



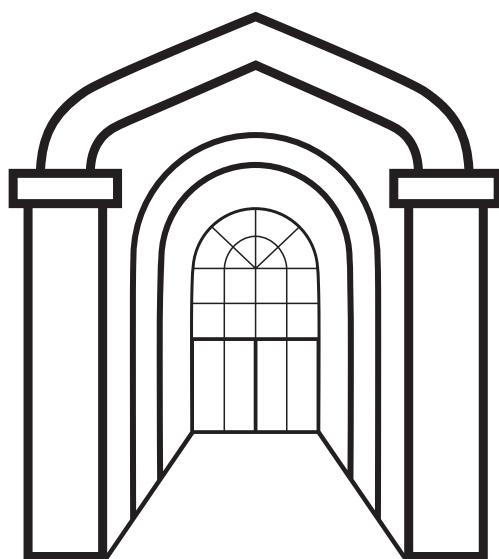
EAST CENTRAL  
COMMUNITY COLLEGE

With *You* In Mind

2023 - 2024

CATALOG





# EAST CENTRAL

COMMUNITY COLLEGE

**With *You* In Mind**

2023 - 2024

# CATALOG

EAST CENTRAL COMMUNITY COLLEGE

# INFORMATION DIRECTORY

**Mailing Address:**

EAST CENTRAL COMMUNITY COLLEGE  
P.O. BOX 129  
DECATUR, MISSISSIPPI 39327  
www.eccc.edu  
1-877-GO2-ECCC

**Telephone Switchboard:** 601-635-2111 (Daytime)

**Admissions**, Director of Admissions and Records, 601-635-6206  
**Alumni**, Director of Alumni Relations, 601-635-6303  
**Athletic Matters**, Athletic Director, 601-635-6401  
**Business Matters**, Vice President for Business Operations, 601-635-6208  
**Counseling**, 601-635-6356/6287  
**Career-Technical**, 601-635-6210  
**Dormitory Accommodations**, 601-635-6366  
**Evening Programs**, Vice President for Enrollment Management, 601-635-6375  
**Graduation**, Director of Admissions and Records, 601-635-6406  
**Instructional Matters**, Executive Vice President, 601-635-6202  
**Online Education**, Director of eLearning Education, 601-635-6322  
**President's Office**, 601-635-6200  
**Scholarships, Student Jobs, and Other Student Services**,  
Vice President for Enrollment Management, 601-635-6375  
**Student Aid**, Director of Financial Aid, 601-635-6218/6326  
**Summer School**, Vice President for Enrollment Management, 601-635-6375  
**Transcripts, Schedules and Bulletins**, Director of Admissions and Records,  
601-635-6406  
**Workforce Development Center**, 601-635-6429

<b>Campus Police</b>	601-635-6268
Cell phone	601-527-8939
<b>Athletic Department (if open)</b>	601-635-6401
<b>Barber Hall (if open)</b>	601-635-6459
<b>Jackson Hall (if open)</b>	601-635-6247
<b>Stewart Hall (if open)</b>	601-635-6351
<b>Physical Plant (if open)</b>	601-635-6112

*(The College reserves the right to change any policies announced herein when deemed necessary.)*

**Please Note:** Information from ECCC Catalogs prior to the 2012-13 academic year can be obtained by contacting the Office of Admissions at admissions@eccc.edu, 601-635-6406, or Office of Admissions, P.O. Box 129, Decatur, MS 39327.

# **EAST CENTRAL COMMUNITY COLLEGE**

Decatur, Mississippi

\* \* \* \* \*

## **Accreditation**

East Central Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College.

