p>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 are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture.</p>		
CUT-2314	American Regional Cuisine	4
<p>(Prerequisites: HRT 1114 &amp; HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory.</p>		

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## Sophomore Year

### First Semester — 14 hrs

Course	Title	Hours
CUT-2424	International Cuisine	4
(Prerequisites: HRT 1114 & HRT 1213) A study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Two hours lecture and four hours laboratory.		
HRT-1531	Hospitality Seminar III	1
In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.		
SBA-ELECT	Social/Behavioral Science Elective	3
Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.		
MAT-ELECT*	Math Elective	3
Choose from any MAT course 1313 or higher. *Some programs may only require MAT 1233 or higher.		

\*Students may select MAT-ELECT or SCI-ELECT

### Second Semester — 16 hrs

Course	Title	Hours
HRT-1223	Restaurant & Catering Operation	3
Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)		
HRT-2613	Hospitality Supervision	3
This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory. (ManageFirst Course)		

## NEMCC Course Catalog

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

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HRT-1541	Hospitality Seminar IV	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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# Diesel Power Technology

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
DET-1114	Fundamental Equipment Mechanic	4

Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Four hours lecture.

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DET-1223	Electrical/Electronic Systems	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems. Two hours lecture and two hours laboratory.

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DET-1263	Electrical II	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. One hour lecture and four hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

### Second Semester — 14 hrs

Course	Title	Hours
DET-1614	Prevent Maintenance & Service	4

Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory.

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DET-1813	Air Condition & Heating System	3
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Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. Two hours lecture and two hours laboratory.

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DET-1364	Diesel Systems I	4
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Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory.

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SBA-ELECT	Social/Behavioral Science 3 Elective	
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
DET-2926	Supervised Work Experience	6

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Eighteen hours work experience per week.

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## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
DET-1374	Diesel Systems II	4

Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory.

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DET-2623	Advanced Brake Systems 3 (Air)	
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Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock

braking system, and traction control system. Two hours lecture and two hours laboratory.

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DET-2273	Elec/Electronic Systems III	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. One hour lecture and four hours laboratory.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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## Second Semester — 15 hrs

Course	Title	Hours
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DET-2253	Steering & Suspension Systems	3
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Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. diagnosis and repair. Two hours lecture and two hours laboratory.

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DET-1213	Hydraulic Brake Systems	3
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Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory.

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DET-1713	Power Trains	3
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Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*Student may select MAT-ELECT or SCI-ELECT

## NEMCC Course Catalog

**Note:** All students are required to score 100% on a program safety exam prior to the deadline of a course drop/delete period to remain in class.

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## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3
This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture and two hours laboratory.		
DDT-1313	Computer Aided Design I	3
This course will introduce the student to the operating system and how to perform basic drafting on CAD software. Two hours lecture and two hours laboratory.		
DDT-1213*	Construction Standards & Mater	3
Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. Two hours lecture and two hours laboratory.		
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
EL-T-ELECT	Technical Elective	3
An advisor approved elective in the technical field.		

\*Construction Standards and Materials OR CON 1213 Construction Materials

### Second Semester — 15 hrs

Course	Title	Hours
DDT-2373	3D Modeling	3
This course will emphasize the user coordinate system and 3-D modeling. Two hours lecture and two hours laboratory.		
DDT-1323	Computer Aided Design II	3
(Prerequisite: DDT 1313) This course is designed as a continuation of CAD I. Subject areas will include dimensioning, sectional views, and symbols. Two hours lecture and two hours laboratory.		

DDT-2823                      Revit Architecture                      3

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. One hour lecture and four hours laboratory.

ENG-1113                      English Composition I                      3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

EL-T-ELECT                      Technical Elective                      3

An advisor approved elective in the technical field.

## Sophomore Year

### First Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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DDT-1173	Mechanical Design I	3
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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. Two hours lecture and two hours laboratory.

DDT-1613	Architectural Design I	3
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(Prerequisites: DDT 1313) This course is a study and development of architectural design principles for a residential structure. One hour lecture and four hours laboratory.

MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
DDT-2913	Special Project	3
<p>(Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Nine hours laboratory per week.</p>		
DDT-2153	Civil Planning & Design	3
<p>This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory.</p>		
SBA-ELECT	Social/Behavioral Science Elective	3
<p>Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.</p>		
EL-T-ELECT	Technical Elective	3
<p>An advisor approved elective in the technical field.</p>		
EL-T-ELECT	Technical Elective	3
<p>An advisor approved elective in the technical field.</p>		

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# Early Childhood Education Technology

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
CDT-1113	Early Childhood Profession	3

This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Two hours lecture and two hours laboratory.

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CDT-1214	Infant & Toddler Development	4
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This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers. Three hours lecture and two hours laboratory.

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CDT-1343	Child Health Safety & Nutrit	3
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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). Three hours lecture.

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CDT-1313	Creative Arts - Young Children	3
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This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

### Second Semester — 16 hrs



## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
CDT-1224	Preschool & Primary Development	4

This course provides knowledge concerning the care, development, and education of the preschool child in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (Ages 3 -8). Three hours lecture and two hours laboratory.

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CDT-1713	Lang/Literacy for Yng Children	3
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This course includes a study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R) are utilized. Three hours lecture.

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CDT-2233	Guiding Social & Emotional Dev	3
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This course focuses on identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R). Lab activities will be implemented during Student Teaching I and II. Three hours lecture.

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CDT-2713	SS Math Sci for Preschool 3	
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This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture.

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MAT-ELECT**	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*\*Student may select MAT-ELECT or SCI-ELECT

## Sophomore Year

### First Semester — 17 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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## NEMCC Course Catalog

CDT-2413	Development of the Exceptional Child	3
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(Prerequisite: Permission by the Instructor.) This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scaled Revised (ECERS-R). Two hours lecture and two hours laboratory.

CDT-2613	Methods, Materials, & Measure	3
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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. The learning experience will be implemented during Practicum. Three hours lecture.

CDT-2915	Initial Practicum	5
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(Prerequisites: Creative Arts for Young Children CDT 1313, Language and Literacy Development for Young Children CDT 1313, Child Health and Safety CDT 1343, Child Development I CDT 1313, and Child Development II CDT 1224 or by permission of ECET Program Coordinator. Co-requisite: Nutrition for Young Children CDT 1513) This course is supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Ten hours lab.

CSC-1123*	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

\* SPT 1113 Public Speaking can be substituted for CSC 1123 Computer Applications

### Second Semester — 14 hrs

Course	Title	Hours
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## NEMCC Course Catalog

CDT-2813                      Admin of Prog for Young    3  
   Child

(Prerequisite: First three semesters of core courses or by permission of ECE T Program Coordinator) This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS). Three hours lecture.

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CDT-2513                      Fam Dynamics & Com        3  
   Involvement

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. Three hours lecture.

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CDT-2945                      Advanced Practicum        5

(Prerequisites: Creative Arts CDT 1313, Guiding Social and Emotional Behavior CDT 2233, Methods and Materials CDT 2613, Social Studies, Math, Science for Young Children CDT 2713, Child Development I CDT 1214, and Child Development II CDT 1224, Student Teaching I CDT CDT 2915, or by permission of the ECET program coordinator. Co-requisite: Administration of Programs for Young Children CDT 2813) This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Ten hours laboratory.

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FINE-ELECT                      Fine Arts Elective        3

Choose from any fine arts classes.

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# Electrical Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CTE-1143	Fundamentals of Electrical Cons. Manu	3

This course is designed to introduce students to the 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. Two hours lecture and two hour laboratory.

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ELT-1143	AC/DC Circuits for Electrical	3
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Principles and theories associated with AC and DC circuits 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. Two hours lecture and two hours laboratory.

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ELT-1113	Residential/Light Comm Wiring	3
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This course provides advanced skills related to the wiring of multifamily and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. Two hours lecture and two hours laboratory.

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MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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\*MAT1233 Intermediate Algebra and PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

### Second Semester — 15 hrs

Course	Title	Hours
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## NEMCC Course Catalog

ELT-1263	Electrical Drawing & Schematic	3
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This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematics diagrams. Prints and drawings associated with electrical wiring will be studied. Two hours lecture and two hours laboratory.

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ELT-1213	Electrical Power	3
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This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory.

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ELT-1123	Commercial & Industrial Wiring	3
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This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks Two hours lecture and two hours laboratory.

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ELT-1253	Branch Cir & Serv Ent Calc	3
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The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code will be required. Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ELT-2613	Programmable Logic Controllers	3

This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture and two hours laboratory.

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IMM-1243	Mechanical Industrial Maintenance I	3
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This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One hours lecture and four hours laboratory.

## NEMCC Course Catalog

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IMM-1313	Prin of Hydraulics & Pneumati	3
<p>Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two hours lecture and two hours laboratory.</p>		
ELT-1413	Motor Control Systems	3
<p>This is a course in 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. Two hours lecture and two hours laboratory.</p>		
SPT-1113	Public Speaking	3
<p>Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.</p>		
FINE-ELECT	Fine Arts Elective	3
<p>Choose from any fine arts classes.</p>		

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### Second Semester — 15 hrs

Course	Title	Hours
ELT-2623	Advanced Prog Logic Controller	3
<p>(Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory.</p>		
ELT-2113	Equip Maint Trblshoot & Repair	3
<p>Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and two hours laboratory.</p>		
ELT-2423	Solid State Motor Control	3
<p>This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture and two hours laboratory.</p>		
CSC-1123	Computer Applications I	3

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## NEMCC Course Catalog

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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SBA-ELECT                      Social/Behavioral Science 3  
    Elective

Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Heating & Air Conditioning Technology

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
ACT-1124	Basic Comp Refrigeration	4
An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.		
ACT-1133	Brazing & Piping	3
Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture and two hours laboratory.		
ACT-1003	Intro to Heat & Air Cond Tech	3
This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture and two hours laboratory.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.		
MAT-ELECT*	Math Elective	3
Choose from any MAT course 1313 or higher. *Some programs may only require MAT 1233 or higher.		
*Student may select MAT-ELECT or SCI-ELECT (4 hours)		

### Second Semester — 15 hrs

Course	Title	Hours
ACT-1213	Controls	3
Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.		
ACT-1313	Refrigeration System Component	3



An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory.

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ACT-1713	Elec-Heat Vent Air Cond Refrig	3
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Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory.

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ACT-2913	Special Projects	3
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A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student 's learning experience. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Six hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
ACT-2414	Heat, Vent, AC & Refrig I	4

Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems. Two hours lecture and four hours laboratory.

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ACT-2513	Heating Systems	3
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Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.

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ACT-2623	Heat Load & Air Properties	3
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Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours laboratory.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science 3 Elective
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Second Semester — 16 hrs

Course	Title	Hours
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ACT-2423	Air Conditioning II	3
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An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.

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ACT-2324	Commercial Refrigeration	4
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A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and four hours laboratory.

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ACT-2433	Refrigeration, Retrofit, &Regs	3
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Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture and two hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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# Hospitality Management Technology

## Freshman Year

### First Semester — 17 hrs

Course	Title	Hours
HRT-1123	Intro to Hospitality & Tourism	3

An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

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HRT-1213	Sanitation & Safety	3
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Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.

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HRT-1511	Hospitality Seminar I	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate. The course addresses computer based management systems. Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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ADV-ELECT	Advisor Approved Elective	1
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Choose from any electives approved by advisor.

### Second Semester — 16 hrs

Course	Title	Hours
HRT-1521	Hospitality Seminar II	1

In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and

tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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BAD-2413	Legal Environment of Business	3
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An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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ADV-ELECT	Advisor Approved Elective	1
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Choose from any electives approved by advisor.

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## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
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HRT-1531	Hospitality Seminar III	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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HRT-2233	Hospitality Cost Control	3
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Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost controls, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory.

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HRT-2623	Hospitality HR Management	3
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This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory.

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HRT-2913	Supervised Work Experience	3
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(Prerequisite: Sophomore Classification) Supervised work experience in hotel, restaurant or tourism management. A course which is a cooperative program between industry and education and is designed to integrate the student's technical skills with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours Externship (ManageFirst Course) 135 hours of industrial contact required

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*MAT-ELECT or SCI-ELECT

### Second Semester — 16 hrs

Course	Title	Hours
HRT-2613	Hospitality Supervision	3

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory. (ManageFirst Course)

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HRT-1541	Hospitality Seminar IV	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities

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HRT-1413	Rooms Division Management	3
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An operational approach to rooms division management in the hospitality industry, including front office management and housekeeping operations. Two hours lecture and two hours lab.

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HRT-2713	Marketing Hospitality Services	3
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This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to

## NEMCC Course Catalog

targeted markets and developing marketing plans for hospitality and tourism operations. Two hours lecture and two hours lab.

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HRT-1223	Restaurant &Catering Operation	3
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Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Industrial Maintenance Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CTE-1143	Fundamentals of Electrical Cons. Manu	3

This course is designed to introduce students to the 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. Two hours lecture and two hour laboratory.

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ELT-1143	AC/DC Circuits for Electrical	3
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Principles and theories associated with AC and DC circuits 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. Two hours lecture and two hours laboratory.

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IMM-1273	Industrial Maintenance E & I I	3
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This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. Instructors for this course must be certified as an NCCER Instructor. Two hours lecture and two hours laboratory.

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MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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\*MAT1233 Intermediate Algebra and PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

### Second Semester — 15 hrs

Course	Title	Hours
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## NEMCC Course Catalog

IMM-1283	Industrial Maintenance E&I II	3
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This course includes construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor if administering the certification. Two hours lecture and two hours laboratory.

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IMM-1253	Mechanical Indust. Maintenance II	3
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This course includes advanced settings baseplates and prealignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. One hour lecture and four hours laboratory.

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ELT-1213	Electrical Power	3
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This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory.

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ELT-1123	Commercial & Industrial Wiring	3
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This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ELT-2613	Programmable Logic Controllers	3

This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture and two hours laboratory.

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ELT-1413	Motor Control Systems	3
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This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and



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troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory.

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IMM-1243	Mechanical Industrial Maintenance I	3
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This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One hour lecture and four hours laboratory.

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IMM-1313	Prin of Hydraulics & Pneumati	3
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Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two hours lecture and two hours laboratory.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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### Second Semester — 15 hrs

Course	Title	Hours
ELT-2623	Advanced Prog Logic Controller	3

(Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory.

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ELT-2113	Equip Maint Trblshoot & Repair	3
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Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two hours lecture and two hours laboratory.

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ELT-2423	Solid State Motor Control	3
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This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture and two hours laboratory.

## NEMCC Course Catalog

CSC-1123                      Computer Applications I    3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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SBA-ELECT                      Social/Behavioral Science 3  
    Elective

Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Information Systems Technology - Cyber Defense

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory.

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IST-1133	Fund of Data Communications	3
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This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory.

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IST-1433	Web Dev Using HTML & CSS	3
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This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.

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IST-2373	C# Programming	3
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An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory.

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IST-1483	Fundamentals of Virtualization	3
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This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.

### Second Semester — 18 hrs

Course	Title	Hours
IST-1163	Concepts of Database Design	3

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This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory.

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IST-1193	Practical Applications in IST	3
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This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.

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IST-1453	Principles of Mobile App Dev	3
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(Prerequisite: IST 2373 C# Programming) This course is designed to help you build a solid foundation in programming fundamentals using Swift as the language. You'll get practical experience with the techniques, and concepts needed to build a basic iOS app from scratch. You'll also learn user interface design principles, which are fundamental to programming and making great apps. Prior programming experience is not required for this course. If you have programming experience, you can move through the early lessons quickly as you can continue to learn about software development tools, concepts, and best practices that go beyond programming fundamentals. Two hours lecture and two hours laboratory.

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IST-1143	Security Principles & Policies	3
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This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory.

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IST-1613	Computer Forensics	3
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This course is an introduction to the various technical and administrative aspects of Computer Forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations. Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
IST-2623	Linux/Unix Security	3
<p>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. Two hours lecture and two hours laboratory.</p>		
IST-2253	Adv Network Admin Using 3 Micros	3
<p>This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory.</p>		
IST-1643	Network Defense&Countermeasure	3
<p>This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network. Two hours lecture and two hours laboratory.</p>		
IST-2543	Cloud Computing	3
<p>(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity. Two hours lecture and two hours laboratory.</p>		
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
FINE-ELECT	Fine Arts Elective	3
<p>Choose from any fine arts classes.</p>		

## Second Semester — 15 hrs

Course	Title	Hours
IST-2323	Script Programming Language	3

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.

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IST-2453	Mobile Application Development	3
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(Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power. Two hours lecture and two hours laboratory.

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IST-2633	Security Test & Implmentation	3
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This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and two hours laboratory.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Information Systems Technology - Extended Reality (XR)

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3
<p>This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory.</p>		
IST-1133	Fund of Data Communications	3
<p>This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory.</p>		
IST-1433	Web Dev Using HTML & CSS	3
<p>This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.</p>		
IST-2373	C# Programming	3
<p>An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory.</p>		
IST-1483	Fundamentals of Virtualization	3
<p>This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.</p>		

### Second Semester — 18 hrs

Course	Title	Hours
IST-1163	Concepts of Database Design	3

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory.

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IST-1413	Client-Side Programming	3
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Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS. Two hours lecture and two hours laboratory.

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IST-2823	XR 3D Modeling	3
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This course provides an introduction to 3D content creation using design visualization software with emphasis on the connection to the creative thought process. Students will learn an overview of the workflow relating to animation, modeling, texturing, lighting, and rendering. Two hours lecture and two hours laboratory.