\* \* \* \* \*

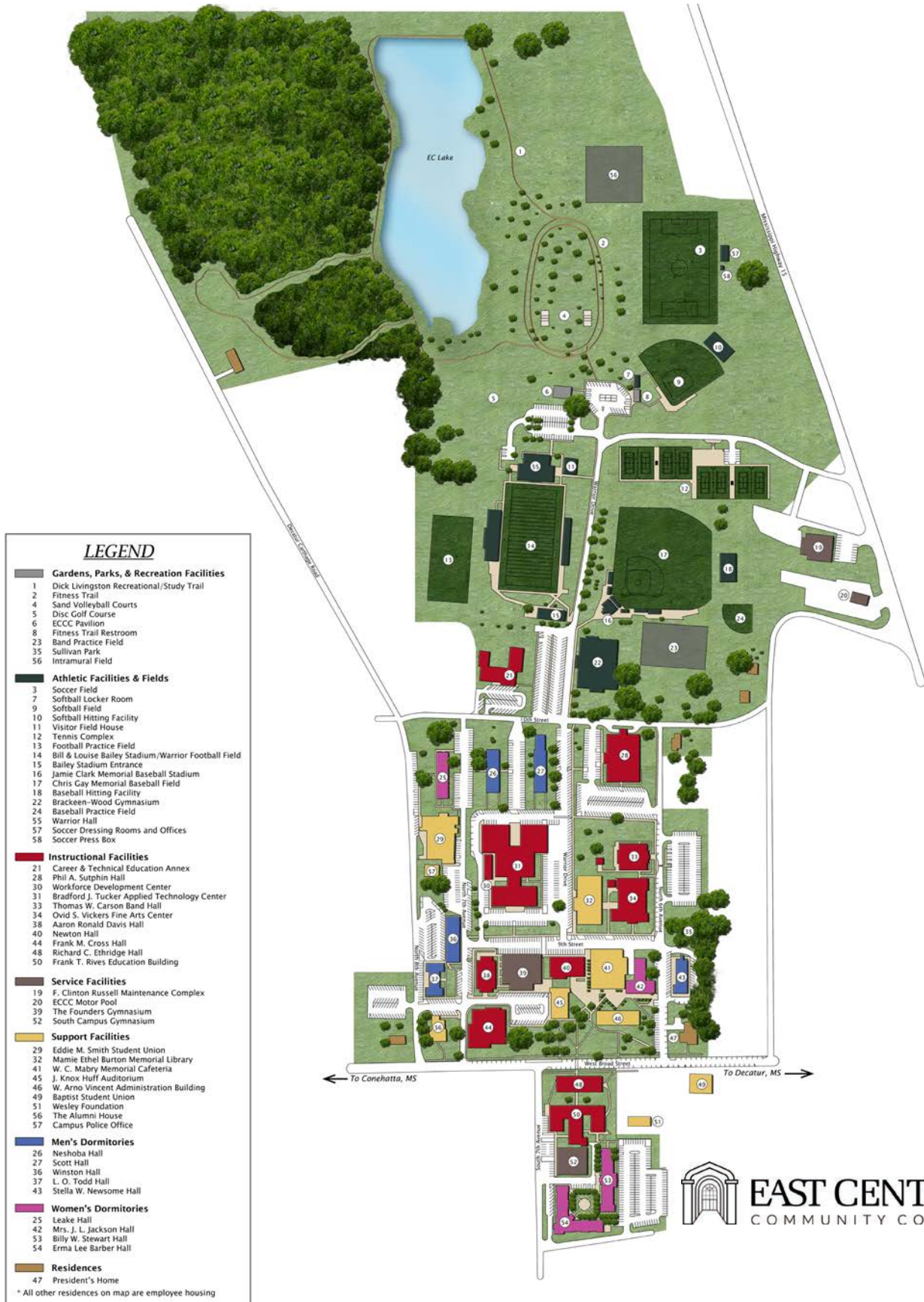
## **Ninety-Sixth**

## **Annual Session 2023-2024**

\* \* \* \* \*



# EAST CENTRAL COMMUNITY COLLEGE



**EAST CENTRAL**  
COMMUNITY COLLEGE

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## NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Vice President for Student Services, Eddie M. Smith Student Union Building, Room 101, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-6247, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

**EAST CENTRAL COMMUNITY COLLEGE**  
**CHAPTER 1**  
**INSTITUTIONAL ORGANIZATION**  
**BOARD OF TRUSTEES**

**LEAKE COUNTY**

Pete Lucovich..... 117 Hillside Drive, Carthage, MS 39051  
Jamie Shepard ..... 1309 Norwood Circle, Carthage, MS 39051  
William E. Kitchings..... 1497 Highway 35 South, Carthage, MS 39051  
W. B. Jones .....938 School Street, Walnut Grove, MS 39189  
Bobby Boone .....620 Ed Boone Road, Carthage, MS 39051  
Dr. Joe Nelson, Leake Co. Supt. of Education ..... P.O. Box 478, Carthage, MS 39051

**NESHOBA COUNTY**

Ricky Goldman ..... 17831 Road 339, Philadelphia, MS 39350  
Prentice Copeland .....11330 Road 763, Philadelphia, MS 39350  
David Byars .....102 Airpark Drive, Philadelphia, MS 39350  
Edsel Cliburn.....10460 Road 248, Union, MS 39365  
Jerry W. Smith ..... 709 Ivy St, Philadelphia, MS 39350  
Josh Perkins, Neshoba Co. Supt. of Education ..... 580 East Main Street, Philadelphia, MS 39350

**NEWTON COUNTY**

Beverly Hart ..... 320 Martin Luther King Drive, Union, MS 39365  
Dr. Danny Lanier ..... 14323 Chunky-Duffee Rd., Little Rock, MS 39337  
Pat Cleveland .....13590 Hwy. 489, Decatur, MS 39327  
Henry Booth .....1390 Lawrence-Hazel Road, Lawrence, MS 39336  
Joel Nelson ..... 11408 Hwy 503, Hickory, MS 39332  
Dr. Tyler Hansford, Newton Co. Supt. of Education..... 15305 Hwy 15, Decatur, MS 39327

**SCOTT COUNTY**

Annie Stowers ..... 4087 Midway-Odom Road, Forest, MS 39074  
Dr. Jimmy Hollingsworth.....21667 Hwy. 80, Lake, MS 39092  
John Johnson ..... P.O. Box 252, Morton, MS 39117  
Julie Latham .....662 New Home Road, Lena, MS 39094  
Tommy Harrison.....4405 Highway 21, Forest, MS 39074  
Alan Lumpkin, Scott Co. Supt. of Education.....110 Commerce Loop, Forest, MS 39074

**WINSTON COUNTY**

Patsy Clark.....4775 N. Columbus Ave., Louisville, MS 39339  
Jerry Nance.....180 Moody-Nance Road, Louisville, MS 39339  
Randal Livingston ..... 247 Livingston Road, Louisville, MS 39339  
Delane Hudson .....400 Sylvester Hudson Road, Louisville, MS 39339  
Leo Parker..... 3077 Mt. Pisgah Road, Noxapater, MS 39346  
Dr. David Luke, Supt., Louisville Municipal School District .... P.O. Box 909, Louisville, MS 39339

Dr. Jimmy Hollingsworth, Chairperson



## EAST CENTRAL COMMUNITY COLLEGE

### BOARD OF SUPERVISORS

#### LEAKE COUNTY

Kirby Nazary.....	P.O. Box 595, Carthage, MS 39051 Beat 1
Kevin Kemp .....	P.O. Box 595, Carthage, MS 39051 Beat 2
Oliver Smith .....	P.O. Box 595, Carthage, MS 39051 Beat 3
Larry Sims .....	P.O. Box 595, Carthage, MS 39051 Beat 4
Chip Jones.....	P.O. Box 595, Carthage, MS 39051 Beat 5

#### NESHOBA COUNTY

Keith Lillis .....	401 Beacon St., Suite 201, Philadelphia, MS 39350 Beat 1
Kevin Cumberland.....	401 Beacon St., Suite 201, Philadelphia, MS 39350 Beat 2
Kinsey Smith .....	401 Beacon St., Suite 201, Philadelphia, MS 39350 Beat 3
Kevin Wilcher .....	401 Beacon St., Suite 201, Philadelphia, MS 39350 Beat 4
Obbie Riley .....	401 Beacon St., Suite 201, Philadelphia, MS 39350 Beat 5

#### NEWTON COUNTY

Kenneth E. Harris .....	P.O. Box 68, Decatur, MS 39327 Beat 1
Joe Alexander .....	P.O. Box 68, Decatur, MS 39327 Beat 2
Charles Moulds .....	P.O. Box 68, Decatur, MS 39327 Beat 3
Charles Godwin.....	P.O. Box 68, Decatur, MS 39327 Beat 4
Jacky Johnson.....	P.O. Box 68, Decatur, MS 39327 Beat 5

#### SCOTT COUNTY

Jackie L. Bradford .....	P.O. Box 630, Forest, MS 39074 Beat 1
Joe McGee.....	P.O. Box 630, Forest, MS 39074 Beat 2
Steven Crotwell.....	P.O. Box 630, Forest, MS 39074 Beat 3
Johnny Harrell .....	P.O. Box 630, Forest, MS 39074 Beat 4
Wayne Cooksey .....	P.O. Box 630, Forest, MS 39074 Beat 5

#### WINSTON COUNTY

James L. Warner.....	P.O. Drawer 69, Louisville, MS 39339 Beat 1
Luke L. Parkes .....	P.O. Drawer 69, Louisville, MS 39339 Beat 2
Marion Jordan.....	P.O. Drawer 69, Louisville, MS 39339 Beat 3
Ralph A. Goss.....	P.O. Drawer 69, Louisville, MS 39339 Beat 4
Charlie Wilkes.....	P.O. Drawer 69, Louisville, MS 39339 Beat 5

# EAST CENTRAL COMMUNITY COLLEGE

## 2023-24 ACADEMIC CALENDAR

### FALL FULL TERM (FT) 2023

Including Evening (EV)

<u>Date</u>	<u>Day</u>	<u>Description</u>
Aug. 9	Wed.	Convocation; Fall 2023 Semester Begins
Aug. 14	Mon.	Residence Halls Open 8:30 a.m.
Aug. 16	Wed.	Day and Evening Classes Begin; Late Registration Fee Charged
Aug. 21	Mon.	Last Day to Register or Change Classes for Day and Evening
Sept. 4	Mon.	Labor Day (Holiday)
Sept. 25	Mon.	Last Day to Remove I's of Spring and Summer 2023 Semesters
Oct. 5-6	Thurs.-Fri.	Fall Break
Oct. 9-13	Mon.-Fri.	Mid-Term Exams
Oct. 13	Fri.	Mid-Term Grades Due 12:00 p.m.
Nov. 8	Wed.	Last Day to Withdraw from a Day/Evening/Fri. Course with a W
Nov. 20-24	Mon.-Fri.	Thanksgiving Holidays
Nov. 27	Mon.	Resume Regular Class Schedule
Nov. 27-Dec. 1	Mon.-Fri.	Final Examinations – Evening/Fri.(*)
Dec. 1	Fri.	Last Regular Day of FT/EV Classes
Dec. 1	Fri.	Final Evening/Fri. Grades Due 12:00 p.m.
Dec. 4-7	Mon.-Thurs.	Final Examinations - Day
Dec. 8	Fri.	Fall 2023 Commencement
Dec. 8	Fri.	Winter Break Begins for Students; Residence Halls Close 10:00 a.m.; Final Day Grades Due 12:00 p.m.
Dec. 13 – Jan. 2	Wed.-Tues.	Winter Break

\* Evening and Friday only classes will administer final exams during the last scheduled class meeting.

### MSVCC FALL FULL TERM (ON) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Aug. 21	Mon.	MSVCC ON Classes Begin
Aug. 21-23	Mon. - Wed.	MSVCC ON Drop/ Add
Oct. 9-13	Mon.-Fri.	MSVCC ON Midterm Exams
Oct. 16	Mon.	MSVCC ON Midterm Grades Due 12:00 p.m.
Nov. 3	Fri.	Last Day to Withdraw from a MSVCC Fall ON Course
Nov. 27-Dec. 1	Mon. - Fri.	MSVCC ON Final Exams
Dec. 4	Mon.	MSVCC ON Grades Due 12:00 p.m.

### FALL INTENSIVE TERM I (I1) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Aug. 16	Wed.	Fall Intensive Term I Classes Begin
Aug. 17	Thurs.	Last Day to Register for Fall I1 Classes
Sept. 7	Thurs.	Fall I1 Midterm Exams
Sept. 8	Fri.	Fall I1 Midterm Grades Due 12:00 p.m.
Sept. 19	Tues.	Last Day to Withdraw from a Fall I1 Course with a W
Oct. 4	Wed.	Fall I1 Final Examinations
Oct. 4	Wed.	Last Day of Fall I1 Classes
Oct. 4	Wed.	Fall Intensive Term I Final Grades Due 10:00 p.m.

## EAST CENTRAL COMMUNITY COLLEGE

### MSVCC FALL INTENSIVE TERM I (O1) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Aug. 21	Mon.	MSVCC O1 Classes Begin
Aug. 21-22	Mon. - Tues.	MSVCC O1 Drop/ Add
Sept. 11-15	Mon. - Fri.	MSVCC O1 Midterm Exams
Sept. 18	Mon.	MSVCC O1 Midterm Grades Due 12:00 p.m.
Sept. 29	Fri.	Last Day to Withdraw from a MSVCC Fall O1 Course
Oct. 9-13	Mon. - Fri.	MSVCC O1 Final Examinations
Oct. 16	Mon.	MSVCC Fall Intensive O1 Grades Due 12:00 p.m.