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IST-1193	Practical Applications in IST	3
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This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.

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IST-2853	XR Digital Artistry	3
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This course is designed to provide an introduction to the tools required to create and edit graphic images. Two hours lecture and two hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
IST-2833	XR Development	3

This course is designed to introduce students to extended virtual reality development as it relates to various industries. This course will provide students an understanding of the tools and skill sets necessary to develop extended reality experiences. Two hours lecture and two hours laboratory.

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IST-2863	XR Illustration & Rendering	3
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## NEMCC Course Catalog

This course is designed to provide an introduction to the tools used in visual design and illustration software. Two hours lecture and two hours laboratory.

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IST-2873	XR Animation	3
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This course is designed to introduce students to extended reality animation. Two hours lecture and two hours laboratory.

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IST-2313	Systems Analysis and Design	3
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This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture and two hours laboratory.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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### Second Semester — 15 hrs

Course	Title	Hours
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IST-2843	XR Development	3
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This course is designed to immerse students into the creation process for multiple types of extended reality experiences. Students will gain an understanding of the complete design process of an extended reality experience, and the team effort required to create quality immersive experiences. Students will also develop a portfolio of entry-level work. Two hours lecture and two hours laboratory.

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IST-2323	Script Programming Language	3
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This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.



# Information Systems Technology - iOS App Development

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3
<p>This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory.</p>		
IST-1133	Fund of Data Communications	3
<p>This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory.</p>		
IST-1433	Web Dev Using HTML & CSS	3
<p>This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.</p>		
IST-2373	C# Programming	3
<p>An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory.</p>		
IST-1483	Fundamentals of Virtualization	3
<p>This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.</p>		

### Second Semester — 18 hrs

Course	Title	Hours
IST-1143	Security Principles & Policies	3

## NEMCC Course Catalog

This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory.

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IST-1163	Concepts of Database Design	3
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This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory.

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IST-1413	Client-Side Programming	3
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Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS. Two hours lecture and two hours laboratory.

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IST-1453	Principles of Mobile App Dev	3
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(Prerequisite: IST 2373 C# Programming) This course is designed to help you build a solid foundation in programming fundamentals using Swift as the language. You'll get practical experience with the techniques, and concepts needed to build a basic iOS app from scratch. You'll also learn user interface design principles, which are fundamental to programming and making great apps. Prior programming experience is not required for this course. If you have programming experience, you can move through the early lessons quickly as you can continue to learn about software development tools, concepts, and best practices that go beyond programming fundamentals. Two hours lecture and two hours laboratory.

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IST-1193	Practical Applications in IST	3
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This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
IST-2923	Special Problem in IST	3
<p>This course provides students with an opportunity to utilize skills and knowledge gained in other closely together to select a topic and establish criteria for completion of this project. Six hours laboratory.</p>		
IST-2253	Adv Network Admin Using Micros	3
<p>This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory.</p>		
IST-2533	IT Project Management	3
<p>In this course, students develop proficiency in using and customizing a project timeline for IT implementation. Two hours lecture and two hours laboratory.</p>		
IST-2543	Cloud Computing	3
<p>(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity. Two hours lecture and two hours laboratory.</p>		
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
FINE-ELECT	Fine Arts Elective	3
<p>Choose from any fine arts classes.</p>		

### Second Semester — 15 hrs

Course	Title	Hours
IST-2323	Script Programming Language	3

## NEMCC Course Catalog

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.

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IST-2453	Mobile Application Development	3
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(Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power. Two hours lecture and two hours laboratory.

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IST-2633	Security Test & Implmentation	3
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This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and two hours laboratory.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Information Systems Technology - System Administration

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3
<p>This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory.</p>		
IST-1133	Fund of Data Communications	3
<p>This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory.</p>		
IST-1433	Web Dev Using HTML & CSS	3
<p>This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors. Two hours lecture and two hours laboratory.</p>		
IST-2373	C# Programming	3
<p>An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment. Two hours lecture and two hours laboratory.</p>		
IST-1483	Fundamentals of Virtualization	3
<p>This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks. Two hours lecture and two hours laboratory.</p>		

### Second Semester — 15 hrs

Course	Title	Hours
IST-1143	Security Principles & Policies	3

This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory.

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IST-1163	Concepts of Database Design	3
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This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory.

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IST-1413	Client-Side Programming	3
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Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS. Two hours lecture and two hours laboratory.

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IST-1193	Practical Applications in IST	3
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This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture and two hours laboratory.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
IST-2253	Adv Network Admin Using Micros	3

This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory.

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IST-2593	Advanced C# Prog Language	3
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This course is a continuation of the C# Programming Language course. Two hours lecture and two hours laboratory.

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IST-2543	Cloud Computing	3
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(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity. Two hours lecture and two hours laboratory.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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## Second Semester — 18 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
IST-2323	Script Programming Language	3

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture and two hours laboratory.

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IST-2923	Special Problem in IST	3
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This course provides students with an opportunity to utilize skills and knowledge gained in other closely together to select a topic and establish criteria for completion of this project. Six hours laboratory.

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IST-2633	Security Test & Implmentation	3
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This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage. Two hours lecture and two hours laboratory.

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IST-1213	Client Install & Configuration	3
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## NEMCC Course Catalog

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture and two hours laboratory.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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# Paralegal Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
LET-1123	Introduction to Law	3
<p>This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three hours lecture.</p>		
LET-1513	Family Law	3
<p>This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.</p>		
LET-2453	Real Property I	3
<p>This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. Three hours lecture.</p>		
BOT-1763	Communications Essentials	3
<p>This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.</p>		
CSC-1123	Computer Applications I	3
<p>This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.</p>		

### Second Semester — 15 hrs

Course	Title	Hours
LET-1523	Wills & Estates	3
<p>This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture.</p>		
LET-1213	Legal Research	3

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two hours lecture and two hours laboratory.

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LET-2313	Civil Litigation I	3
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This course presents the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture.

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LET-2323	Torts	3
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This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Three hours lecture.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
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LET-2333	Civil Litigation II	3
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This course is designed to continue the study of the litigation process from discovery through appeal. Emphasis is placed on collecting and organizing discovery materials and demonstrating knowledge of the limits placed on discovery by the federal and states rules of civil procedure. The course also includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. Three hours lecture.

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LET-1713	Legal Writing	3
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This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture and two hours laboratory.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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BAD-2413	Legal Environment of Business	3
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An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment. Three hours lecture.

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CRJ-ELECT	Criminal Justice Elective	3
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Possible course include: CRJ 1323, CRJ 1363, CRJ 1373, CRJ 2323, CRJ 2333, CRJ 2413, CRJ 2513

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## Second Semester — 15 hrs

Course	Title	Hours
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LET-2463	Real Property II	3
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(Prerequisite: LET 2453) This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Three hours lecture.

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LET-2923*	Internship for Paralegal	3
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Practical experience in law office, bank, government office, or court house. Minimum of 135 clock hours. Nine hours externship.

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MAT-1313**	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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\* LET/BOT Electives can be: LET 2523, LET2633, BOT 1613, or BOT 1243

\*\*MAT 1313 or SCI-ELECT (4 hours)

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# Precision Manufacturing & Machining Technology

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
MST-1114	Power Machinery I	4
This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory.		
MST-1413	Blueprint Reading	3
Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. Two hours lecture and two hours laboratory.		
MST-1613	Precision Layout	3
An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.		
SBA-ELECT	Social/Behavioral Science Elective	3
Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.		

### Second Semester — 18 hrs

Course	Title	Hours
MST-1124	Power Machinery II	4
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and four hours laboratory.		
MST-2714	Computer Numerical Cont Oper I	4

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture and four hours laboratory.

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MST-1423	Advanced Blueprint Reading	3
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A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Two hours lecture and two hours laboratory.

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TDT-1124	Die Repair	4
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An introduction to the repair and maintenance of industrial dies, including practice using industrial dies. Two hours lecture and four hours laboratory.

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MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.

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\*MAT 1313 or higher or SCI-ELECT (4 hours)

## Sophomore Year

### First Semester — 17 hrs

Course	Title	Hours
MST-2134	Power Machinery III	4

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine. Two hours lecture and four hours laboratory.

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MST-2724	CNC Operations II	4
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A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture and four hours laboratory.

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MST-2813	Metallurgy	3
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An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory.

## NEMCC Course Catalog

TDT-1133                      Die Design I                      3  
Basic design of industrial dies that includes instruction and practice in calculations and processes of die design. Two hours lecture and two hours laboratory.

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CSC-1123                      Computer Applications I                      3  
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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### Second Semester — 17 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
MST-2144	Advanced Power Machinery IV	4

A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and four hours laboratory.

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MST-2734	Fundamentals of CAD/ CAM	4
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This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture and four hours laboratory.

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MST-2913*	Special Problem	3
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A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience. Six hours laboratory.

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TDT-2183	Jigs, Fixtures, & Tools	3
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A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools. One hour lecture and four hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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\*MST 2913 or MST 2923

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# Accounting Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-ELECT	Business & Office Tech Elective	3
Choose from any advisor approved elective in BOT		
The BOT-ELECT should be selected from BOT 2423 Income Tax Accounting or BOT 2623 Principles of Business Finance.		

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture.		

## NEMCC Course Catalog

BOT-2433                      Quickbooks                      3

This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823                      Microsoft Excel I                      3

This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213                      Principles of Accounting I                      3

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.

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BOT-2463                      Payroll Accounting                      3

(Prerequisite: ACC 1213) This course provides an in-depth study of payroll accounting. Three hours lecture.

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# Administrative Office Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-2233*	Human Resource Mgmt	3
This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture.		
*Student may elect to take BOT 1493 - Social Media Management		

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3

## NEMCC Course Catalog

This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process. Three hours lecture.

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BOT-2433	Quickbooks	3
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This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823	Microsoft Excel I	3
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This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213	Principles of Accounting I	3
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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.

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BOT-2823	Communication Technology	3
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(Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology. Three hours lecture.

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# Automotive Mechanics & Automotive Services Technology

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ATT-1811	Introduction Safety & Employ Skill	1

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture.

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ATT-2614	Heating & Air Conditioning	4
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This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture and four hours laboratory.

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ATT-1715	Engine Repair	5
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This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type 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. Two hours lecture and six hours laboratory.

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ATT-2335	Steering & Suspension Systems	5
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This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two hours lecture and six hours laboratory.

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### Second Semester — 16 hrs

Course	Title	Hours
ATT-1213	Brakes	3

This is a course designed to provide 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. Two hours lecture and two hours laboratory.

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ATT-2325	Auto Transmissions/ Transaxles	5
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This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and six hours laboratory.

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ATT-1315	Manual Drive Trains/ Transaxles	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.

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AUT-1713	Brake Rotor & Drum Machining	3
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This course includes machining of the brake drum and rotor. One hour lecture and four hours laboratory.

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
ATT-1123	Basic Electrical Systems	3

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture and three hours laboratory.

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ATT-1133	Adv Elec/Electronic Systems	3
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This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two hours lecture and three hours laboratory.

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ATT-1424	Engine Perfomance I	4
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This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture and four hours laboratory.

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AUT-1315	Cylinder Block Service	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning. Two hours lecture and six hours laboratory.

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## Second Semester — 15 hrs

Course	Title	Hours
ATT-2444	Engine Performance III	4

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory.

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ATT-2435	Engine Performance II	5
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This is a course designed to provide 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. Two hours lecture and six hours laboratory.

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AUT-1216	Cylinder Head Service	6
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This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course. Two hours lecture and eight hours laboratory.

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**Note:** All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

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# Business Management Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BAD-1113	Introduction to Business	3
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. Three hours lecture.		

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports		



## NEMCC Course Catalog

and presentations, and preparing for the job interview process. Three hours lecture.

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding. Three hours lecture.

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BOT-2433	Quickbooks	3
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This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823	Microsoft Excel I	3
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This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213	Principles of Accounting I	3
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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.

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# Collision Repair Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ABT-1146	Struc Anaylis &Damage Repair I	6

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Three hours lecture and six hours laboratory.

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ABT-1223	Non. Structural Ana. Dam & Rep I	3
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A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials. Two hours lecture and two hours laboratory.

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ABT-1313	Refinishing I	3
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A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture and four hours laboratory.

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ABT-1443	Mechanical & Elec. Components I	3
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A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. A n introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture.

### Second Semester — 15 hrs

Course	Title	Hours
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ABT-1153	Struc Analysis & Damage Rep II	3
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This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two hours lecture and two hours laboratory.

ABT-1236	Non-Struc Analysis & Dmg Repai	6
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This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture and six hours laboratory.

ABT-1323	Refinishing II	3
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Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture and four hours laboratory.

ABT-1453	Mechanical & Elec. Components II	3
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A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture.

## Sophomore Year

### First Semester — 12 hrs

Course	Title	Hours
ABT-2163	Structural Ana. & Damage Repair III	3

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture and two hours laboratory.

ABT-2243	Non-Str. Ana. & Damage Repair III	3
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This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices. Two hours lecture and two hours laboratory.

ABT-2336	Refinishing III	6
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A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture and eight hours laboratory.

**Second Semester — 12 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
ABT-2923	Supervised Work Experience	3

A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Nine hours work experience per week.

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ABT-2713	Collision Analysis & Estimation	3
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This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement parts, the estimated repair time, and correct use of reference manuals. Two hours lecture and two hours laboratory.

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ABT-2813	Shop Operations & Procedures	3
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An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture and two hours laboratory.

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ABT-2913	Spec Prob in Collision Rep Tec	3
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A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory.

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**Note:** All students are required to score 100% on a program safety exam prior to the deadline date of a course drop/delete period.

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# Computer Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. Three hours lecture.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.		
BOT-1493	Social Media Management	3
This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet- based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging video-sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture.		

### Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports		

## NEMCC Course Catalog

and presentations, and preparing for the job interview process. Three hours lecture.

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BOT-2433	Quickbooks	3
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This course applies basic accounting principles using Quickbooks. Three hours lecture.

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BOT-1823	Microsoft Excel I	3
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This course focuses on application Microsoft Excel as an aid to management decision making. Three hours lecture.

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ACC-2213	Principles of Accounting I	3
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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.

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IST-ELECT	Info Systems Tech Elective	3
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Choose from any IST course.

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# Culinary Arts Technology - Certificate

## Freshman Year

### First Semester — 14 hrs

Course	Title	Hours
HRT-1213	Sanitation & Safety	3
<p>Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.</p>		
HRT-1114	Culinary Principles I	4
<p>Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.</p>		
HRT-1123	Intro to Hospitality & Tourism	3
<p>An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.</p>		
HRT-1511	Hospitality Seminar I	1
<p>In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.</p>		
CUT-1613	Nutrition	3
<p>This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals. One hour lecture and four hours laboratory.</p>		

### Second Semester — 16 hrs

Course	Title	Hours
CUT-1134	Principles of Baking	4

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(Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Two hours lecture and four hours laboratory.

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CUT-1124	Culinary Principles II	4
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(Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.

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HRT-1521	Hospitality Seminar II	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate. The course addresses computer based management systems. Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CUT-2223	Menu Planning	3
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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 are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture.

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CUT-2314	American Regional Cuisine	4
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(Prerequisites: HRT 1114 & HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory.

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# Diesel Power Technology - Certificate

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
DET-1114	Fundamental Equipment Mechanic	4

Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Four hours lecture.

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DET-1223	Electrical/Electronic Systems	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems. Two hours lecture and two hours laboratory.

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DET-1263	Electrical II	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. One hour lecture and four hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

### Second Semester — 14 hrs

Course	Title	Hours
DET-1614	Prevent Maintenance & Service	4

Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory.

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DET-1813	Air Condition & Heating System	3
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Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and

condenser repair, and heating system repair. Two hours lecture and two hours laboratory.

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DET-1364	Diesel Systems I	4
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Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
DET-2926	Supervised Work Experience	6

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Eighteen hours work experience per week.

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
DET-1374	Diesel Systems II	4

Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory.

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DET-2623	Advanced Brake Systems (Air)	3
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Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. Two hours lecture and two hours laboratory.

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DET-2273	Elec/Electronic Systems III	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. One hour lecture and four hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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## Second Semester — 16 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
DET-2253	Steering & Suspension Systems	3

Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. diagnosis and repair. Two hours lecture and two hours laboratory.

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DET-1213	Hydraulic Brake Systems	3
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Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory.

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DET-1713	Power Trains	3
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Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory.

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DET-2914	Special Problem/Projects	4
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No Description Available

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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# Heating & Air Conditioning Technology - Certificate

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
ACT-1124	Basic Comp Refrigeration	4
An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.		
ACT-1133	Brazing & Piping	3
Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two hours lecture and two hours laboratory.		
ACT-1003	Intro to Heat & Air Cond Tech	3
This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture and two hours laboratory.		
EL-T-ELECT	Technical Elective	3
An advisor approved elective in the technical field.		

### Second Semester — 15 hrs

Course	Title	Hours
ACT-1213	Controls	3
Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.		
ACT-1313	Refrigeration System Component	3
An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory.		
ACT-1713	Elec-Heat Vent Air Cond Refrig	3

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory.

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ACT-2913	Special Projects	3
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A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student 's learning experience. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Six hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
ACT-2414	Heat, Vent, AC & Refrig I	4

Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems. Two hours lecture and four hours laboratory.

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ACT-2513	Heating Systems	3
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Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.

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ACT-2623	Heat Load & Air Properties	3
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Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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### Second Semester — 13 hrs

Course	Title	Hours
ACT-2423	Air Conditioning II	3

## NEMCC Course Catalog

An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.

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ACT-2324	Commercial Refrigeration	4
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A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and four hours laboratory.

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ACT-2433	Refrigeration, Retrofit, &Regs	3
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Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture and two hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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# Paralegal Technology - Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
LET-1123	Introduction to Law	3
<p>This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three hours lecture.</p>		
LET-1513	Family Law	3
<p>This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture.</p>		
CSC-1123	Computer Applications I	3
<p>This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.</p>		
BOT-1763	Communications Essentials	3
<p>This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Three hours lecture.</p>		
LET-2453	Real Property I	3
<p>This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. Three hours lecture.</p>		

### Second Semester — 15 hrs

Course	Title	Hours
LET-1523	Wills & Estates	3
<p>This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture.</p>		
LET-1213	Legal Research	3

## NEMCC Course Catalog

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two hours lecture and two hours laboratory.

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LET-2313	Civil Litigation I	3
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This course presents the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture.

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LET-2323	Torts	3
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This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Three hours lecture.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

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# Precision Manufacturing & Machining Technology - Certificate

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
MST-1114	Power Machinery I	4

This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory.

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MST-1413	Blueprint Reading	3
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Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. Two hours lecture and two hours laboratory.

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MST-1313	Advanced Shop Mathematics	3
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An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. Two hours lecture and two hours laboratory.

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MST-1613	Precision Layout	3
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An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory.

### Second Semester — 15 hrs

Course	Title	Hours
MST-1124	Power Machinery II	4

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and four hours laboratory.

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MST-2714	Computer Numerical Cont Oper I	4
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An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes

instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture and four hours laboratory.

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MST-1423	Advanced Blueprint Reading	3
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A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. Two hours lecture and two hours laboratory.

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TDT-1124	Die Repair	4
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An introduction to the repair and maintenance of industrial dies, including practice using industrial dies. Two hours lecture and four hours laboratory.

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## Sophomore Year

### First Semester — 17 hrs

Course	Title	Hours
MST-2134	Power Machinery III	4

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine. Two hours lecture and four hours laboratory.

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MST-2724	CNC Operations II	4
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A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture and four hours laboratory.

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TDT-1133	Die Design I	3
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Basic design of industrial dies that includes instruction and practice in calculations and processes of die design. Two hours lecture and two hours laboratory.

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MST-2813	Metallurgy	3
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An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory.

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EL-T-ELECT	Technical Elective	3
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An advisor approved elective in the technical field.

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**Second Semester — 17 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
MST-2144	Advanced Power Machinery IV	4

A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and four hours laboratory.

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TDT-2183	Jigs, Fixtures, & Tools	3
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A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools. One hour lecture and four hours laboratory.

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MST-2734	Fundamentals of CAD/ CAM	4
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This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Two hours lecture and four hours laboratory.

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MST-2913*	Special Problem	3
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A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience. Six hours laboratory.

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\*Student may take \*MST 2923 Supervised Work Experience in Precision Manufacturing & Machining

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# Dental Hygiene

## Prerequisites for Dental Hygiene

### First Semester — 17 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
ENG-1113	English Composition I	3
<p>English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.</p>		
PSY-1513	General Psychology	3
<p>An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.</p>		
CHE-1313	Principles of Chemistry	3
<p>A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Three hours lecture.</p>		
CHE-1311	Principles of Chemistry Lab	1
<p>A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. Three hours laboratory.</p>		
MAT-ELECT	Math Elective	3
<p>Choose from any MAT course 1313 or higher. *Some programs may only require MAT 1233 or higher.</p>		

\*CHE 1223 General Chemistry I and CHE 1221 General Chemistry Lab I can be taken in place of CHE 1313 Principles of Chemistry I and CHE 1311 Principles of Chemistry Lab I.

## Second Semester — 14 hrs

Course	Title	Hours
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		
BIO-2924	Microbiology	4
<p>(Prerequisite: College level Biology course) 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. Three hours lecture and three hours laboratory.</p>		
SPT-1113	Public Speaking	3
<p>Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.</p>		
FINE-ELECT	Fine Arts Elective	3
<p>Choose from any fine arts classes.</p>		

## First Year

### First Semester — 12 hrs

Course	Title	Hours
DHT-1252	Dental Anatomy & Embryology	2
<p>This course is a study of the morphological characteristics of the teeth and supporting structures. Also given is a survey 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. Two hours lecture.</p>		
DHT-1115	Fundament. of Dental Hygiene	5

Introduction to basic theories and techniques of instrumentation and oral prophylaxis; to clinical procedures and practices including prevention of disease transmission. Medical and dental histories; oral inspection and charting; application of fluoride; instrument sharpening. Two hours lecture and six hours laboratory.

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DHT-1314	Radiology	4
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Designed to familiarize the student with the principles of radiation, protective measures, and the principles and techniques of intraoral and extraoral radiography. Three hours lecture and two hours laboratory.

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DHT-1931	Medical Dental Emergencies	1
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This course provides the student with the opportunity to discuss managing dental office emergencies. One hour lecture.

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\*BOT Elective

## Second Semester — 14 hrs

Course	Title	Hours
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DHT-1242	Anatomy & Histology/ Head & Neck	2
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This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It also includes studies of the microscopic and development of types of cells, tissues and organs of the head and neck. Two hours lecture.

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DHT-1513	Periodontics	3
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An indepth study of the supporting structures of the teeth with a full clinical and theoretical understanding of their conditions in good health as well as in pathological conditions. Three hours lecture.

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DHT-1415	Clinical Dental Hygiene I	5
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The first course designed to increase the student's knowledge of dental hygiene procedures; use of caries preventive agents, detection of dental decay; periodontal pockets and soft tissue lesions. One hour lecture and twelve hours clinical.

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DHT-1941	Theories of Patient Care	1
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This course provides the student with the opportunity to discuss patient care and treatment plans. One hour lecture.

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SOC-2113	Introduction to Sociology	3
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This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three hours lecture.

## Second Year

### First Semester — 15 hrs

Course	Title	Hours
DHT-2425	Clinical Dental Hygiene II	5
Emphasis on use of currettes, models, and the ultrasonic scaler. One hour lecture and twelve hours clinical		
DHT-2613	Dental Materials	3
Study of the properties of materials used in dentistry and techniques of manipulation of these materials. Two hours lecture and two hours laboratory.		
DHT-2713	Pharmacology	3
A basic introduction to drug actions and their mechanism when introduced to the body under specific conditions, and the reaction of the body to drugs. Three hours lecture.		
DHT-2961	General & Dental Nutrition	1
This course provides the student with the general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. One hour lecture.		
DHT-2233	General & Oral Pathology	3
Principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. Three hours lecture.		

### Second Semester — 13 hrs

Course	Title	Hours
DHT-2436	Clinical Dental Hygiene III	6
Emphasis on mastery of dental hygiene clinical tasks. Two hours lecture and twelve hours clinical.		
DHT-2822	Community Dental Health I	2
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 some phases of community and school dental health programs.		
DHT-2832	Community Dental Health II	2

## NEMCC Course Catalog

This course is a continuation of Community Dental Health I and includes application of dentistry. Field experiences to give an opportunity to observe and participate in some community and/or school dental health programs.

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DHT-2922	Ethics and Jurisprudence	2
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Study of laws governing the practice of dentistry and dental hygiene and the ethics involved. Two hours lecture.

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DHT-2951	Fundamentals of Licensure	1
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This course provides the student with the opportunity to discuss dental disciplines and professional development. One hour lecture.

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**Notes:** The Dental Hygiene Program is a two year Associate Degree Program. The schedule is fixed and all classes meet in the Dental Hygiene Department. Students must achieve a minimum grade of "C" in each course to move into the next semester.

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# Medical Laboratory Technology

## First Year

### First Semester — 19 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
ENG-1113	English Composition I	3
<p>English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.</p>		
MLT-1111	Intro Medical Lab Technology	1
<p>The 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. Two hours laboratory.</p>		
MLT-1313	Clinical Hematology I	3
<p>This course is a study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling. Two hours lecture and two hours laboratory.</p>		
CSC-1123	Computer Applications I	3
<p>This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.</p>		
MLT-2522	Pathogenic Microbiology I	2
<p>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. One hour lecture and two hours laboratory.</p>		

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MAT-ELECT	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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**Second Semester — 18 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		
CHE-1211	General Chemistry Lab I	1
<p>(Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Three hours laboratory.</p>		
CHE-1213	General Chemistry I	3
<p>(Concurrent enrollment in CHE 1211 required; must be eligible for enrollment in MAT 1313, or credit in CHE 1313 with a "C" or above.) 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. Three hours lecture.</p>		
MLT-1324	Hematology II	4
<p>The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Two hours lecture and four hours laboratory.</p>		
MLT-1413	Immunology/Serology	3
<p>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. Two hours lecture and four hours laboratory.</p>		
FINE-ELECT	Fine Arts Elective	3

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Choose from any fine arts classes.

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\*CHE 1213 and CHE 1211 may be substituted with CHE 1313 and CHE 1311 or CHE 1413 and CHE 1411.

## Summer

### Summer I (June) — 6 hrs

Course	Title	Hours
MLT-2916	Clinical Practice I	6

(Prerequisite: MLT 1313, MLT 1324, and MLT 1413 with a grade of C or above)  
Clinical practice and diadetic instruction in a clinical affiliate. Areas covered are hematology and immunology. Eighteen hours clinical.

### Summer II (July) — 7 hrs

Course	Title	Hours
BIO-2924	Microbiology	4

(Prerequisite: College level Biology course) 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. Three hours lecture and three hours laboratory.

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SBA-ELECT	Social/Behavioral Science 3 Elective	
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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## Second Year

### First Semester — 14 hrs

Course	Title	Hours
MLT-2424	Immunoematology	4

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, identification, and investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory.

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MLT-2614 Pathogenic Microbiology II 4  
 Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Two hours lecture and four hours laboratory.

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MLT-2936	Clinical Practice III	6
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(Prerequisites: MLT 2715, MLT 2424, and MLT 2611 with a grade of C or above)  
 Clinical practice and didactic instruction in a clinical setting. Areas covered are immunohematology and microbiology. Forty hours a week for 8 weeks.

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**Second Semester — 16 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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MLT-1212	Urinalysis/Body Fluids	2
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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 diseased states. One hour lecture and two hours laboratory.

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MLT-1515	Clinical Chemistry	5
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(Prerequisites: CHE 1213 and CHE 1211, CHE 1223 and CHE 1221, or CHE 1313 and CHE 1311, AND CHE 1413 and CHE 1411) This course is 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. Three hours lecture and four hours laboratory.

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MLT-2926	Clinical Practice II	6
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(Prerequisites: MLT 1515, MLT 2322, MLT 1212 with a grade of C or above)  
 Clinical practice and didactic instruction in a clinical setting. Areas covered are clinical chemistry and urinalysis. Forty hours a week for 8 weeks. Eighteen hours clinical per week for full semester.

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MLT-2723	Certification Fundamentals	3
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(Completion of all didactic MLT courses) An in-depth study and review of material covered in the MLT Curriculum. Designed to prepare the student for the National Registry/Certifying exams. Three hours lecture.

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# Nursing - ADN Traditional Plan of Study

## Nursing - ADN Traditional Plan of Study

[Camille Beals]

[Associate - Traditional](#)

[Associate - NUR 1229](#)

[Associate - NUR 2339](#)

*\*Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of “F” will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses** - A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118, and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the "L.P.N.-A.D.N. Advance Placement Program" packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Alternate Placement Option** - Alternate placement into the Practical Nursing Education Program is an option available to students who have passed at least one

clinical A.D.N. course. Depending on which course was satisfactorily completed in the A.D.N. program, students may exempt one or two semesters of the Practical Nursing Education curriculum. Application should be made to the Practical Nursing Program. A fee of \$15.00 per credit hour is charged for recording “Z” credit on the transcript.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.		

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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NUR-1118	Nursing Fundamentals	8
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(Prerequisites: BIO 2514 and BIO 2524) The nursing process is introduced with emphasis on assessment of adults. Basic human needs and developmental tasks are viewed from the theoretical frameworks of Maslow and Erikson as they relate to the adult client experiencing stress due to normal variations and/or threats to human needs. Concepts of caring and interpersonal relationships are integrated throughout course content. The interpersonal component focuses on the geriatric client through the life review process. Nursing skills are taught, demonstrated, and evaluated. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and nine hours laboratory/clinical.

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PSY-1513	General Psychology	3
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An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.

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NUR-1111	Strategies for Success in Nurs	1
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(Required) This course fosters the student 's identification of personal strengths, challenges, and goals by review of topics including: career choice, study habits, note taking, learning styles, professional communication, time management, test taking techniques, clinical behaviors, documentation and informatics competency, preparation for clinical responsibilities, self-evaluation, evidenced based nursing practice, and learning resources. May be completed any semester of the curriculum. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

### Second Semester — 19 hrs

Course	Title	Hours
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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) 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. Three hours lecture and three hours laboratory.

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NUR-1229	Nursing Care of the Family	9
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(Prerequisites: NUR 1118, Prerequisite or Co-requisite EPY 2533.) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Six hours lecture and nine hours of clinical/laboratory.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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PSY 2533 Human Growth & Development is a pre-requisite and co-requisite to NUR 1229.

BIO 2924 Microbiology must be completed with a passing grade before entry to NUR 2339.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
NUR-2333	Nursing Trends & Issues	3

(Prerequisites: All first-year courses. Co-requisite NUR 2339). This course explores the development of self as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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NUR-2339	Nursing Care of the Adult I	9
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(Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333). The nursing process continues with emphasis on the implementation of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours laboratory.

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MAT-ELECT*	Math Elective	3
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Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

## Second Semester — 15 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3

(Prerequisites: NUR 1118, NUR 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer-based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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NUR-2449	Nursing Care of the Adult II	9
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(Prerequisites: NUR 1118, NUR 1229, and NUR 2339. Prerequisite or Co-requisite: NUR 2333). The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision-making skills and critical thinking. Care for clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours clinical/laboratory.

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CSC-1123*	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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SPT-1113*	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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\*Must have either CSC 1123 Computer Applications or SPT 1113 Public Speaking.

## Elective Nursing Courses Available for ADN Program Students

### Elective Nursing Courses Available for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. One hour lecture.

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NUR-1011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1021	Nursing Memb Org(MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which

## NEMCC Course Catalog

is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2021	Nursing Memb Org (MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1121	Nursing Mathematics	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1131	Nursing Heritage	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. NOTE:

## NEMCC Course Catalog

Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1141	Nursing Case Studies	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1142	Nursing Case Studies	2
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course.) NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Two hours laboratory.

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NUR-1151	Nursing Clinical Reasoning	1
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(Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1161	Nursing Pharmacology	1
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(Prerequisite: Admission to ADN program; Co-requisite: NUR 1118) This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1261	Nursing Pharmacology II	1
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(Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.. One hour lecture.

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## NEMCC Course Catalog

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NUR-2361 Nursing Pharmacology III 1

(Co-requisite: Enrollment in NUR 2339). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-2461 Nursing Pharmacology IV 1

(Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1171 Evidence Based Nursing Practic 1

(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1233 Nursing Preceptorship 3

(Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/laboratory

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NUR-1333 Nursing Externship 3

(Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in

concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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### Recommended NUR Course for LPN Advanced Placement & Transfer Students — 1 hrs

Course	Title	Hours
NUR-1101	Nursing Process Transition	1

(Co-requisite: Enrollment in NUR 1229 or NUR 2339) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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Skills reviewed required should student elect not to formally enroll in course.

**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

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CIP:513801

Program of Study Code: 8780

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# Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN

## Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN

[Camille Beals]

[Associate - Traditional](#)

[Associate - NUR 1229](#)

[Associate - NUR 2339](#)

*\* Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [— Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for



dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of "F" will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses -**

A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118, and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the "L.P.N.-A.D.N. Advance Placement Program" packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge

credit is good for 5 years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — BIO2514, BIO2524 hrs

Course	Title	Hours
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### First Year

#### First Semester — 15 hrs

Course	Title	Hours
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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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PSY-1513	General Psychology	3
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An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.

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#### Foundations of Nursing Exam 8 hours

#### Second Semester — 19 hrs

Course	Title	Hours
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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) 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. Three hours lecture and three hours laboratory.

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NUR-1229	Nursing Care of the Family	9
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(Prerequisites: NUR 1118, Prerequisite or Co-requisite EPY 2533.) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Six hours lecture and nine hours of clinical/laboratory.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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PSY 2533 Human Growth & Development is a prerequisite or co-requisite to NUR 1229. BIO 2924 must be completed with a passing grade before entry to NUR 2339.

## Second Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-ELECT*	Math Elective	3

Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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NUR-2333	Nursing Trends & Issues	3
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(Prerequisites: All first-year courses. Co-requisite NUR 2339). This course explores the development of self as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the

ethical and legal framework for the practice of nursing. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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NUR-2339                      Nursing Care of the Adult I 9  
 (Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333). The nursing process continues with emphasis on the implementation of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours laboratory.