### FALL INTENSIVE TERM II (I2) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Oct. 9	Mon.	Fall Intensive Term II Classes Begin
Oct. 10	Tues.	Last Day to Register for Fall I2 Classes
Nov. 6	Mon.	Fall I2 Midterm Exams
Nov. 7	Tues.	Fall I2 Midterm Grades Due 12:00 p.m.
Nov. 14	Tues.	Last Day to Withdraw from a Fall I2 Course with a W
Nov. 30	Thurs.	Last Regular Day of Fall I2 classes
Dec. 4-7	Mon. - Thurs.	Fall I2 Final Examinations
Dec. 8	Fri.	Fall Intensive Term II Grades Due 12:00 p.m.

### MSVCC FALL FOUR WEEK FULL TERM (O4) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Oct. 16	Mon.	MSVCC O4 Classes Begin
Oct. 16	Mon.	MSVCC O4 Drop/ Add
Nov. 3	Fri.	Last Day to Withdraw from a MSVCC Fall O4 Course
Nov. 10	Fri.	MSVCC Fall Four Week Term Classes End
Nov. 13	Mon.	MSVCC Fall O4 Grades Due 12:00 p.m.

### MSVCC FALL INTENSIVE TERM II (O2) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Oct. 16	Mon.	MSVCC O2 Classes Begin
Oct. 16-17	Mon. - Tues.	MSVCC O2 Drop/ Add
Nov. 6-10	Mon. - Fri.	MSVCC O2 Midterm Exams
Nov. 13	Mon.	MSVCC O2 Midterm Grades Due 12:00 p.m.
Nov. 28	Fri.	Last Day to Withdraw from a MSVCC Fall O2 Course
Dec. 4-8	Mon. - Fri.	MSVCC O2 Final Examinations
Dec. 11	Mon.	MSVCC Fall Intensive Term II Grades Due 12:00 p.m.

### DECEMBER TERM (DR) 2023

<u>Date</u>	<u>Day</u>	<u>Description</u>
Dec. 11	Mon.	WINTER Classes Begin
Dec. 11-12	Mon. - Tues.	WINTER Drop/ Add
Dec. 22	Fri.	Last Day to Withdraw from a WINTER Course
Dec. 29	Fri.	Last Regular Class Day of Winter Term
Jan. 3-4	Wed. – Thurs.	Winter Term Final Exams
Jan. 5	Fri.	Final Winter Term Grades due 12:00 p.m.

## EAST CENTRAL COMMUNITY COLLEGE

### SPRING FULL TERM (FT) 2024

Including Evening (EV)

<u>Date</u>	<u>Day</u>	<u>Description</u>
Jan. 3	Wed.	All Employees Report to Work
Jan. 7	Sun.	Residence Halls Open at 2:00 p.m.
Jan. 8	Mon.	Day and Evening Classes Begin
Jan. 9	Tues.	Last Day to Register or Change Classes for Day and Evening
Jan. 15	Mon.	Martin Luther King Day (Holiday)
Feb. 16	Fri.	Last Day to Remove I's of Spring 2024 Semester
Feb. 26-29	Mon. - Thurs.	Mid-Term Exams
March 1	Fri.	Mid-Term Grades Due 12:00 p.m.
March 11-15	Mon. - Fri.	Spring Break Holidays
March 18	Mon.	Resume Regular Class Schedule
March 29-April 1	Fri. - Mon.	Easter Holidays
April 9	Tues.	Last Day to Withdraw from a Day/Evening/Fri. Course with a W
April 22-26	Mon. - Fri.	Final Examinations – Evening/Fri.(*)
April 26	Fri.	Last Regular Day of FT/EV Classes
April 26	Fri.	Final Evening/Fri. Grades Due 12:00 p.m.
April 29-May 2	Mon. - Thurs.	Final Examination Day
May 3	Fri.	Spring 2024 Commencement
May 3	Fri.	Final Day Grades Due 12:00 p.m. / Residence Halls Close at 4:00 p.m.

### MSVCC SPRING FULL TERM (ON) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
Jan. 16	Tues.	MSVCC ON Classes Begin
Jan. 16-17	Tues. - Wed.	MSVCC ON Drop/Add
March 4-8	Mon. - Fri.	MSVCC ON Midterm Exams
March 11	Mon.	MSVCC ON Midterm Grades Due 12:00 p.m.
March 29	Fri.	Last Day to Withdraw from a MSVCC Spring ON Course
April 22-26	Mon. - Fri.	MSVCC ON Final Exams
April 29	Mon.	MSVCC ON Grades Due 12:00 p.m.

## EAST CENTRAL COMMUNITY COLLEGE

### SPRING INTENSIVE TERM I (I1) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
Jan. 8	Mon.	Spring Intensive Term I Classes Begin
Jan. 9	Tues.	Last Day to Register for Spring I1 Classes
Feb. 1	Thurs.	Spring I1 Midterm Exams
Feb. 2	Fri.	Spring I1 Midterm Grades Due 12:00 p.m.
Feb. 9	Fri.	Last Day to Withdraw from a Spring I1 Course with a W
Feb. 27	Tues.	Spring I1 Final Examinations; Last Day of Spring I1 Classes
Feb. 27	Tues.	Spring Intensive Term I Final Grades Due 10:00 p.m.

### MSVCC SPRING INTENSIVE TERM I (O1) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
Jan. 16	Tues.	MSVCC O1 Classes Begin
Jan. 16-17	Tues.-Wed.	MSVCC O1 Drop / Add
Feb. 5-9	Mon. - Fri.	MSVCC O1 Midterm Exams
Feb. 12	Mon.	MSVCC O1 Midterm Grades Due 12:00 p.m.
Feb. 23	Fri.	Last Day to Withdraw from a MSVCC Spring O1 Course
March 4-7	Mon. - Thurs.	MSVCC O1 Final Examinations
March 8	Fri.	MSVCC Spring Intensive O1 Grades Due 12:00 p.m.

### SPRING INTENSIVE TERM II (I2) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
Feb. 28	Wed.	Spring Intensive Term II Classes Begin
Feb. 29	Thurs.	Last Day to Register for Spring I2 Classes
April 4	Thurs.	Spring I2 Midterm Exams
April 5	Fri.	Spring I2 Midterm Grades Due 10:00 p.m.
April 11	Thurs.	Last Day to Withdraw from a Spring I2 Course with a W
April 25	Thurs.	Last Regular Day of Spring I2 classes
April 29-May 2	Mon. - Thurs.	Spring I2 Final Examinations
May 3	Fri.	Spring Intensive Term II Grades Due 12:00 p.m.

### MSVCC SPRING FOUR WEEK FULL TERM (O4) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
March 11	Mon.	MSVCC O4 Classes Begin
March 11	Mon.	MSVCC O4 Drop / Add
March 29	Fri.	Last Day to Withdraw from a MSVCC Fall O4 Course
April 5	Fri.	MSVCC Spring Four Week Term Classes End
April 8	Mon.	MSVCC Spring Four Week Term Grades Due 12:00 p.m.

### MSVCC SPRING INTENSIVE TERM II (O2) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
March 11	Mon.	MSVCC O2 Classes Begin
March 11-12	Mon. - Tues.	MSVCC O2 Drop / Add
April 1-5	Mon. - Fri.	MSVCC O2 Midterm Exams
April 8	Mon.	MSVCC O2 Midterm Grades Due 12:00 p.m.
April 19	Fri.	Last Day to Withdraw from a MSVCC Spring O2 Course
April 22-26	Mon. – Fri.	MSVCC O2 Final Examinations
April 29	Mon.	MSVCC Spring Intensive Term II Grades Due 12:00 p.m.



## EAST CENTRAL COMMUNITY COLLEGE

### SUMMER 2024 MAY SEMESTER SESSION

<u>Date</u>	<u>Day</u>	<u>Description</u>
May 6	Mon.	May Semester Classes Begin
May 7	Tues.	Last Day to Register for May Semester Classes
May 17	Fri.	Last Day to Withdraw from a May Semester Course with a W
May 24	Fri.	May Semester Classes End / Final Examinations
May 24	Fri.	Grades Due 10:00 p.m.

### MSVCC SUMMER TERM 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
June 3	Mon.	MSVCC Summer Term Classes Begin
June 4	Tues.	MSVCC Drop / Add
June 19	Wed.	Juneteenth (Holiday)
June 24-27	Mon.-Thurs.	MSVCC Summer Term Midterm Exams
June 28	Fri.	MSVCC Summer Midterm Grades Due 12:00 p.m.
July 1-5	Mon. - Fri.	Summer Break Holidays
July 12	Fri.	Last Day to Withdraw from a MSVCC Summer Term Course
July 22-25	Mon.-Thurs.	MSVCC Summer Term Final Examinations
July 29	Mon.	MSVCC Summer Term Grades Due 12:00 p.m.

### SUMMER TERM I 2024 (MTWR)

<u>Date</u>	<u>Day</u>	<u>Description</u>
June 3	Mon.	Summer Term I Classes Begin
June 4	Tues.	Last Day to Register for Summer Term I Classes
June 19	Wed.	Juneteenth (Holiday)
June 20	Thurs.	Last Day to Withdraw from a Summer Term I Course with a W
June 27	Thurs.	Summer Term I Final Examinations / Classes End
June 28	Fri.	Summer Term I Grades Due 12:00 p.m.

### MSVCC SUMMER FOUR WEEK TERM (O4) 2024

<u>Date</u>	<u>Day</u>	<u>Description</u>
June 3	Mon.	MSVCC O4 Classes Begin
June 3	Mon.	MSVCC O4 Drop / Add
June 21	Fri.	Last Day to Withdraw from a MSVCC Fall O4 Course
June 28	Fri.	MSVCC Summer Four Week Term Classes End / Grades Due 12:00 p.m.

### SUMMER II TERM 2024 (MTWR)

<u>Date</u>	<u>Day</u>	<u>Description</u>
July 1-5	Mon. - Fri.	Summer Break Holidays
July 8	Mon.	Summer Term II Classes Begin
July 9	Tues.	Last Day to Register for Summer Term II Classes
July 25	Thurs.	Last Day to Withdraw from a Summer Term II Course with a W
July 31	Wednesday	Summer Term II Final Examinations / Classes End
Aug. 1	Thursday	Summer Term II Grades Due 12:00 p.m.

\*Calendar subject to change.

# **EAST CENTRAL COMMUNITY COLLEGE**

## **CHAPTER 2**

### **GENERAL INFORMATION OF THE COLLEGE**

#### **MISSION STATEMENT**

East Central Community College is a public, open-access, comprehensive, two-year institution of higher education that provides university transfer education, distance education opportunities, career-technical programs, workforce development services, and basic skills offerings to meet the educational and training needs for the residents of Leake, Neshoba, Newton, Scott, and Winston counties located in east central Mississippi.

#### **HISTORY OF THE COLLEGE**

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges. East Central Junior College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. Originally, the College occupied three buildings that were a part of the Newton County Agricultural High School which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades that comprised the Newton County Agricultural High School were a part of the College until 1958 when they moved to the Decatur Attendance Center.