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\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

## Second Semester — 19 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3

(Prerequisites: NUR 1118, NUR 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer-based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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## Elective Courses for ADN Program Students

### Elective Courses for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator.

## NEMCC Course Catalog

Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. One hour lecture.

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NUR-1011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1021	Nursing Memb Org(MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2021	Nursing Memb Org (MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1121	Nursing Mathematics	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1131	Nursing Heritage	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1141	Nursing Case Studies	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1142	Nursing Case Studies	2
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course.) NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Two hours laboratory.

## NEMCC Course Catalog

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NUR-1151	Nursing Clinical Reasoning	1
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(Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1161	Nursing Pharmacology	1
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(Prerequisite: Admission to ADN program; Co-requisite: NUR 1118) This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1261	Nursing Pharmacology II	1
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(Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.. One hour lecture.

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NUR-2361	Nursing Pharmacology III	1
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(Co-requisite: Enrollment in NUR NUR 2339). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-2461	Nursing Pharmacology IV	1
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(Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1171	Evidence Based Nursing Practic	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced,

instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1233	Nursing Preceptorship	3
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(Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/laboratory

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NUR-1333	Nursing Externship	3
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(Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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### Recommended Nursing Courses fo LPN Advanced Placement & Transfer Students — 1 hrs

Attendance required should student elect to not formally enroll in course.

<b>Course</b>	<b>Title</b>	<b>Hours</b>
NUR-1101	Nursing Process Transition	1

(Co-requisite: Enrollment in NUR 1229 or NUR 2339) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet



program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

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CIP:513801

Program of Study Code: 8780

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# Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN

## Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN

[Camille Beals]

[Associate - Traditional](#)

[Associate - NUR 1229](#)

[Associate - NUR 2339](#)

*\*Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course.

Students must process the withdrawal request by the class/college withdrawal date or a grade of “F” will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student’s past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of “C” or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses** - A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118 , and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the “L.P.N.-A.D.N. Advance Placement Program” packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is “Z”. No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5

years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.		

## First Year

### First Semester — 15 hrs

Course	Title	Hours
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## Second Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-ELECT*	Math Elective	3

Choose from any MAT course 1313 or higher. \*Some programs may only require MAT 1233 or higher.

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NUR-2333	Nursing Trends & Issues	3
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(Prerequisites: All first-year courses. Co-requisite NUR 2339). This course explores the development of self as a member of the nursing profession. Management aspects are addressed along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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NUR-2339	Nursing Care of the Adult I	9
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(Prerequisites: NUR 1118, NUR 1229, and BIO 2924. Co-requisites: NUR 2333). The nursing process continues with emphasis on the implementation of care for adult clients experiencing deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours laboratory.

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\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

### Second Semester — 15 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3

(Prerequisites: NUR 1118, NUR 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer-based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Three hours lecture.

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NUR-2449	Nursing Care of the Adult II	9
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(Prerequisites: NUR 1118, NUR 1229, and NUR 2339. Prerequisite or Co-requisite: NUR 2333). The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision-making skills and critical thinking. Care for clients with psychosocial deprivations is included. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Five hours lecture and twelve hours clinical/laboratory.

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CSC-1123\*                      Computer Applications I      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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\*CSC 1123 Computer Applications may be replaced with SPT 1113 Public Speaking

## Elective Courses for ADN Program Students

### Elective Courses for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included. One hour lecture.

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NUR-1011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1021	Nursing Memb Org(MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member

## NEMCC Course Catalog

within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2011	Nursing Organization	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-2021	Nursing Memb Org (MOSA)	1
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(Mississippi Organization for Associate Degree Nursing Student Association - NEMCC Chapter Elective) This course is designed to enhance the “member within the discipline of Nursing” role which is an ADN program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing Student Association (MOSA) - NEMCC Chapter is a chartered and approved student organization of NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN). NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

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NUR-1121	Nursing Mathematics	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1131	Nursing Heritage	1
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## NEMCC Course Catalog

(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449). A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1141	Nursing Case Studies	1
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

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NUR-1142	Nursing Case Studies	2
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(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449) In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self-paced, instructor guided course.) NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. Two hours laboratory.

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NUR-1151	Nursing Clinical Reasoning	1
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(Co-requisite: Enrollment in NUR 1118, 1229, 2339, or 2449) This course provides opportunities for nursing students to enhance their clinical reasoning and clinical judgment skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1161	Nursing Pharmacology	1
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(Prerequisite: Admission to ADN program; Co-requisite: NUR 1118) This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side-effects, interactions and essential nursing knowledge. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1261	Nursing Pharmacology II	1
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## NEMCC Course Catalog

(Co-requisite: Enrollment in NUR 1229). This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.. One hour lecture.

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NUR-2361 Nursing Pharmacology III 1

(Co-requisite: Enrollment in NUR NUR 2339). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-2461 Nursing Pharmacology IV 1

(Co-requisite: Enrollment in NUR 2449). This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1171 Evidence Based Nursing 1  
Practic

(Co-requisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or 2449). This course will introduce the nursing student to basic research concepts. Emphasis will be placed on critique of published nursing research and discussion of the impact of the research findings to clinical nursing practice. Self-paced, instructor guided course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour lecture.

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NUR-1233 Nursing Preceptorship 3

(Prerequisites: Successful completion of NUR 1118 and 1229). This elective course is designed to provide application of learned Nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. The student will also be required to attend 15 hours of classroom activities. One hour of lecture and 2 hours of clinical/laboratory

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NUR-1333 Nursing Externship 3

(Prerequisites: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nurse Intern Program by a participating clinical agency). This

elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section.

### Recommended Nursing Course for LPN Advanced Placement & Transfer Students — 1 hrs

Course	Title	Hours
NUR-1101	Nursing Process Transition	1

(Co-requisite: Enrollment in NUR 1229 or NUR 2339) Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self-study activities, skills laboratory performance, counseling and self-evaluation included. Study program arranged with Assistant Academic Head. NOTE: Admission to the A.D.N. Program is required for enrollment in any NUR Course listed in this section. One hour laboratory.

Skills reviewed required should student elect not to formally enroll in course.

**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

CIP:513801

Program of Study Code: 8780

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# Radiologic (Medical) Technology

## Prerequisites

### Prerequisites — 23 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		
ENG-1113	English Composition I	3
<p>English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.</p>		
CSC-1123	Computer Applications I	3
<p>This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.</p>		
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
FINE-ELECT	Fine Arts Elective	3
<p>Choose from any fine arts classes.</p>		

SBA-ELECT                      Social/Behavioral Science 3  
Elective

Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

## First Year

### First Semester — 18 hrs

Course	Title	Hours
RGT-1213	Fundamentals of Radiography	3

This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and legal concerns. Patient care procedures related to radiographic exams, body mechanics, emergency procedures for drug reactions and injured and critical care patients, and basic CPR techniques are also covered. Three hours lecture.

RGT-1114	Clinical Education I	4
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This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical.

RGT-1312	Principles of Radiation Protection	2
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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. Two hours lecture.

RGT-1323	Prin of Exposure & Image Prod	3
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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. Two hours lecture and two hours laboratory.

RGT-1513	Radiographic Procedures I	3
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This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, digestive system, and urinary system. Included is a review

of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.

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RGT-1223	Patient Care and Radiography	3
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This course will provide 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 will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education will be identified. Two hours lecture and two hours laboratory.

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## Second Semester — 13 hrs

Course	Title	Hours
RGT-1523	Radiographic Procedures II	3

This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, urinary system, lower extremities, bony thorax, and the mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory.

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RGT-1124	Clinical Education II	4
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This course is a continuation of Clinical Education I. 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. Twelve hours clinical.

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RGT-1613	Physics of Imaging Equipment	3
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This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture.

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RGT-1333	Digital Image Acquis & Display	3
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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. Two hours lecture and two hours laboratory.

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## Summer

### Summer (10 Week) — 9 hrs

Course	Title	Hours
RGT-1139	Clinical Education III	9

This course is a continuation of Clinical Education II. This course is a clinical practice and instruction in a clinical affiliate. Area included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical.

## Second Year

### First Semester — 13 hrs

Course	Title	Hours
RGT-2911	Radiation Biology	1

This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of dosage. One hour lecture.

RGT-2147	Clinical Education IV	7
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This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical.

RGT-2132	Ethical & Legal Responsibility	2
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Legal terminology, concepts, and principles will be 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 will prepare 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, communication styles, socioeconomic influences, health risks, and life stage. Two hours lecture.

### Second Semester — 13 hrs

Course	Title	Hours
RGT-2157	Clinical Education V	7

This course is a continuation of Clinical Education IV. Included is a clinical practice and instruction in a clinical affiliate. Areas included are patient care

## NEMCC Course Catalog

and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical.

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RGT-2921	Radiographic Pathology	1
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This course is designed to introduce theories of disease causation and the pathophysiologic responses, clinical manifestation, radiographic appearance, and management of alterations in body systems will be presented. One hour lecture.

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RGT-2542	Radiographic Procedures IV	2
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This course is a continuation of Radiographic Procedures This course is a study of special radiographic procedures which utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system. Two hours lecture.

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RGT-2933	Certification Fundamentals	3
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This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Three hours lecture.

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# Respiratory Care Technology

## Prerequisites

### Prerequisites — 11 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		
MAT-ELECT	Math Elective	3
<p>Choose from any MAT course 1313 or higher. *Some programs may only require MAT 1233 or higher.</p>		

## First Year

### First Semester — 18 hrs

Course	Title	Hours
RCT-1223	Patient Assessment and Plan	3
<p>Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory.</p>		

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RCT-1313	Cardio Anatomy & Physiology	3
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This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. Three hours lecture.

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RCT-1416	Respiratory Care Technology I	6
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This course is a study of respiratory treatments and equipment design and operation related to noncritical care procedures. Two hours lecture and eight hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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### Second Semester — 15 hrs

Course	Title	Hours
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RCT-1515	Clinical Practice I	5
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Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Fifteen hours clinical.

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RCT-1424	Respiratory Care Technology II	4
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This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory.

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RCT-1613	Respiratory Care Pharmacology	3
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This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture.

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RCT-2613	Neonatal/Pediatrics Mgt	3
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This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth defects, neonatal, and pediatric disease process, and the mode of treatment. Three hours of lecture.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
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## NEMCC Course Catalog

RCT-1523                      Clinical Practice II                      3  
In this course, students rotate through various respiratory subspecialty areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical.

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ENG-1113                      English Composition I                      3  
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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## Second Year

### First Semester — 18 hrs

Course	Title	Hours
RCT-2334	Cardiopulmonary Pathology	4

This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Four hours lecture.

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RCT-2434	Respiratory Care Tech III	4
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A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory.

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RCT-2534	Clinical Practice III	4
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In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Twelve hours clinical.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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### Second Semester — 15 hrs

Course	Title	Hours
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# Medical Assisting Technology - Certificate

## Prerequisite Courses for Medical Assisting

### Prerequisite Courses — 4 hrs

Course	Title	Hours
BIO-1534*	Survey of Anatomy & Physiology	4

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. Three hours lecture and two hours laboratory.

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American Heart Association CPR at the Health Care Provider level

\*BIO 1534 or BIO 2514

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
MET-1113	Medical Terminology	3

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialities, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

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MET-1214	Medical Business Practices	4
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This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours laboratory.

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MET-1314	Clinical Procedures I	4
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(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hands situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory.

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MET-1413	Medical Law & Ethics	3
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This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. Three hours lecture.

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MET-2334	Medical Lab for Med Assistants	4
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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. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office. Three hours lecture and two hours laboratory.

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## Second Semester — 17 hrs

Course	Title	Hours
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MET-1323	Clinical Procedures II	3
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(Prerequisite: MET 1313 Clinical Procedures I) This course is a continuation of Clinical Procedures I and will expand 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 and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance. Two hours lecture and two hours laboratory.

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MET-2224	Computer Con for Med Assistant	4
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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, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. Two hours lecture and four hours laboratory.

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MET-2234	Medical Insurance	4
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(Prerequisite: MET 1113) The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation,

Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented. Three hours lecture and two hours laboratory.

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MET-2613	Clinical Review	3
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This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental issues. Three hours laboratory.

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MET-1513	Pharmacology	3
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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. Three hours lecture.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
MET-2716	Practicum	6

This course includes supervised experience in medical offices to provide 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; designed to strengthen learning situations brought up in a clinical externship. Successful completion of of all freshman and sophomore courses is required.

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# Practical Nursing Education - Certificate

## Prerequisites for Admission

### Prerequisites — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)            A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		

## August and January Admissions

### First Semester — 14 hrs

Course	Title	Hours
PNV-1444	Nursing Fundamentals & Clinical	14
<p>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 life span. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. This course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the fundamental skills related to practical nursing. Successful completion of PNV 1444 requires minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Six hours lecture and eight hours laboratory.</p>		



## Second Semester — 16 hrs

Course	Title	Hours
PNV-1524	IV Therapy Concepts	4

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of MS and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV cert. Three hours lecture and two hours laboratory.

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PNV-1682	Adult Health Nurs Cncpts &Clin	12
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This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In addition, this course 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 conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Eight hours lecture and four hours laboratory.

## Third Semester — 12 hrs

Course	Title	Hours
PNV-1728	Specialty Areas in Nursing	8

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. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well being of the client and family experiencing a mental health alteration. Successful completion of PNV 1728 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation. Seven hours lecture and two hours laboratory.

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PNV-1914	Nursing Transition	4
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This course discusses the legal aspects of nursing employment opportunities, responsibilities, and preparation of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN). Students must demonstrate the role of an entry level LPN in the clinical setting in addition to classroom assignments. Four hours lecture and two hours laboratory.

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# Medical Assisting Technology

## Prerequisite Courses for Medical Assisting

### Prerequisite Courses — 4 hrs

Course	Title	Hours
BIO-1534*	Survey of Anatomy & Physiology	4

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. Three hours lecture and two hours laboratory.

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American Heart Association CPR at the Health Care Provider level

\*BIO 1534 or BIO 2514

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
MET-1113	Medical Terminology	3

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialities, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

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MET-1214	Medical Business Practices	4
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This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours laboratory.

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MET-1314	Clinical Procedures I	4
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(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hands situations through the use of simulated office settings, pegboard

simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory.

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MET-1413	Medical Law & Ethics	3
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This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability. Three hours lecture.

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MET-2334	Medical Lab for Med Assistants	4
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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. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office. Three hours lecture and two hours laboratory.

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## Second Semester — 17 hrs

Course	Title	Hours
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MET-1323	Clinical Procedures II	3
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(Prerequisite: MET 1313 Clinical Procedures I) This course is a continuation of Clinical Procedures I and will expand 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 and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance. Two hours lecture and two hours laboratory.

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MET-2224	Computer Con for Med Assistant	4
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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, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. Two hours lecture and four hours laboratory.

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MET-2234	Medical Insurance	4
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(Prerequisite: MET 1113) The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and

insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented. Three hours lecture and two hours laboratory.

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MET-2613	Clinical Review	3
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This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental issues. Three hours laboratory.

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MET-1513	Pharmacology	3
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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. Three hours lecture.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
MET-2716	Practicum	6

This course includes supervised experience in medical offices to provide 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; designed to strengthen learning situations brought up in a clinical externship. Successful completion of of all freshman and sophomore courses is required.

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## Second Year

### First Semester — 16 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture.

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MAT-1233                      Intermediate Algebra                      3

This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture.

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BIO-2514                      Anatomy & Physiology I                      4

(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.)  
 A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.

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**Second Semester — 13 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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PSY-1513	General Psychology	3
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An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture.

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BOT-2813	Business Communications	3
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(Prerequisites: Sophomore standing and BOT 1713, BOT 1113, or consent of instructor) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture.

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BIO-2524	Anatomy & Physiology II	4
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(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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# Diagnostic Medical Sonography

## Prerequisites

### Prerequisites — 26 hrs

Course	Title	Hours
MAT-1313	College Algebra	3
<p>(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations. Three hours lecture.</p>		
ENG-1113	English Composition I	3
<p>English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture.</p>		
BIO-2514	Anatomy & Physiology I	4
<p>(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
BIO-2524	Anatomy & Physiology II	4
<p>(Prerequisite: BIO 2514 with a "C" or above) 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. Three hours lecture and two hours laboratory.</p>		
PHY-1214*	Survey of Physics	4
<p>(Pre-requisite for Diagnostic Medical Sonography Program.) A combined lecture and laboratory course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture and two hours laboratory.</p>		
RGT-1613*	Physics of Imaging Equipment	3

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture.

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FINE-ELECT	Fine Arts Elective	3
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Choose from any fine arts classes.

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SBA-ELECT	Social/Behavioral Science Elective	3
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Choose any Social or Behavioral Science course in sociology, psychology, political science, geography, economics, or educational psychology.

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HIT-1213**	Medical Terminology	3
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(Pre-requisite for Diagnostic Medical Sonography Program.) This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialities, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture.

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\*PHY 1213 Survey of Physics OR RGT 1613 Physics of Imaging Equipment

\*\*HIT 1213 (Medical Terminology) OR RGT 1213 (Fundamentals of Radiography) OR RCT 1213 (Respiratory Care Science)

## First Year

### Fall — 15 hrs

Course	Title	Hours
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DMS-1114	Introduction to Ultrasound	4
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Students will be introduced to ultrasound equipment. Cleaning and disinfectant procedures will be shown. Types of film, paper printers, video recorders, scanning tables, ultrasound probes, and recording methods will be discussed. Legal/ethical issues and patient contact within the ultrasound department, as well as scanning protocols, are included. Students will learn the sonographer's role in patient care.

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DMS-1213	Sectional Anatomy	3
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This course provides students with ultrasound appearance of abdominal and pelvic sectional anatomy. It includes a description of gross sectional anatomy and identification of sonographic appearance of normal anatomy.

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DMS-1313	Ultrasound Physics & Instrumentation	3
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In-depth presentation of basic principles of diagnostic medical ultrasound physics and instrumentation. Description of diagnostic ultrasound transducers and ultrasound interaction with human tissue will be presented.

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DMS-1415	Clinical Experience I	5
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This class includes clinical instruction in the scanning lab and in clinical site institutions. Students will first receive hands-on experience in the scanning lab and then in clinical site rotations.

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### Spring — 16 hrs

Course	Title	Hours
DMS-1323	Ultrasound Physics & Instrumentation II	3

A continuation of Ultrasound Physics and Instrumentation I (DMS 1313). This class includes an in-depth presentation of image display modes, Doppler, color, and hemodynamics of diagnostic ultrasound. The causes of artifacts and how to scan safely, conduct instrument performance measurements, and prepare for registry examinations.

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DMS-1426	Clinical Experience II	6
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This course includes clinical practice and instruction in a clinical rotation site.

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DMS-1513	Abdominal Sonography	3
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Presentation of pathology, pathophysiology of abdominal anatomy including liver, kidneys, spleen, gallbladder, pancreas, and vascular structures associated with organs, as well as the 57 abdominal cavities and the non-cardiac chest. Normal aging changes and laboratory values are presented.

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DMS-1524	OB/Gyn Sonography	4
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No Description Available

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### Summer — 12 hrs

Course	Title	Hours
DMS-1533	Advanced Sonography Procedures	3

Neurosonology, ophthalmology, adult cardiac, pediatric cardiac, and vascular technology will be discussed. Superficial structures scanning including prostate, thyroid, scrotum and breast will be included.

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DMS-1435	Clinical Experience III	5
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This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, operation of equipment, and

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sonographic procedures. All procedures will be performed under direct supervision.

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DMS-1612	Sonography Seminar	2
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This course will prepare students for ARDMS/ARRT certification examinations.

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DMS-1622	Ultrasound Exam Critique	2
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This course will present case studies of normal and abnormal sonographic exams. Students will attend presentations of guest lecturers.

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# Tuition and Fees

## Tuition and Fees

Northeast strives to make higher education affordable for its students. Current tuition and fees are listed below to help you estimate your total college costs.

Be sure to thoroughly explore all of the [Financial Aid](#) pages to learn about scholarship and loan opportunities that may be available to help fund your education.

*All tuition and fees subject to change by action of the Board of Trustees. Applicants should anticipate an increase in tuition and fees. All fees are due upon registration.*

## Tuition

Effective 2022-2023

Based on day/evening classes and 12 - 21 semester hours. Additional tuition for semester credit hours above 21 will be charged part-time. Summer classes will also be charged at the part-time rate.

Residents of Mississippi	\$1825
Residents of Other States	\$3465
Residents of Foreign Countries	\$3700

Based on day/evening classes and 1 - 11 semester hours. Summer classes will also be charged at the part-time rate.

Residents of Mississippi	\$182.50/credit hr
Residents of Other States	\$346.50/credit hr
Residents of Foreign Countries	\$370.00/credit hr

Age 62 years and older \$0  
Must pay other fees as applicable.

Residents of Mississippi	\$50/course + Course Material Fees
Residents of Other States	\$100/course + Course Material Fees

**\* This reduced cost for dual enrollment tuition is effective only for the first 15 hours of college credit. After 15 credit hours, dual-enrolled students will be charged the regular part-time rate.**

Tuition for audited courses is the same as regular tuition, as applicable above.

Total tuition must be paid by the fee payment dates published by the business office.

The college offers a plan allowing deferred tuition payment for students who cannot meet this requirement. The balance due must be greater than \$250 to participate in this payment plan. Contact the Business Office for complete details on the Deferred Payment Agreement.

Students that register during the published general registration dates must pay tuition, fees, dormitory, and meal charges on the day of registration.

Registration is completed, and students are officially enrolled in college after tuition and fees are paid.

## Dormitory Fees & Meal Plans

Effective 2022 - 2023

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance with a schedule to be determined each semester.

Each dormitory resident is **required** to purchase a meal ticket each semester.

Room Deposit	\$100
Mississippi, Wood, & Yarber	\$820
Mississippi (Private Room - Limited Availability)	\$1640
Wood & Yarber (Private Room - Limited Availability)	\$1640
Murphy & White	\$720
Murphy (Semi-Private Bath - Limited Availability)	\$1260
Murphy (Private Bath - Limited Availability)	\$1440
Summer Dorm	\$210
Resident 4-Day*	\$1245
Resident 5-Day* (Athletics & Band Members Only)	\$1325
Resident 7-Day*	\$1500
Commuter Noon (Monday - Thursday)	\$343
Summer Resident 5-Day, 9 Meal Plan (Each Term)	\$260

\*Includes a \$75 Declining Balance Account in the Tiger Grill, Coffee Shop, or Cafeteria. (Unused declining balance account is refundable upon written request when no longer registered as a student.)

## NEMCC Course Catalog

Dormitory residents must pay the total entrance fee in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

A room deposit of \$100.00 will be refunded provided the reservation is canceled two weeks before registration for the fall or spring semester.

### Fees

Effective 2022- 2023

iPad Fee	\$340	
Program Fees	Full Time Rate	Part Time Rate
Academic/University Parallel	\$390	\$39/credit hour
Accounting Technology	\$750	\$75/credit hour
Administrative Office Technology	\$740	\$74/credit hour
Automotive Mechanic/ Service Technician	\$260	\$26/credit hour
Business Management Technology	\$800	\$80/credit hour
Civil Engineering Technology	\$400	\$40/credit hour
Collision Repair Technology	\$240	\$24/credit hour
Computer Technology	\$730	\$73/credit hour
Construction Engineering Technology	\$510	\$51/credit hour
Culinary Arts Technology	\$540	\$54/credit hour
Dental Hygiene Technology	\$1,250	\$125/credit hour
Diesel Power Technology	\$470	\$47/credit hour
Drafting, Design, & 3D Modeling	\$570	\$57/credit hour
Early Childhood Education Technology	\$360	\$36/credit hour
Electrical Technology	\$620	\$62/credit hour
Heating & Air Conditioning Technology	\$420	\$62/credit hour
Hospitality Management Technology	\$560	\$56/credit hou

## NEMCC Course Catalog

Industrial Maintenance Technology	\$620	\$62/credit hour
Information Systems Technology	\$720	\$72/credit hour
Medical Assisting Technology	\$780	\$78/credit hour
Medical Laboratory Technology	\$1,020	\$102/credit hour
ADN Nursing	\$1,450	\$145/credit hour
Paralegal Technology	\$460	\$46/credit hour
Practical Nursing Education	\$1,170	\$117/credit hour
Precision Manufacturing & Machine Technology	\$370	\$37/credit hour
Radiologic (Medical) Technology/ Diagnostic Medical Sonography	\$910	\$91/credit hour
Respiratory Care Technology	\$880	\$88/credit hour

Z-Credit Fee per course - replaces CLEP, AP & Challenge Exam Fees	\$ 50
Nursing Related Challenge Exam fee of \$50/exam assessed and collected by the National League of Nursing	
Replacement ID Card per occurrence	\$ 15
Replacement/Additional Parking Decal	\$ 50
Premium Parking Decal - Cunningham Boulevard - per decal/per year	\$ 50
Class Reinstatement per class	\$ 10
Class Withdrawal per class	\$ 10
\$25 maximum if simultaneously withdrawing from 3 or more classes	
College Withdrawal	\$ 25
Returned Check Fee - per occurrence	\$ 50
Deferred Payment Arrangement Administrative Fee	\$ 30
Deferred Payment Late Fee - per occurrence, based on amount due	10%

### Payment Plans

#### Deferred Payment Agreement (Payment Plan)

If a student cannot pay the total cost of tuition and fees at the time of registration, the college offers a Deferred Payment Arrangement (payment plan). Students should contact the Business Office for details. The Deferred Payment Arrangement option allows students to make a minimum payment of 35% of the total Tuition and Fees upon registration. The remaining balance will be due in three equal installments on a schedule determined each semester. Students must sign the Deferred Payment

Agreement agreeing to the payment plan and their commitment to pay the remaining balance in installments by the due date.

A late fee of 10% of the late payment amount is charged if payment is not paid in full by the due date.

A \$30 Administrative Fee will be charged on all Deferred Payment Arrangements and must be paid in addition to the down payment.

## **Tuition Pro-Ration**

*A student who officially withdraws from all classes within a semester may obtain a tuition pro-ration in accordance with the tuition proration policy. It is the student's responsibility to complete the withdrawal process in accordance with College Policy.*

[Tuition Pro-ration and Housing Refund Processes](#)

# Financial Assistance

## Financial Assistance

### Application Procedures

Northeast Mississippi Community College participates in the following Federal-Financial Aid Programs for student assistance: Federal Pell Grant, Federal-Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, and Federal Family Education Loan Program.

Students who are enrolled or accepted for enrollment in an approved post-secondary educational institution and who are citizens or permanent residents of the United States are eligible to apply for assistance under the programs. Remember grants are gifts, but loans must be repaid. There are many sources of aid for students. Some are sponsored by the Federal Government, others by the State of Mississippi, business organizations, and other private sources. To find programs for which a student may qualify, contact the Financial Aid Office at Northeast.

Students should apply for Financial Aid early. Many programs have early deadlines. Financial aid must be complete and approved in the Financial Aid Office before students may charge tuition and fees to the aid.

Student tuition and fees are deducted from the first financial assistance - loan, grant, scholarship, etc. - received by the college.

Financial aid/scholarship information and applications are available to all students through the college web site at <https://www.nemcc.edu/financial-aid/>, by mail, by phone at 662.720.7205, by e-mail at [finaid@nemcc.edu](mailto:finaid@nemcc.edu) or in person by visiting the Financial Aid Office in Ramsey Hall.

### Work Study Programs

**Federal Work Study Program** - This program provides the student an opportunity to earn wages to assist with college expenses. A student who demonstrates financial need and is making satisfactory progress in his/her studies is eligible to work under this program. Job placement is based upon availability of funds and positions.

**Northeast Work Study Program** - This program offers part-time employment to the student who may not be eligible for the Federal Work Study Program, but who does need financial assistance to further his/her education. Job placement is based upon availability of funds.

### Loans

**Subsidized Federal Stafford Loans** - Federal Stafford Subsidized Loans are low-interest loans made to a student by private lenders to help a student pay for his/her



college education. Students must prove need to be eligible to borrow under the Federal Family Education Loan Program.

**Unsubsidized Federal Stafford Loans** - Federal Stafford unsubsidized loans are loans available to students who have unmet Financial need.

## Grants

**Federal Pell Grant** - The Federal Pell Grant is a Federal aid program designed to provide financial aid to a student who needs assistance for education beyond high school.

**Federal Supplemental Educational Opportunity Grant** - The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides grant funds for undergraduate students who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. The amount of the grant is determined by both the availability of funds and regulations set by the Federal government.

**Mississippi Resident Tuition Assistance Grant Program** - The MTAG program provides funds for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements pertaining to the program.

**Mississippi Eminent Scholars Grant Program** - The MESHG program provides tuition grants for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements of this program.

# Financial Aid Requirements

## Financial Aid Requirements

### Financial Aid Satisfactory Progress Requirements

In order to be eligible to receive Federal student aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Education Assistance Partnership Educational Program, Federal Stafford Loan, Federal Work Study Program, and Academic Competitiveness Grant, a student must progress satisfactorily toward completion of his/her educational objective. Failure to achieve satisfactory progress will result in the termination of all Federal financial aid.

Satisfactory progress will be measured according to the following tables:

#### Academic and Technical Students

Hours Attempted	Percentage Hours	Cumulative GPA
0 - 32	50%	1.50
33 or more	67%	2.00

#### Maximum Hours Allowed

Students pursuing a degree in an eligible program may be eligible to receive aid for a maximum of 150% of attempted hours of the programs published required hours.

#### Cumulative Record

A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Transfer credits earned from other colleges that are placed on NEMCC transcript will be included.

#### Notification of Ineligibility

Attempts to notify all students by mail or e-mail will be made; however TigerOne Portal, accessed from your Okta dashboard, will serve as official notification of financial aid inside the student's TigerOne Portal.

#### Remedial Classes

Developmental studies classes will be treated the same as all the regular classes.

#### Incomplete Courses

Grades of incomplete are counted as an F until the course is completed and the registrar records the grade.

#### Repeat Courses

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course, which you may repeat until passed.

## **Financial Aid Eligibility**

Federal Financial Aid recipients will be given a total of 150% of the published program in credit hours (including withdrawal hours) to complete to complete such program. At the end of this period, the student will not be eligible to participate in the Federal financial aid program regardless of grade point average, hours accumulated, or change of program unless approved by the appeals committee.

A student will be required to enroll in courses pertaining to his/her program of study to be eligible for financial aid.

Developmental courses, for which institutional credit is granted and grades are recorded, will be treated in the same manner as regular courses.

Awards will be reduced proportionately for part-time students. A student must enroll in at least six academic hours to receive some types of Federal Aid. All part-time semesters, including summer terms, will be considered when determining satisfactory progress.

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course which you may repeat until passed.

## **Financial Aid Attendance**

A student receiving financial aid is expected to remain in all classes throughout each semester. Any semester in which a student withdraws will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid programs.

Federal regulations specify that return of Title IV funds must be calculated for recipients of Title IV aid who withdraw or cease attendance from all classes during a semester. The institution must calculate the amount of Title IV aid the student earned (based on last day of class attendance). Therefore, any unearned portion of Title IV awards must be returned to the proper fund. The Return of Title IV Funds Federal Policy can be viewed in the Financial Aid Office.

## **Financial Aid Warning/Probation**

If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received. If you do not meet the minimum standards at the end of a semester, you will be placed on financial aid warning for the next semester. You may continue to receive financial aid for that warning semester. If you are placed on initial financial aid warning, you will have one academic semester to meet the minimum Satisfactory Academic Progress standards. If you are not meeting minimum Satisfactory Academic Progress standards by the end of your initial warning semester, you will not be eligible for aid (including grants, student loans, and/or Federal Work-Study) in subsequent semesters, and will be placed on suspension.

## Appeals for Financial Aid Suspension

A student who wishes to appeal the suspension status should submit an appeal ([https://nemcc.formstack.com/forms/financial\\_aid\\_appeal](https://nemcc.formstack.com/forms/financial_aid_appeal)) to the Financial Aid Appeals Committee. The request should indicate why the student did not achieve the minimum academic requirements and why financial aid should not be suspended. The Financial Aid Appeals Committee will review the appeal to determine whether financial aid suspension is justified. The decision of the committee is final. (Note: Financial aid suspension must be appealed separately from academic suspension.)

# Agency Scholarships

## Agency Scholarships

All interested students are encouraged to carefully review the numerous scholarships available through the Northeast Development Foundation. An application for scholarships is required to be considered for one of these scholarships. Applications should be completed online by March 15th for priority consideration. Applications received after March 15th will be considered based on date received and availability of funds.

For a complete list of Agency Scholarships available and to complete an application, please visit the Northeast Development Foundation's Award Spring page located at <https://nemcc.awardspring.com/>.

# Institutional Scholarships

## Institutional Scholarships

Northeast offers a large number of scholarships including Institutional Scholarships which are based on ACT performance, academic achievement, career incentive, activity, leadership, participation and competition. Students may also apply and be considered for a limited number of scholarships available through the Northeast Development Foundation/Alumni Association which are included in Agency Scholarships. It is the responsibility of students to carefully review the various scholarships and submit an Application for Scholarships. Information and assistance is available by contacting the Coordinator of Scholarships at 662.720.7273.

Institutional Scholarships along with specific criteria for each scholarship are listed below. An application is required and should be submitted to the Coordinator of Scholarships. Scholarships are subject to the availability of scholarship funds. Applications should be submitted by April 1st for priority consideration.

General criteria applying to Institutional Scholarships is as follows:

- Institutional Scholarships may not be awarded for more than four (4) semesters.
- Institutional Scholarships awarded, regardless of type and budget of funds, will be considered in determining the maximum number of semesters provided.
- Students must enroll in at least 15 semester hours (12 academic hours) to receive institutional scholarships, with the exception of participation, and competition scholarships, which requires enrollment in a minimum of 12 semester hours.
- Academic, ACT, Career/Technical, Activity, Leadership and Participation/Competition Scholarships may be combined up to the amount for tuition, dorm, meals, registration fee and technology/activity fee. A 90+ GPA and any ACT scholarship may not be combined. iPads are not covered by any institutional scholarship.
- These scholarships are awarded in amount of one-fourth each semester and are renewable based upon the criteria listed under each scholarship.
- These scholarships do not cover the out-of-state portion of tuition.