During the College's first year of operation two counties supported the institution: Newton (fall of 1928) and Neshoba (spring of 1929). In the fall of 1930, Scott County closed its agriculture high school and transferred its county support to East Central. Then, in the fall of 1931, Leake County Junior College was closed and its trustees and students joined the East Central Junior College district. In addition, Winston County began its involvement with the College in 1935.

From its beginning in three buildings with two instructors, Mrs. Stella Newsome and Mr. Robert Marshall, the College has grown significantly. The College physical plant consists of 150 acres with over thirty (30) instructional and service buildings, residence halls, athletic facilities/fields, and faculty houses. The total value of College facilities is over \$89 million. In addition, the College employs over 200 full-time personnel and operates with a budget of over \$40 million. Nine (9) presidents have served the institution since its founding.

In the beginning there was one curriculum - Liberal Arts. However, in 1945 a serious effort was made to provide vocational programs and after World War II five full-time, non-credit programs were offered. During the early sixties, the College's vocational and technical programs were expanded as funds permitted and by the early seventies the College offered eight vocational programs and three technical programs. In 1988, the College's name was changed to East Central Community College to reflect the expanded role of the College in the five-county district.

At the turn of the century East Central Community College provided instruction in university transfer programs, thirteen technical programs, four vocational programs, six secondary vocational programs in Neshoba County, Adult Education/High School Equivalency programs in all five support counties, and non-credit business and industrial training opportunities in all five support counties. Many of these instructional programs, services, and activities continue today.

East Central Community College earned initial accreditation from the Southern Association of Colleges and Schools (SACS) in 1939 and has had its accreditation reaffirmed each decade since. Today, the College holds membership in such organizations as the American Association of Community Colleges (AACC), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Mississippi Association of Colleges (MAC), and the Mississippi Association of Community Colleges (MACC).

## **EAST CENTRAL COMMUNITY COLLEGE**

### **COLLEGE PLANT & EQUIPMENT**

Through the cooperative efforts of the district and the state legislature, the College has experienced growth in buildings and facilities during the past several years. The College plant consists of approximately 150 acres with buildings and facilities now valued at over \$89 million. There are 30 main brick buildings. In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and technical education.

#### **WALTER ARNO VINCENT ADMINISTRATION BUILDING**

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, vice president for instruction, vice president for business operations, vice president for institutional research and effectiveness, dean of information technology, director of human resources, and the Board of Trustees' Conference room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the College but was renovated for administrative use when the Burton Library was occupied. It is located on the front of the campus adjacent to Huff Auditorium.

#### **ERMA LEE BARBER HALL**

With more than 26,500 square feet, this dormitory houses approximately 128 women. This addition to the campus was opened in the fall of 1999.

#### **PHIL A. SUTPHIN HALL**

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses the associate degree nursing, practical nursing, emergency medical technology, and child care programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

#### **BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING**

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, basketball, and soccer are housed in this facility in addition to dressing facilities, a training room, the varsity basketball court, and the athletic weight room.

#### **BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER**

Containing more than 58,000 square feet of floor space, this facility opened in 1969 and houses automotive technology, collision repair technology, business and office technology, computer technology, electrical technology, general engineering technology, heating and air conditioning technology, machine shop technology, automation and control technology, and welding.

#### **MAMIE ETHEL BURTON LIBRARY**

Occupied during the 1976-77 academic year, Burton Library is located near the center of campus and contains a large reading/research area, a spacious lobby with Instructional Counselor Offices, a Mississippi State University Academic Advisor, Success Center/Testing Center, librarians' offices, a workroom, study rooms, and two special collections (The Mississippi Room containing archival items and the Memorabilia Room). The Memorabilia Room also serves as the military friendly meeting space. Total seating capacity for 135 patrons is strategically located in mostly study booths, computer stations and tables for group work, with some individual seating and study areas. Shelving is provided for the housing of approximately 30,000 volumes. Provisions are made for non-book materials in a variety of formats and technologies. The Burton Library Management System is OPALS.

#### **THOMAS W. CARSON BAND HALL**

Completed in 2022, this 13,000 square foot facility is home to the Wall O' Sound Marching Band and includes a practice hall, music practice studios, music teaching studios, instrument storage, a music library, and office space.

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### **FRANK M. CROSS HALL**

With 18,652 square feet of floor space, this facility contains classroom space for science courses and a laboratory facility for the chemical sciences. In 1990, the chemistry laboratory was completely renovated with modern laboratory tables, equipment, and controlled, vented chemical storage areas added. An extensive renovation was also completed August 2014. This renovation included demolition of two 35 seat classrooms and two laboratory classrooms. These demolished rooms were replaced with the addition of two 100 seat classrooms and two 60 seat classrooms. In addition, a 32-seat capacity classroom and a 27-seat capacity classroom were renovated. The existing Chemistry Laboratory was also updated and restroom facilities were expanded.

### **AARON R. DAVIS SCIENCE BUILDING**

This building was completed in 2011 and contains 17,300 square feet. It houses the physics labs, microbiology lab, 4 biology labs and 7 instructor offices. It is named in honor of the late Aaron Ronald Davis, longtime biology instructor and science division chairperson.

### **FACULTY HOUSES**

There are ten (10) single family houses located at various sites on the college property.

### **FOUNDERS GYMNASIUM**

One of the original college facilities, the gymnasium has hosted many regional and state basketball events in addition to regular East Central games. The building, constructed in 1930, was dedicated as part of Homecoming activities held Oct. 10, 1998, in tribute to Dr. Benjamin Franklin "Frank" Hunter, Mr. James "Jim" McDonald Thames and the many others who were instrumental in the establishment of East Central Junior College in 1928. A renovation project was completed in June 2014, to return the front façade of the facility to the original elevation.