Specific scholarships and criteria for each are as follows:

### **ACT Performance**

- **Presidential ACT Scholarship (30+ ACT)**  
A tuition, dorm and meal scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
- **Vice-Presidential ACT Scholarship (24 - 29 ACT)**  
A tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
- **Tiger Merit ACT Scholarship (22 - 23 ACT)**

A one-half tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

- Tiger Academic Scholarship (GPA/90+ or 19 - 21 ACT)  
This scholarship is renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Academic Achievement**

- Valedictorian/Salutatorian  
First and second in class based on GPA. A tuition scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Career/Technical Incentive**

- Special Career Incentive  
A tuition scholarship for students who are a first place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.
- Career Incentive  
A one-half (1/2) tuition scholarship for students who are a second or third place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.

NOTE: Both the Special Career Incentive and the Career Incentive are renewable based on a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Leadership**

Criteria: Must be an entering freshman with demonstrated participation and contributions in a minimum of two (2) high school clubs or organizations and leadership ability as demonstrated by selection as an officer in a church, school, or community organization. Verification is required by the student's high school counselor or principal. The scholarship is renewable based upon enrollment in 15 semester hours credit each semester for four semesters and a GPA of 3.0 each semester. (Scholarship application required)

### **Activity**

Criteria: Must excel in school sponsored clubs, organizations and extra-curricular activities. A letter of recommendation from an official at the student's school is required. This letter should list all of the types of activities in which the student participated. The scholarship is renewable based upon active participation in a NEMCC club, organization or extra-curricular activity each semester and completing a 15 semester hour credit load each semester for four semesters with a GPA of 3.00 each semester. Awarded by the Vice President of Student Services office. (Scholarship application required)

The scholarships listed above are for first time freshman students. Transfer and returning students should see the scholarship office for scholarship opportunities.

\*Limited number available\*

## Participation and Competition

These scholarships are awarded to students with special abilities, skills or talents who are selected to participate in a related activity while attending NEMCC. Included are athletic scholarships, band scholarships, cheerleading scholarships, chorus scholarships, piano and voice scholarships, journalism scholarships, commercial art scholarships and country western music scholarships. All students awarded these scholarships are required to maintain enrollment as full-time students (minimum of 12 semester hours or greater) each semester for which scholarships are received. Selection is made by respective NE coach, director, or instructor based upon previous exemplary performance and/or competitive try-outs.

Scholarship amounts and requirements vary according to the particular scholarship. Requirements specific to a particular scholarship are set by the coach, director, or instructor. Some scholarship requirements may be determined by national, state, and/or NEMCC regulations and guidelines. Expectations and requirements for the various scholarships will be clearly communicated in writing to respective students. Failure to comply will be grounds for reducing or terminating the scholarship upon sufficient notice. Scholarships may not be awarded in an amount greater than the amount that could be awarded to a Mississippi resident with the exception of regulations that apply to athletics.

Scholarships and information are listed below:

**Athletic Scholarships** are awarded by the Athletic Department. Interested applicants should contact the head coach of the various intercollegiate sports.

**Band Scholarships** are awarded to members of the Northeast Tiger Band. Scholarships average one-half tuition and fees and one-half room and board per semester. The Director of the Northeast Band should be contacted for additional information and application forms.

**Chorus Scholarships** are awarded to students comprising the Northeast Chorus. Selections are made by the Director of the Northeast Chorus.

**Music Department Scholarships** are awarded in piano and voice to talented students. Selections are made by the Music Department.

**Pom Squad Scholarships** are awarded to outstanding dancers that perform at basketball games and other select activities. Selection is made from the Tiger Dancers.

Students must participate as a Tiger Dance in order to have the opportunity to participate with the Pom Squad. Tiger Dancers will be notified about the try outs.

**Commercial Artist Scholarship** recipient is selected by the Department of Art. Northeast provides annually a full tuition scholarship to a commercial art student who does commercial art work, upon request, for the various departments on campus. Hours worked are equal to tuition rate divided by the current work study hourly rate.

**Country Western Music Scholarships** are awarded to students comprising the Country Western Chorus. Selections are made by the Director of the Country Western Music program.

**Journalism Scholarships** are available to students participating in College Publications (yearbook, student newspaper). Preference is given to sophomore



and freshman editors, but scholarships are available for other positions such as photographer, sports editor, advertising sales (newspaper only), layout and design specialist and staff writer as funds are available. Students are not required to be enrolled in journalism or a communication-related program of study to participate in College Publications. Those interested in Journalism scholarships should request an application from Michael H. Miller, Public Information Specialist/College Publications adviser, NEMCC, 101 Cunningham Blvd., Box 67, Booneville, MS 38829.

**Cheerleaders** at Northeast Mississippi Community College are selected by a panel of judges to represent the college at athletic events. Selections are made for one academic year, and are made on the basis of try-outs. Cheerleaders are awarded a tuition scholarship each semester. Cheerleaders must be enrolled as full-time students each semester and must maintain a 2.00 GPA.

**Tiger Ambassadors** are offered a work-study position on a semester basis to represent and assist the college at recruiting/college fairs and to assist with other duties involving contact with prospective students. To apply see the Director of Enrollment Services or call 662.720.7591 for information.

**Tiger Dancer scholarships** are awarded to outstanding female dancers for their participation in the Northeast Tiger Band. For more information about try outs contact the Director of Bands.

**Theatre Department Scholarships** are awarded to actors, crew, and stagecraft applicants. Contact the Director of Theatre for more information.

NOTE: Try-outs, if required, for the above scholarships will be announced and publicized. For information, call 662.720.7273 and ask to speak to the appropriate coach, director, or instructor. Information may also be obtained on-line at <https://www.nemcc.edu>.

# Proration and Refund Process

## Tuition Pro-Ration and Housing Refund Processing

All payments on account, including applicable financial aid, will be applied first to any outstanding college financial obligations. Any credit balance refund will be processed through [BankMobile Disbursements](#). Northeast has partnered with BankMobile to provide disbursement services for financial aid and tuition refunds. If payment was by credit card, then reimbursement will be refunded back to the credit card used for payment when feasible.

Please note that while we make every effort to ensure the information on this page is consistent with that contained in the Northeast Mississippi Community College Student Catalog, information in the Catalog will always take precedence and is subject to change with action of the Board of Trustees.

### Tuition Pro-Ration Policy

- All student fees are non-refundable.
- Refunds on student meal tickets shall be on a pro-rated basis according to the schedule below. The identification card of a dormitory student serves as the meal ticket. The identification card will be surrendered to the Office of Event Planning and Residential Services when the student withdraws from the dormitory. A student must officially withdraw from the dormitory before refund calculation will be made.
- Refunds on student dormitory charges shall be pro-rated according to the schedule below. Students must officially withdraw from the dormitory by submitting a completed housing withdrawal form to the Office of Event Planning and Residential Services before refund calculation will be made.
- A student may request an appeal for a fee refund by submitting in writing a request for a hearing before the refund committee consisting of the Executive Vice President, Vice President of Finance, Vice President of Instruction, and the Director of Enrollment Services. The decision of the refund committee is final.

Fall & Spring Semesters	Percentage Pro-Rated	Summer Term
Through First Week *	100%	Prior to First Class
Through Second Week *	75%	Through Second Day
Through Third Week *	50%	Through Third Day

\*In order to be eligible for a refund, a student must officially complete the residence hall checkout procedure. The following scale applies to room and board refunds:

Time Period	Refund Amount
During the 1st week	90%
During the 2nd - 3rd week	80%
During the 4th - 5th week	70%
During the 6th - 7th week	60%
During the 8th week	50%

## NEMCC Course Catalog

During the 9th - 10th week	40%
After the 10th week	0%

# Student Support Services

## Student Support Services

### Student Support Services

Student Support Services provide resource areas for tutorial assistance and supplemental learning enhancement. These services offer learning opportunities through individual assistance and computer-based instruction. The main objective of Student Support Services is to enhance and improve student's abilities and subsequently elevate their individual success as a college student. The Student Support Services program is coordinated by the Counseling Center in Ramsey Hall and offers assistance in English, mathematics, and reading.

### Academic Advising

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester. The role of the faculty advisor is (1) to plan the class schedule, (2) to provide up-to-date information about careers, (3) to refer students to the proper sources for assistance, (4) to encourage students in their efforts to be successful, and (5) to approve academic programs for graduation from Northeast Mississippi Community College.

### Student Responsibilities

- All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.
- The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

### Priority Registration Day

The first day of pre-registration for the Fall and the Spring semesters will be designated as Priority Registration Day. Currently enrolled students will meet with their faculty advisor on that day and during the next week to review the student's academic progress and to plan a class schedule for the next semester.

### Orientation

All students who apply for admission are invited to an orientation on campus. Students who are interested in enrolling in E-Learning courses may participate through an on-campus orientation or virtual orientation.

### **College Program of Study**

A program of study is defined as a concentration of course work within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.

### **Changing of Program of Study**

To change a program of study, currently enrolled students should go to the Success Center in Wright Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.

### **Class Scheduling**

- The academic advisor will assist students in planning class schedules prior to each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days prior to the registration date to plan schedules for the upcoming semester.

### **Conference Periods**

- The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.

# Campus Housing

## Campus Housing

The College provides comfortable and safe residence halls for students who wish to live on the campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall, and Mississippi Hall (women's residence), and White Hall and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall has two bedrooms with connecting bath, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with bath, accommodating two students.

### Eligibility for Campus Housing

- Students must be enrolled full-time to reside in a residential hall. The college will terminate the residency of students who do not maintain full-time status, unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours).
- All residents are required to purchase either a 13 meals per week or a 19 meals per week meal ticket as long as they reside in residence halls.

### Application and Deposit Information

- Residence Hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.
- Admission to the college does not guarantee the student the reservation of a dormitory room on campus.
- Students are encouraged to complete their residence hall applications as early as possible. Receipt of application and deposit is used to establish priority for room assignment. Priority deadline is May 1st for the fall semester and November 1st for the spring semester.

### Room Assignment

Housing assignments are based on the following criteria:

#### Current Students

- Rooms will first be assigned to students who are presently living in a dormitory and who apply by April 1, for fall and November 1, for spring semester.

### **New/Returning Students**

- Special needs
- Students involved in college activities and required to live on campus
- Roommate preference and
- Date of application.

### **All Students**

- Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.
- Before the end of the fall and spring semesters, current residence hall students must update their housing status by indicating if they will be returning or not returning for the next semester. This form is to be completed via the online form sent in Canvas.
- Students who fail to notify the Office of Event Planning and Housing of their intent to return within the next semester will be viewed as "not returning" and their room will be reassigned.
- Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at 662.720.7311.

### **Refunds for Deposits**

The college will provide a full refund of the deposit if residence hall space is not available or the student:

- Cancels prior to deadline dates. (July 1 - Fall semester, December 2 - Spring semester),
- Is denied admission to the college,
- Is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.
- A student who fails to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel will automatically forfeit his/her deposit.

### **Dormitory Fees & Meal Plans**

Effective 2022 - 2023

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance with a schedule to be determined each semester.

## NEMCC Course Catalog

Each dormitory resident is **required** to purchase a meal ticket each semester.

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\*Includes a \$75 Declining Balance Account in the Tiger Grill, Coffee Shop, or Cafeteria. (Unused declining balance account is refundable upon written request when no longer registered as a student.)

Dormitory residents must pay the total entrance fee in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

A room deposit of \$100.00 will be refunded provided the reservation is canceled two weeks before registration for the fall or spring semester.



# Campus Law Enforcement

## Campus Law Enforcement

145 Frank & Audrey Haney Union

662.720.7576 - Office

662.720.6687 - 24 Hours

The college has a 24-hour campus law enforcement department and a controlled parking system. The purpose of the NE Campus Police Department is to provide an environment that is safe and secure for students, staff, faculty, and visitors. The NE Police Department upholds and enforces the rules and regulations of NEMCC, the laws of the State of Mississippi, and the Constitution of the United States of America. Security concerns should be directed to the Chief of Campus Police at 662.720.7576.

### Safety

The personal safety of students and staff at Northeast Mississippi Community College is a high priority. It is also a shared responsibility between the students, staff, and administration to notify the police department of any and all safety concerns.

Please refer to the list below for helpful safety tips:

1. Students should lock the doors to their rooms at all times.
2. Students should not prop doors or entrances.
3. Students should not allow strangers to enter their rooms.
4. Walk in groups at night.
5. Report crimes immediately to Campus Law Enforcement.
6. Students should take steps to secure personal property like bikes, cars, jewelry, etc.
7. Students should report suspicious individuals to the resident hall staff or campus law enforcement.
8. Provide insurance coverage for personal belongings.
9. Report all maintenance needs as soon as possible.
10. Do not leave valuables in plain view.
11. Never cover or disconnect a smoke detector.

### Procedures for Reporting Crime or Emergencies

Campus crime is a reality, and preventing it is a responsibility of everyone. If you are suspicious of any activity you believe to be criminal, report the crime to Northeast CC Police Department at **662.720.6687**, or in the event of an emergency, simply **call 911**.

When you call Campus Police or 911, please provide the following information:

- Your name (optional)
- Location of incident

- Description of persons or vehicles involved
- Nature of incident

## **If You Are Sexually Assaulted**

- Report incident to Campus Police immediately
- The victim should **NOT** bathe or otherwise change or remove items on the person or area where the assault occurred
- Resident hall occupants should be notified immediately
- A counselor will be notified for victim support.

## **Emergency Evacuation Plans**

Emergency evacuation plans are posted in buildings on campus. Each faculty and staff member is aware of the emergency exit plan. Students are to follow the instructions of the faculty and staff in the event an alarm is given. Also students should be aware of the evacuation procedures in each building. For more information regarding emergency evacuation procedures, contact the Chief of Campus Law Enforcement at 662.720.7576.

## **Severe Weather Warning**

**The City of Booneville has a severe weather warning system, which will be activated in the event of a tornado. Please be familiar with the information below as how to proceed in case of a tornado.**

1. Tornado warning - Siren blast for 3 minutes, 30 seconds of silence, siren blast for an additional 3 minutes.
2. Once a warning has been sounded (**seek shelter immediately**) as directed by the college staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, proceed to the lowest floor of the building, interior room or hallway. Stay away from windows.
3. Campus Law Enforcement will give the "All Clear" when the threat of a tornado has passed.

## **Tiger Alert Emergency Notifications**

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art; rapid alert and notification system call Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the College during emergency situations.

The Tiger Alert system will be used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow

Northeast to keep you informed of important decisions and safety procedures in the event of an emergency on campus.

**Students should sign up for the Tiger Alert system.** Tiger Alert messages will be sent via text messages, cell phone calls, landline calls, and other mechanisms. Additional information may be obtained from the Chief of Campus Law Enforcement.

## Lost and Found

**145 Frank & Audrey Haney Union  
662.720.7576**

The lost and found is located in the Campus Law Enforcement Office in Frank & Audrey Haney Union.

## Clery Act Reporting

Dru Sjodin National Sex Offender Public Website - <https://www.nsopw.gov/>

### CLERY STATISTICS 2014-2016

Offense	Year	On Campus Property	Residential Facilities	Non Campus Property	Public Property	Total
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offense	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	2	0	0	0	2
Robbery	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	1	1	0	1	1
Hate Crimes	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0

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	2016	0	0	0	0	0
<b>Dating Violence</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	1	0	0	1
<b>Stalking</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	3	3	0	0	3
<b>Burglary</b>	2014	5	3	0	0	5
	2015	2	2	0	0	2
	2016	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Arson</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Liquor Law Arrests</b>	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2014	1	0	0	0	1
	2015	3	3	0	0	3
	2016	4	4	0	0	4
<b>Drug Law Arrests</b>	2014	3	2	1	2	6
	2015	0	0	0	0	0
	2016	5	4	0	0	5
<b>Drug Law Violations Referred For Disciplinary Action</b>	2014	3	3	0	0	3
	2015	1	1	0	0	1
	2016	14	14	0	0	14
<b>Illegal Weapons Possession Arrests</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Illegal Weapons Poss.</b>	2014	1	1	0	0	0
	2015	0	0	0	0	0

NEMCC Course Catalog

<b>Violations Referred For Disciplinary Action</b>	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# Child Care Center

## Child Care Center

### Child Care Center

The Northeast Mississippi Community College Childcare Center is located in Waller Hall, 1st floor. The purpose of the Child Care Center is to provide a learning-readiness environment for young children, to demonstrate principles of guidance, and to provide NEMCC students with opportunities for observing, interacting with, and teaching young children.

Enrollment is open to three- and four-year-old children of NEMCC students, faculty, and staff. Children must be potty-trained and able to feed themselves. A completed application form and Immunization Compliance Form #121 must be on file before school begins. Upon notification of acceptance, a fifteen (\$15) dollar registration fee must be paid for each child.

The Child Care Center operates from 7:30 a.m. until 3:30 p.m. Monday through Thursday, in conjunction with traditional day classes for the NEMCC Fall and Spring semesters. The first week of each semester is a Teacher/Student Teacher work week. The NEMCC Child Care Center will be closed during this time. Child Care students will begin one week after regular classes start. The Center reserves the right to close for one day per semester to allow for staff and student development.

For more information, contact Jenniffer Newell at [jenniffer@nemcc.edu](mailto:jenniffer@nemcc.edu) or 662.720.7214. Slots are filled on a first-come, first-serve basis.