### **RICHARD C. ETHRIDGE HALL**

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for academic classes, AE/HSE classes, and office space. The Decatur Public Library is also housed in this facility. This facility is located on South Campus.

### **J. KNOX HUFF AUDITORIUM**

Located in the center of the front campus, Huff Auditorium is the most prominent building at East Central Community College. The auditorium was constructed in 1953 and named for J. Knox Huff who served as a member of the Board of Trustees of East Central Junior College for twenty-three years. He served as Chairman of the Board from 1948 through 1952. This structure has a seating capacity of 838 and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the College and community for a variety of activities. Located on the ground floor are faculty offices and the office of Public Information. A major refurbishing of Huff Auditorium in 1990 was funded by donations to the East Central Community College Foundation, Inc. New auditorium seating was installed in 2014 and restrooms were renovated in 2016.

### **MRS. J.L. JACKSON HALL**

One of the original buildings on campus, this three-story women's dormitory was remodeled in 1963, 1978 and again in 1989. It houses 125 women and contains the office and apartment of the dormitory supervisor.

### **LEAKE HALL**

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty, staff, honor students, and married students. A major renovation of this building was completed during the 1994 spring semester.

### **W.M. MABRY CAFETERIA**

Remodeled in 1979, this facility contains four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Molly McGee Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20. A major renovation was completed in 2017. This renovation included

## **EAST CENTRAL COMMUNITY COLLEGE**

expanding the main dining room to include the Molly McGee Gold Room. The existing serving lines for the main dining room and the Molly McGee Gold Room were renovated to allow for additional menu options. In addition, the Gordon Room and the Magnolia Room were combined with a French doorway installed to allow for multiple functions.

### **NESHOBA HALL**

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

### **STELLA W. NEWSOME HALL**

Completed in 1957, and renovated in 1989, the dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty men and the dormitory supervisor. Extensive interior renovations were completed in 2015.

### **NEWTON HALL**

This two-story classroom building was constructed in 1975 and houses the English, Social Science, History, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

### **FRANK T. RIVES EDUCATIONAL BUILDING**

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for the Surgical Technology Program, Division of Healthcare Simulation Lab, a Computer Science Lab, academic classes, and office space. This facility is located on South Campus.

### **F. CLINTON RUSSELL MAINTENANCE COMPLEX**

This facility was constructed in 1947 and was utilized by the Mississippi Army National Guard from that date until 2006, by virtue of a 99 year lease agreement with the College. In 2006, the lease was terminated and reverted back to the College. This facility houses the office of the physical plant director and also provides space for the various maintenance operations of the College.

At the time of construction, the main building of the complex was dedicated and named for General W. P. "Pat" Wilson who served the College as teacher, coach, and athletic director from 1933 until 1940. In 1947 he was appointed Adjutant General for the State of Mississippi.

In 2006, the complex was named in honor of Mr. F. Clinton Russell who served the College as Physical Plant Director from 1964 until his retirement in 1992.

### **SCOTT HALL**

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the staff and thirty-one rooms which house sixty-two students.

### **SOUTH CAMPUS GYMNASIUM**

Part of the old Newton County High School property purchased by the College in the fall of 1995, this facility is currently being used by the College for overflow athletic events, camps, and the Student Activity Center.

### **EDDIE M. SMITH STUDENT UNION**

Student Services moved into this 12,500 square foot complex in the summer of 1999. This modern building houses Student Services, Financial Aid, Admissions Records, and the Career Center. This complex also contains conference rooms and counselors' offices. Phase II of the Student Union opened during the spring of 2006. This 20,749 square foot addition to the Student Union houses the Office of Admissions and Records, the Student Grill, Bookstore, Wellness Center, and office of eLearning Education.

### **BILLY W. STEWART HALL**

With more than 32,000 square feet, this dorm houses approximately 112 women. This addition to the campus was opened in the fall of 2017.

### **THOMAS W. THRASH AUDITORIUM**

In 2009, the auditorium located on the first floor of Newton Hall was named in memory of longtime faculty



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member, Thomas W. Thrash, to honor his 40 years of service to the College. The auditorium is used by the College as a classroom and meeting facility. New auditorium seating was installed in 2015.

### **L.O. TODD HALL**

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy two men are housed in this dormitory. A total renovation was completed in 1989. Extensive interior renovations were completed in 2015.

### **THE OVID S. VICKERS FINE ARTS CENTER**

Occupied in 1969, this facility contains a 204 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms, and art studios. New auditorium seating was installed in 2015 and included ADA accessible seating.

### **THE CAREER & TECHNICAL ANNEX BUILDING**

Completed in 1969, this building located on the north side of the campus houses Cosmetology, Carpentry Technology, Resource and Referral Center for the Early Childhood Academy, and Student Support Services.

### **WARRIOR HALL**

Completed in 2020, This 12,231 square foot facility is designed to house the College's football operations. The facility contains office space for football coaching staff, locker space for players, meeting rooms for coaches and players, and trainer space.

### **WARRIOR SOFTBALL FACILITY**

Completed in 2014, this 1,100 square foot facility houses the Lady Warrior softball team and contains a dressing room and two offices for coaches.

### **WINSTON HALL**

Originally built in 1957, this residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. It consists of forty-one rooms which house eighty-two students.

### **WORKFORCE DEVELOPMENT CENTER**

Completed in 1995, this modern building has more than 2,700 square feet. Its nine offices and conference room provide space for the industrial and economic development activities of the College.

## **ATHLETIC FIELDS/PRACTICE FIELDS**

### **BILL AND LOUISE BAILEY STADIUM**

This facility anchors the North Campus Athletic complex, and is the home of the Warrior football team. In addition to college football home games, the facility is utilized for other athletic, community, and institutional events. Severely damaged by hurricane Katrina in 2005, the stadium was refurbished with federal and private funds. Synthetic turf was installed for the playing area in August 2014.