# **Clubs and Organizations**

## **Clubs and Organizations**

### **Current Student Organizations**

# Counseling Center

## Counseling Center

The Office of Counseling Services is a student-centered department that works to enhance and support the development of mentally and emotionally healthy students as they face the new and challenging opportunities college provides. Northeast Mississippi Community College offers short-term solution-focused counseling services to students, prospective students, college personnel, and graduates. The Office of Counseling Services, located in Wright Hall, is staffed with licensed professional counselors available to help students with personal, social, career, and academic concerns. These services are confidential, free, and virtual sessions are available as well. To access these services, simply complete our referral form [Counseling Center Referral Form](#) or email us at [counselingcenter@nemcc.edu](mailto:counselingcenter@nemcc.edu).

### ADA - Disabilities

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA)

Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Coordinator, Leigh Ann Stewart, in Wright Hall at 662.720.7192, or via email at [lastewart@nemcc.edu](mailto:lastewart@nemcc.edu) to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235.

In order to receive accommodations, students must self-identify. NEMCC Disability Applications can be obtained in the office of the Counseling Services in Wright Hall or online from NEMCC's website at [Disability Accommodations](#).

### Career Counseling

The office of Counseling Services is available to assist students with identifying personal interests and values, as well as individual needs as they relate to developing career goals. To begin this process, we recommend students navigate to the Northeast career coach page ([Career Coach](#)), sign up, and complete the career assessment (long-version). The data derived from this assessment will be utilized in career counseling sessions, which should be scheduled after completing the career coach assessment. Remember to sign up before completing this assessment; completing this step allows your data to be saved and utilized in upcoming counseling sessions.



## **Welcome to Career Coach**

We give students the skills they need to be competitive in today's economy. We share a vision of a better future by exemplifying exceptional leadership, advocacy, and support on behalf of the community colleges.

[Career Coach](#)

## **Small-Group Counseling/Support Groups**

Group counseling and support groups offer a safe and supportive environment for students to meet others with similar concerns. These groups are similar but different, in nature, because small group counseling provides a therapeutic environment, which requires screening for participation; whereas support groups are offered to all students and are normally peer-led and peer-supported. We offer a variety of groups designed to reflect the students' needs and interests. Groups allow students to share their experiences with others who understand and relate as well as offer support, encouragement, and comfort to others.

## **Success Workshops**

The Office of Counseling Services offers Success Workshops, which are proactive psychoeducational seminars designed to address a variety of topics; these workshops are offered bi-monthly. Academic support is provided to students in the following areas: time management, organizational skills, study skills, test-taking tips, utilizing resources on campus, and communication skills. Mental health support is provided to students in the following areas: anxiety, stress, depression, problem-solving, and conflict resolution.

# Distance Learning

## Distance Learning

### eLearning Office

*Kim Harris, eLearning Coordinator*

Northeast 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, Northeast offers students the opportunity to receive classes at their home or office. Northeast is an active participant in the Mississippi Virtual Community College (MSVCC), a joint online effort between the Community Colleges within the State of Mississippi and the State Board for Community and Junior Colleges. This partnership increases the number of Internet-based courses that are available to Northeast students.

Faculty and students participating in eLearning courses interact through phone, email, discussion boards, and chat rooms. All online courses meet the same educational requirements as traditional classroom courses.

Admission/registration procedures for eLearning courses are the same as outlined for the traditional classes. Many textbooks for eLearning students are available through the learning management system as eBook offerings. Any textbooks outside of the learning management system are available in the Northeast Bookstore located in Cartwright Hall. Northeast Bookstore staff will assist students in obtaining books for courses originating from other schools. The registration process is not complete until fees have been paid in the Business Office. Fees may be paid by cash, money order, credit card, approved financial aid (i.e. PELL, MTAG, SEOG, and student loans) or the promissory note plan. For convenience, students may also pay fees via their “Tigerline” account.

Additional information regarding the Northeast eLearning program can be obtained by following the eLearning link from the NEMCC website at <https://www.nemcc.edu>.

### Hybrid Courses

- Northeast Mississippi Community College recognizes the needs of students who, because of various time and space barriers, cannot attend courses in the traditional classroom setting. We also have taken into consideration the fact that many of these students feel unprepared to complete a course solely through an on-line environment. In order to accommodate the needs of these students, NEMCC has developed hybrid courses which are taught using a combination of two instructional formats. NEMCC hybrid courses combine traditional face-to-face classroom instruction with Internet-based distance education.
- In the state of Mississippi, according to the MSVCC Policy and Procedures Manual, hybrid courses are defined as those courses with less than 75% of student contact hours provided online. In a hybrid course, a portion of the student’s regularly

## NEMCC Course Catalog

scheduled classroom time will be replaced throughout the semester by required online activities.

- Students who wish to enroll in a hybrid course will need to adhere to the same admission and registration procedures as those enrolling in traditional NEMCC courses. Likewise, class attendance and withdrawal processes for hybrid courses will be the same as those which are outlined for traditional students through the NEMCC Student Catalog.

### Canvas

- Canvas is the online learning management system at Northeast Mississippi Community College. In Canvas, students can access course materials, view grades, submit assignments, participate in hybrid or online courses, and much more. Canvas offers mobile applications that allow you quick access to content on the go. The Canvas applications are available for iOS and Android users. You have full content access from an internet browser, as well.
- Go to <https://nemcc.instructure.com> to access your Canvas courses today.

# Library Resources

## Library Resources

The library serve NEMCC by providing instructional and leisure-reading materials, movies, board games, and computers with Microsoft Office products, wifi access, online databases, maker equipment and a variety of other products. Audiobooks, eBooks, and digital periodicals are also available for library patrons through the Overdrive and Hoopla platforms. Group study rooms are available by reservation on the library's website.

The library staff is eager to give personal or group instruction to library users. If assistance is needed when the library is closed, students can contact a librarian through the 24/7 link located on the library homepage.

## Library Loan Privileges

- Length of a library loan is determined by the item type. All items may be renewed if there are no hold requests.
  - # Physical books & movies may be checked out for two weeks.
  - # Board games may be checked out for one week.
  - # Lending periods for eBooks, audiobooks, and periodicals vary depending on the platform.
- The NEMCC Library does not charge overdue fines. A hold is placed in the Banner system on all overdue materials. As a result of the hold, students with overdue materials are not allowed to register for classes or receive their transcript, and final grades are held until materials are returned
- Material placed on reserve by faculty must be used within the library during normal hours.
- Non-circulating materials (such as A/V or maker equipment) must be used in the library during normal hours.

## Library Printing

All student/public access printers in the library are governed by a print-management system. Students receive 400 free prints each semester. To print, students must log in with their NE e-mail address and use their Okta password. Once the free copies have been used, students may pay (\$0.10 per page) to add additional funds to their print accounts. People not enrolled as Northeast students must pay \$0.10 per page for prints. There is no color printing.

A copy machine is available for students and non-students to use. The cost is \$0.15 per copy.

## Regulations

- Further borrowing privileges may be denied a student who has overdue items or delinquent library records.
- Lost or missing items should be reported as soon as possible to the library staff.
- Replacement fee for lost item is the current cost of the item.
- Northeast is a “tobacco free” campus. The use of tobacco products is prohibited in the libraries.
- **The Mississippi Library Security Act of 1978**, states, "It shall be unlawful for any persons to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. It shall be unlawful for any persons to willfully mutilate library materials." This means that it is a violation of state law to remove books or other library materials without checking them out or to damage them by cutting out sections, writing in them, or otherwise defacing them.
- **The United States Copyright Act of 1976**, states that it is a crime to photocopy any and all copyrighted materials. Certain portions of copyrighted articles may be photo-duplicated for study and other educational purposes.

# Center for Student Success

## Center for Student Success

The Center for Student Success, located on the first floor of Wright Hall, serves all Northeast students (seated, online, and dual-enrolled) by providing resources that promote and encourage student success.

Students are successful at Northeast Mississippi Community College as they recognize their potential, overcome challenges, and achieve their educational and career goals. The Student Success Center helps students as they build relationships, support students, and empower them to achieve their goals. This shared mission is accomplished through the Three Pillars of Student Success:

1. Academic Advising
2. Success Coaching
3. Counseling Services

## Academic Advising

Through academic advising, the College community motivates students to create a path through which educational, career, personal, and social goals may be achieved beyond their own aspirations. Academic advisors act as navigators on the student's path to reach his or her goals. Advising includes the essential activity of schedule making but is not limited to schedule making. Academic advising is a teaching, learning, and empowering process wherein advisors guide and students decide.

Academic Advisors are interested in:

- Helping students define academic goals
  - # Degree planning: long term
  - # Course schedule planning: short term
- Providing essential information
  - # Transfer planning
  - # Career planning
  - # NEMCC policy and procedure (registration, withdrawal, etc.)
- Establishing relationships
- Empowering students to make informed decisions (*We advise, you decide*)

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester.

## Faculty Advisor Responsibilities

1. Provide advisees with current information regarding their particular program of study, including required coursework, degree requirements, transfer requirements, job placement, scholarships, and career opportunities.

2. Be available to advisees during posted conference periods or for scheduled appointments.
3. Review student academic records and learning history (ACT scores, transcripts, placement scores, learning problems, etc.) and use this information to help the student plan their curriculum and schedule their courses in order to complete the planned course of study.
4. Periodically review student academic progress and provide academic counseling and/or referral services for students who require academic intervention - (Student Success Center).
5. Show concern/patience in assisting students with unfamiliar tasks and maintain student confidentiality.
6. Maintain accurate records of student progress and implement procedures to enhance retention.
7. Assist with recruiting prospective students by letters, phone calls, etc.
8. Make students aware of college and professional clubs and organizations, particularly those that are related to their major.

### **Student Responsibilities**

All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.

1. The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

### **Priority Registration Day**

The first day of pre-registration for the Fall and the Spring semesters will be designated as Priority Registration Day. Currently, enrolled students will meet with their faculty advisor on that day and during the next week to review the student's academic progress and plan a class schedule for the next semester.

### **Orientation**

All students who apply for admission are invited to an orientation on campus. Students who are interested in enrolling in E-Learning courses may participate through an on-campus orientation or virtual orientation.

### **College Program of Study**

A program of study is defined as a concentration of course work within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.

### **Changing of Program of Study**

To change a program of study, currently enrolled students should go to the Success Center in Wright Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.

### **Class Scheduling**

- The academic advisor will assist students in planning class schedules prior to each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days prior to the registration date to plan schedules for the upcoming semester.

### **Conference Periods**

- The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.

### **Success Coaching**

Success Coaches support, encourage, and empower students to recognize their potential, overcome challenges, and achieve their personal and educational goals. They show an active concern for students, providing both proactive and reactive interventions through ongoing conversations. Success coaching is a teaching, learning, and empowering process wherein coaches guide and students decide.

Success Coaches are interested in:

- Helping students make concrete plans to achieve academic goals
- Helping students move toward independence
- Providing proactive and reactive interventions to at-risk populations
- Connecting students to resources
- Establishing relationships
- Empowering critical thought

### **Individual Peer Tutoring**

Free peer tutoring is available at no cost to all NEMCC students. Students may schedule appointments by downloading the Penji App and creating a profile using your NEMCC email or by visiting the Center for Student Success located in Wright Hall.

### **Become a Tutor**

Students interested in being a tutor can apply through the Penji app or by visiting the Center for Student Success in Wright Hall.

### **Counseling Services**

Counselors provide specialized proactive care and reactive interventions for students, especially in regard to mental health, wellness, disability accommodations, coping skills, self-affirmation, self-discovery, and career exploration. Counselors promote personal



growth and a sense of responsibility within students such that they are empowered to reach their personal, social, and educational goals. Counseling is a teaching, learning, and empowering process wherein counselors guide and students decide.

Counselors are interested in:

- Mental health wellness
- Disability accommodations
- Support services (workshops and groups)
- Interventions (disciplinary and substance abuse)
- Affirmation
- Career assessment and counseling
- Building relationships
- Developing coping skills
- Developing interpersonal skills
- Faculty and staff consultancy and seminars
- Community professional development and growth opportunities

The Office of Counseling Services, located in Wright Hall, is staffed with licensed professional counselors available to help students with personal, social, career, and academic concerns. These services are confidential, free, and virtual sessions are available as well. To access these services, simply complete our referral form [Counseling Center Referral Form](#) or email us at [counselingcenter@nemcc.edu](mailto:counselingcenter@nemcc.edu).

### **ADA - Disabilities**

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA) Northeast Mississippi Community College provides adaptations and modifications to the learning environment for eligible impaired and/or disabled students. All students with a disability, including eLearning students, are strongly encouraged to contact the ADA/Section 504 Coordinator, Leigh Ann Stewart, in Wright Hall at 662.720.7192, or via email at [lastewart@nemcc.edu](mailto:lastewart@nemcc.edu) to discuss their disability and the appropriate accommodations. Students may also contact the ADA/Section 504 Compliance Officer Ray Scott located in Ramsey Hall Room 216, or at 662.720.7235.

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## **Other Center for Student Success Resources**

### **Co-Lab**

The Co-lab, a designated study area within the Student Success Center, was designed and sponsored by Phi Theta Kappa. Members of Phi Theta Kappa recognized the need for a space on campus where students could work collaboratively during and after school hours. The Co-Lab is supplied with iPad charging stations for convenience. The Co-Lab is open to students Monday-Thursday 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 12:00 p.m.

### **Tiger D.E.N. Food Pantry**

The purpose of the [Tiger D.E.N Food Pantry](#) is to provide supplemental food and other necessities to students in need. The Tiger D.E.N. is a free resource for all enrolled students. First-time recipients submit an online application. Once the application is processed the student will submit the online request form each month requesting desired items. The confidentiality of the recipients is maintained as much as possible.

# Student Rights and College Policies

## Student Rights and College Policies

### Student Rights

Students have the right to an encouraging classroom environment. Students and instructors should work together to create an environment of trust and mutual respect.

All students at Northeast Mississippi Community College have the following rights:

- **Students have the right of respect** from all instructors and staff at the College, regardless of their race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification (Civil Rights Compliance).
- **Students have the right to expect certain practices of their instructors.** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scale and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's personal academic work, and protecting students' intellectual freedom.
- **Students have the right to file complaints.** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. Students should bring any complaints to the attention of the instructor, departmental head, and/or the Vice President of Instruction (academic matters) or Vice President of Students (non-academic matters) (see process below) **as soon as possible**.
- **If you are a student who has a concern about unwelcome sexual behavior or sexual harassment,** disregard the steps outlined below and immediately schedule an appointment with the Title IX Coordinator or with any College administrative officer (non-confidential resources), or for confidential resource, with the Counseling Center to discuss your concerns and identify possible courses of action.

**If a student has a complaint about any other aspect of a course,** such as the classroom environment, the instructor, the course's grading system, or class activities (including online and out-of-class activities), please follow the procedure outlined in the Student Catalog under the section "Complaints & Grievances".

### Student Responsibilities

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

## NEMCC Course Catalog

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with instructors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.
- become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the catalog.
- are responsible for any communication disseminated through the College website, the official College email address, or Canvas, the Learning Management System.

# Complaints and Grievances

## Complaints and Grievances

### Appeal Procedures for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy which can be found in the Northeast Procedures Manual and the Northeast Student Handbook/Planner.

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them as outlined below.

### Non-Academic Matters

The student should first contact the faculty/staff member involved and attempt to resolve the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed. Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

### The Appeal Procedure

- The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the “failure to reach resolution”.
- The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
- If the student is not satisfied with the immediate supervisor’s decision, the student may file a written grievance with the immediate supervisor’s supervisor within ten (10) workdays of the receipt of the supervisor’s response.

- The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
- If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Grievance Committee.

### **The Student Grievance Committee**

- The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
- The appeal must be written and must be submitted to the chair of the grievance committee.
- The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the Executive Vice-President, the President of the College will name a replacement/ chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the committee will meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting.

### **Academic Matters**

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

### **The Appeal Procedure**

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Grievance Committee.

### **The Student Grievance Committee**

- The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
- The appeal must be written and must be submitted to the chair of the grievance committee.
- The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail.
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

# Civil Rights Compliance Policy

## Civil Rights Compliance Policy

### Civil Rights Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for compliance with these policies. Individuals may reach the Vice President of Student Services Office by calling 662.720.7235 or by mail:

**NEMCC Vice President of Student Services**  
**101 Cunningham Blvd**  
**Booneville, MS 38829**



# Copyright Infringement Policy

## Copyright Infringement Policy

### Copyright Infringement Policy and Sanctions

#### Copyrighted Works

Northeast recognizes the importance of protecting the owner's copyright to printed material, music, electronic data, and images. Duplicating materials by any means must adhere to the Copyright Law of the United States of America, Title 17 of the U.S. Code, and the Digital Millennium Copyright Act of 1998. For assistance in determining the applicability of copyright law to a specific project, employees should contact the Head Librarian in the college library.

#### Copyright Notice

*The following notice should be posted at all duplicating machines on campus:*

Copying, displaying, and distributing copyrighted works may infringe the owner's copyright. Any use of a computer or duplicating facilities by students, faculty, or staff for infringing use of copyrighted works is subject to appropriate disciplinary action and those civil remedies and criminal penalties provided by federal law. Title 17 of the U.S. Code can help you determine whether your use of a copyrighted work may be an infringement.

#### Lab Books and Other Materials

Lab books and other types of materials, whether printed or electronic, duplicated for sale in the bookstore must be either original material or must have current authorization for the use of the material from the author on file in the Institutional Printing Office.

It is the responsibility of the individual faculty or staff member to learn about copyright and to make decisions concerning copyright materials.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a range of \$750 to \$30,000 for each work infringed unless the court finds the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years.

Individuals may obtain additional information about the copyright laws from <https://www.copyright.gov>.

# Privacy Rights of Parents and Students

## Privacy Rights of Parents and Students

### Privacy Rights of Parents and Students

Northeast Mississippi Community College complies with all provisions of the federal law entitled, "Privacy Rights of Parents and Students." Copies of a policy statement indicating the records affected by this law, the student's rights and obligations, and the college's rights and obligations may be obtained in the Records Office.

Northeast Mississippi Community College will release directory information about any student unless he/she has notified the Records Office in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers. It should be noted that such a request will be followed to the letter. Any future requests from non-college persons or organizations for such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information.

### General Policy

Northeast Mississippi Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded under this act:

1. Students are entitled to have access to their school records upon request. This request should be directed to the Registrar of the college.
2. Students are entitled to inspect and review the contents of their school records, and to challenge the contents if they feel they are inaccurate, misleading, in violation of the privacy of other rights of the student, or if they contain inappropriate data. If students wish to challenge the contents, they should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast Mississippi Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Compliance Office**

**600 Independence Ave., S.W.  
Washington, DC 20202-4605**

1. Before any school records will be released to third parties (colleges, potential employers, etc.), the school must have the student's written consent. Exception: The records may be forwarded to officials of another college, upon request, in which the student seeks or intends to enroll.
  
1. Upon receipt of a subpoena or judicial order requiring the Registrar to relinquish control of their records, students will be notified of the subpoena or judicial order before the Registrar will relinquish control of the records.
2. The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:
  - Name
  - Degrees and awards received
  - Address
  - Most recent previous institution attended
  - Telephone number
  - Participation in officially recognized activities/sports
  - Date and place of birth
  - Dates of attendance
  - Major Fields of Study
  - Email address
  - Weight and height of individuals on athletic teams

1. All inquiries pertaining to records should be made to:

**Registrar  
Northeast Mississippi Community College  
101 Cunningham Blvd  
Booneville, MS 38829**

## **More Information**

[Protecting Student Privacy | U.S. Department of Education](https://studentprivacy.ed.gov)  
<https://studentprivacy.ed.gov>

## **Student Record Storage**

Student records are digitally stored in on-campus servers and off-campus backup servers to ensure continuity of student records. Northeast is in the process of transitioning to cloud storage of all student data which will be maintained by the vendor of the student information system in use. Servers and cloud systems required multifactor authentication to retrieve student records.

## **Institutional Closure**

Colleges and universities facing potential closure of the institution or program are required by the regional accrediting body, Southern Association of Colleges and Schools Commission on Colleges, to ensure that students may complete their graduation requirements at other institutions and received their degrees, facilitate student transfer, protect student records at a depository and inform students and graduates of the location of records. In the event of an institutional or program closure, the College will provide notification at least 30 day in advance of closure.

# Title IX: Policy on Sexual Harassment

## Title IX: Policy on Sexual Harassment

### I. PURPOSE

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college. NORTHEAST MISSISSIPPI COMMUNITY COLLEGE adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified disabled and extends to all programs and activities supported by the college. (Board Policy)

The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct. Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accord with the Violence Against Women Act Amendments to the Clery Act.

Northeast Mississippi Community College has developed its policy on Sexual Misconduct in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the College's commitment to address sexual misconduct and take steps to prevent its reoccurrence and remedy its effects.

NEMCC will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual exploitation, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

### II. SCOPE

The NEMCC Sexual Misconduct Policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

### III. POLICY

NEMCC is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In accord with the provisions of Title IX, NEMCC prohibits discrimination on the basis of sex and/or gender, including sexual misconduct. NEMCC has an affirmative duty pursuant to Title IX to take immediate and appropriate action once it knows, or

reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. NEMCC will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

NEMCC policy is intended to make students, faculty, staff, employees, contractors, vendors, and visitors aware of the various reporting and confidential disclosure options available to them - so they can make informed choices about where to turn should they become a victim of sexual violence.

While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its own policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated.

**Individuals reporting an incident regarding Sexual Misconduct and/or making inquiries concerning the application of Title IX at Northeast Mississippi Community College may contact:**

Vice President of Students  
216 Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7235  
[vpofstudents@nemcc.edu](mailto:vpofstudents@nemcc.edu)

Title IX Coordinator, Liz Roark  
Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7443  
[leroark@nemcc.edu](mailto:leroark@nemcc.edu)

Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from, and may be in addition to, any criminal or civil penalties.

Retaliation against a complainant or witnesses for filing or participating in the investigation of a sexual misconduct complaint is prohibited under this policy and Title IX. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

**Individuals may also file a report with the Office of Civil Rights:**

**Headquarters**

Office for Civil Rights  
US Department of Health & Human Services  
200 Independence Avenue, SW  
Room 509F HHH Bldg  
Washington, D.C. 20201

**Regional Office**

Office of Civil Rights  
US Department of Health & Human Services  
San Nunn Atlanta Federal Center, Suite 16T70  
61 Forsyth Street, SW  
Atlanta, GA 30303-8909  
800.368.1019

#### IV. COLLEGE DEFINITIONS

**A. College:** College refers to Northeast Mississippi Community College.

**B. Student:** Student refers to an individual enrolled at Northeast Mississippi Community College.

**C. Responsible Employee:** A “responsible employee” is a College employee who has the authority to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other student misconduct, or whom a student could reasonably believe has this authority or duty.

**D. Sexual Misconduct:** As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined below.

**E. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other gender-based verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, academic advancement, evaluation, or grades; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

**F. Intimidating, Hostile, or Demeaning Environment:** Intimidating, Hostile, or Demeaning Environment can be defined as any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual in nature or by focusing on a person’s gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person’s ability to learn, exist in living

conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

**G. Sexual assault:** Sexual assault is the non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

- **Non-consensual sexual contact** means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.
- **Non-consensual sexual intercourse** means sexual intercourse or penetration, however slight with any object or body part without effective consent.

**H. Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

**I. Dating violence:** The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

**J. Sexual Exploitation:** Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in act of a peeping tom.



**K. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others' safety or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveys, threatens or communicates about a person or interferes with his or her property.

**L. Retaliation:** Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with NEMCC.

**M. Intimidation:** Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**N. Complainant:** a person that makes a complaint or alleges that a violation has occurred

**O. Respondent:** a person against whom a complaint is brought, or who is alleged to have committed a violation

**P. Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in sexual activity.

- Consent to any one form or condition of sexual activity cannot automatically imply consent to any other forms or conditions of sexual activity.
- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time.
- In order to give effective consent, one must be of legal age, which is 16 years.
- Someone who is incapacitated cannot give consent. Sexual activity with someone known to be - or based on the circumstances, should reasonably have known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction)
- This policy also covers a person whose incapacity results from mental disability, sleep, or involuntary physical restraint.
- Coercion, force, or threat of either, invalidates consent

## V. REPORTING

If an individual has knowledge of or has experienced Sexual Misconduct, it is particularly important, for the protection of both the complainant and the College community, that the incident be reported to the NEMCC Police or local law enforcement immediately. NEMCC Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses.

The sooner an incident is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the accused, but it does help assure that the individual received assistance in deciding how to proceed.

**A. Formal Reporting Options:** Anyone in the NEMCC community who feels that they have been subjected to, or is aware of someone else being subjected to, sexual violence, sexual harassment, domestic violence, dating violence or stalking is encouraged to immediately report the incident to one of the following College representatives: Responsible Employee, Vice President of Students, Title IX Coordinator, or Campus Police.

The complainant is encouraged to complete a “Sexual Misconduct Report Form.” The written complaint will be submitted to the Campus Police and the Title IX Coordinator.

Any College representative receiving a report of the initial incident should document details and contact campus police, who are required to maintain records of such incidents for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities.

**1. Online reporting - Silent Witness:** The college’s website for online reporting (which allows for anonymous reporting) provides options for anyone to report a Title IX concern relating to students, faculty, staff, employees, contractors, vendors, and visitors. Silent Witness goes to NEMCC Campus Police.

Reports also may be emailed to [leroark@nemcc.edu](mailto:leroark@nemcc.edu).

**2. In-person reporting** - providing a written report in person.

Police Chief, Anthony Anderson  
Frank & Audrey Haney Union, Room 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Executive Vice President, Craig Ellis-Sasser  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7302

Vice President of Students, Ray Scott  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7235

Title IX Coordinator, Liz Roark

Ramsey Hall  
NEMCC Booneville Campus  
662.720.7223

Director of Northeast @ Corinth/WIA Team Leader, Bonnie Bell  
NEMCC Corinth Campus  
662.696.2312

Director of Northeast @ New Albany/Assistant WIA Team Leader, David Goode  
NEMCC New Albany Campus  
662.692.1508

Vice President of Satellite Campuses/Director of Northeast @ Ripley, Ben Shappley  
NEMCC Ripley Campus  
662502.6201

**3. Paper reporting** - providing a written report by mail or email:

Title IX Coordinator, Liz Roark  
[leroark@nemcc.edu](mailto:leroark@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

NEMCC Chief of Police, Anthony Anderson  
[waanderson@nemcc.edu](mailto:waanderson@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

**4. Anonymous reporting options**

Although the College encourages victims to talk to someone, the College provides for anonymous as well as partial disclosure reports of incidents involving students, faculty, staff, employees, contractors, vendors, and visitors using the Silent Witness Form found at <https://www.nemcc.edu/campus-police>; Police Services.

Anonymous reports may be filed physically using the secure drop box located in the Frank & Audrey Haney Union Lobby.

**5. Reporting for criminal prosecution** - Reporting to the police

Sexual assault and some other forms of sexual misconduct are crimes, and may be reported to law enforcement for investigation. Students, faculty, staff, employees, contractors, vendors, and visitors may report to the police and also report internally. You do not need to choose one or the other.

NEMCC Police generally have jurisdiction over incidents occurring on Northeast MS Community College campus.

The Booneville Police generally have jurisdiction over incidents occurring in the city of Booneville, MS.

The Prentiss County Sheriff's Department generally have jurisdiction over incidents occurring in Prentiss County, MS.

If the sexual assault occurs on campus, **call 911 or 662.720.6687** to contact the NEMCC Police. Although an assault may occur off campus, the victim may report the incident to Campus Police that will assist the victim with contacting the appropriate law enforcement agency.

In cases involving potential criminal conduct, consistent with state and local law, the College will determine whether appropriate law enforcement or other authorities should be notified.

**B. Alternative to reporting:** In many cases, informal actions can be taken that will effectively stop the misconduct. The complainant may choose to resolve the complaint informally, except that informal processes are not appropriate for cases involving alleged sexual assault. At any time the complainant may choose to end the informal process in favor of the formal process.

NEMCC Counseling Center provides information and support to student survivors of sexual assault and others who have questions or want to learn more. The Counseling Center can coordinate support services and accommodations to help students who have experienced the trauma of sexual assault. These services and accommodations are available regardless of whether a student files a formal report.

**C. Confidentiality:** NEMCC will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of sexual misconduct will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the survivor has also reported the incident to law enforcement.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students, faculty, staff, employees, contractors, vendors, and visitors.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the survivor.

**D. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)):** is the landmark federal law that requires colleges

and universities across the United States to disclose information about crime on and around their campuses. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on-or off- campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. NEMCC's Clery Report is published in the student handbook and may be accessed at <https://www.nemcc.edu/campus-police>; Clery Act & Crime Statistics.

**E. Anonymous and Third-Party Reporting:** If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, federal legislation nevertheless requires the College to investigate and take reasonable action in response to the complainant's request. The Vice President of Students/Title IX Coordinator will inform the complainant the College's ability to respond may be limited if the complainant is not a participant in the investigation.

NEMCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

**F. Retaliation:** Pursuant to Title IX, retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, NEMCC will implement all necessary remedies during an investigation period and/or the conclusion of an investigation. These remedies may include, but are not limited to: mutual "no contact" letters, changes in course schedules and changes in housing assignments.

**G. Amnesty from Student Discipline for the Reporting Party and Witnesses:**

Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Students/Title IX Coordinator does not charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that would otherwise be considered violations (for example consuming alcohol underage or consuming illegal drugs).

**TIMELY WARNING:** In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail systems to students, faculty, staff and the college's website, [www.nemcc.edu](http://www.nemcc.edu) and via the TigerAlert System.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police will inform the alert list as soon as possible. Building Supervisors would warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if appropriate. Campus police may also post a notice on the college's website, <https://www.nemcc.edu> providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of the student union.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, in person or by phone at 662.720.6687.

## **VI. INVESTIGATION**

NEMCC Campus Police  
Chief Anthony Anderson  
Frank & Audrey Haney Union 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Executive Vice President, Craig-Ellis Sasser  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7302

Vice President of Students, Ray Scott  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7235

Title IX Coordinator, Liz Roark  
[lroark@nemcc.edu](mailto:lroark@nemcc.edu)  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7223

## **More Information**

[Title IX | U.S. Department of Education](https://sites.ed.gov/titleix)  
<https://sites.ed.gov/titleix>

# **Tobacco-Free Environment**

## **Tobacco-Free Environment**

### **Tobacco-Free Environment**

To promote a healthy environment for students, staff, faculty, and visitors, Northeast Mississippi Community College is tobacco-free on all campuses. The use of tobacco and electronic cigarettes and smoking devices is not permitted on any Northeast Mississippi Community College-owned property, including buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

This policy applies to faculty, staff, students, contractors, vendors, and visitors. Tobacco use, including smoking, is prohibited in college facilities, outdoor areas, and college-owned vehicles, including Booneville, Corinth, and New Albany campuses.

# Vehicles Rules and Regulations

## Vehicles Rules and Regulations

### Parking Decals

All students who plan to operate a vehicle on campus must register their vehicle and obtain a permit. Students must display this permit on the vehicle when using it on campus.

- The fees for parking decals are listed below:
  - # **Commuter Parking:** Commuter decals for the first vehicle are included in Program Fees. Additional or replacement decals are \$50.00 per vehicle per year. Commuter parking is in selected areas.
  - # **Dorm Resident Parking:** Dorm student decals for the first vehicle are included in Program Fees. Additional or replacement decals are \$50.00 per vehicle per year. Dorm students are to park in selected dorm parking only. Dorm students cannot park in Commuter parking or Premium Parking.
  - # **Premium Parking:** Premium parking decals are \$50.00 per vehicle per year. Purchasing a Premium Parking Decal will allow students to park on the boulevard. If premium parking is purchased, students will only park in selected areas.

### Display of Decals

Decals should be permanently affixed to the driver's side back window. In case of tinted windows or a convertible, students should place the decal on the driver's side front windshield.

Students who sell, trade, or dispose of a registered vehicle should remove the decal and return it when registering the replacement vehicle. Students may return the original decal to the Office of Residential Student Services for a replacement decal; otherwise, you must purchase a new decal.

Providing false vehicle registration information or displaying an invalid decal will result in disciplinary action.

### Handicap Parking Access

Upon request, Campus Police or a representative from the Housing Office will outline the steps to register for a handicap parking decal.

### Campus Color Codes

- Blue = Handicap



- Yellow = Employee
- White = Student

### **Vehicle Registration Decal Codes**

- F/S = Faculty/Staff
- B = Board Member
- H = Handicap

### **Temporary Parking Permits**

Visitors or students may obtain temporary parking permits for a period of five consecutive school days with a maximum of three issued per semester. These permits are available free of charge for those students who have purchased a permanent decal and need to drive a non-registered vehicle to the NEMCC Campus. The Director of Residential Student Services must approve all exceptions. Please visit Ramsey Hall, Suite 112, for additional assistance.

### **Visitor Parking**

Visitor parking is for those visiting campus who do not identify as students or employees.

### **Parking and Traffic Regulations**

Students are responsible for reviewing and following all motor vehicle rules and regulations. Individuals who register a motor vehicle are responsible for their vehicle at all times.

NEMCC parking regulations prohibit vehicles from backing into or pulling through a parking space. Adequate parking space is available on campus. Drivers may not use the lack of parking space as a valid excuse for violation of parking regulations.

Drivers should not park vehicles in a manner that obstructs parking or traffic. In addition, no vehicles shall park on:

- Sidewalks
- Lawns or Grassy Areas
- Driveways
- Loading Zones
- No Parking Zones
- Crosswalks

Additional parking is available in the parking lot behind Mississippi Hall.

### **Speed Limits**

The speed limit on all college-owned streets is 20 miles per hour. A student who drives or operates a vehicle unsafely could receive a citation and potentially other disciplinary actions.

### **Pedestrians**

All pedestrians shall have the right of way at all times on the campus. However, no one must endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing the street other than at authorized crosswalks or willfully walking or congregating in the street.

## **Traffic Citations**

Traffic citations for parking will be \$20 per occurrence unless otherwise indicated.

Students should settle all traffic citations within five school days from the due date on the ticket. Tickets not paid within five school days will increase in cost. Violators may pay tickets in the Office of Residential Student Services in Ramsey Hall, Suite 112. Tickets will be charged to student accounts and billed for non-payment after five business days.

### **Traffic Citation Appeal Process**

Violators may appeal traffic citations through the following process:

- Students must appeal citations within five school days of the issue date on the ticket.
- Students can initiate the appeal process in the Office of Residential Student Services in Ramsey Hall.
- The Traffic Appeal Committee of the College will meet to consider appeals. The College will notify those who appeal the Committee's decision.
- If the Committee denies an appeal, the ticket stands as initially issued, and if overdue, tickets will double.