### **BAND PRACTICE FIELD**

This field is located south of the baseball field and includes a director's tower.

### **FOOTBALL PRACTICE FIELD**

This practice field is located west of the football stadium.

### **CHRIS GAY IV MEMORIAL BASEBALL FIELD/JAMIE CLARK MEMORIAL STADIUM**

Situated near the football stadium this well-located facility was completed with a gift from the family of former student Chris Gay IV. It has field lighting, a press box, covered aluminum seating, and reserved chairback seating.

### **NEW TENNIS COMPLEX**

This modern, lighted, eight-court tennis complex located on north campus along Warrior Drive was constructed in 2017.

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### **SOCCER FIELD**

The soccer field is located on the College's North Campus next to the women's softball field. This facility was completed in the summer of 1999.

### **WOMEN'S SOFTBALL FIELD**

This lighted playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester. A new dressing facility with offices was constructed in February 2014.

## **GARDENS, PARKS, RECREATION**

### **THE DAY ARBORETUM**

Established as a memorial to the Day family and the wife of the second president of the College, the arboretum is a campus teaching laboratory. The arboretum contains a variety of tree specimens that have been catalogued and published for students and groups to learn about various trees native to this area.

### **THE EAST MALL**

This area is the living room of the campus and includes a patio and stage area for various events on campus. The mall also serves as the focal point of the Day Arboretum and is located between the Vincent Administration Building, Mabry Memorial Cafeteria, Newton Hall, and Huff Auditorium.

### **FITNESS TRAIL**

Located on the north side of the campus, this one-half mile trail is lighted, landscaped, equipped with exercise stations, and is ADA accessible.

### **HARRISON MEMORIAL GARDEN**

This park is dedicated to the memory of Crystal and C. J. Harrison, children of Ricky and Jeanine Harrison. The garden is centrally located across from the Mamie Ethel Burton Library.

### **DICK LIVINGSTON RECREATIONAL/STUDY TRAIL**

Located on the north side of the campus, this trail is an extension of the one-half mile fitness trail and follows the contour of the College pond. This three-fourths mile trail is lighted, landscaped, and ADA accessible. The trail is named in memory of Representative Richard L. "Dick" Livingston.

### **PAVILION**

Located on the north campus, this structure is situated to provide a scenic view of the College Pond and the Dick Livingston Memorial Study /Recreational Trail. This structure is utilized by the College for various functions and is also available for use by the community.

### **SULLIVAN PARK**

Located on the east side of campus north of Newsome Hall, this park was dedicated in memory of Ms. Janie Sullivan and was provided for by private donations. It has various plant life, modern lighting, and park benches/tables providing enjoyment for the student body and the public.

## **STUDENT ORGANIZATIONS**

Numerous extracurricular clubs are provided on the campus for the enjoyment and enrichment of the students. These organizations meet regularly and are sponsored by instructors who are interested in and informed about the particular field. Each student is encouraged to participate in at least one of these organizations. A special interest club may be organized by any group of interested students and must meet the following requirements:

1. Must have at least fifteen (15) prospective members;
2. Must have a faculty sponsor;
3. Must submit an acceptable constitution and a statement of purpose to the Vice President for Student Services' office;
4. Must be approved by the SBA officers; and the Vice President for Student Services; and
5. Must obtain final approval from the Vice President for Instruction and the President of the College.

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### **Student organizations include:**

Freshman Class, President's Council, Sophomore Class, and Student Body Association

### **Honor Societies:**

Phi Theta Kappa International Honor Society and Alpha Delta Nu Nursing Honor Society

### **Curricular organizations include:**

Alpha Alpha Epsilon, ASNEC, Bon Appetit, EC Practical Nursing Association, ECSTSA, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, SkillsUSA, and DECA.

### **Special interest organizations include:**

Art, Astronomy Club, Athletics, Band, Centralettes, Cheerleaders, Collegians, Diamond Darlings, ECCC Choir, EC Encore, East Central Environmental Club, EC Players, Gospel Choir, Native American Association, Residence Hall Councils, S.A.D.D., Students for Life, Vocé, Warrior Corps

### **Religious organizations include:**

Baptist Student Union, Catholic College Ministry, Wesley Foundation, and Fellowship of Christian Athletes

### **Publications include:**

*Wo-He-Lo Yearbook*

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**CHAPTER 3**

**ACADEMIC POLICIES**

**REQUIREMENTS FOR ADMISSION**

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help individual students succeed in achieving his/her educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options and for possible placement into state of the art development instruction.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Mr. James Miller, Dean of Student Services, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4011, [jmiller@eccc.edu](mailto:jmiller@eccc.edu). Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Amanda Walton, Director of Student Success, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6213, Fax: 601-635-3247, [awalton@eccc.edu](mailto:awalton@eccc.edu).

**ACADEMIC AND TECHNICAL STUDENTS**

Academic students are those who are taking classes that lead to the Associate of Arts or Associate of Science degrees. In general, academic students intend to transfer the work completed at East Central Community College (ECCC) to a college or university and have that work apply toward a Bachelor of Arts or a Bachelor of Science degree.

Technical students are those who are taking classes that lead to the Associate of Applied Science degree. This degree combines intensive technical training in a specific career with relevant academic courses and professional development. The Associate of Applied Science degree is traditionally structured for completion in four semesters by students who are academically prepared for College level work.

To be admitted as a student to an academic or technical program at ECCC, an applicant must have on file in the Office of Admissions and Records:

1. A signed (digitally, if online) and dated official college application;
  2. One of the following:
    - An official high school transcript indicating the receipt of a regular high school diploma from an approved\* high school including the date of graduation and appropriate signature(s); or
    - An official state and locally approved high school equivalency exam transcript; or
    - Official College transcript(s) from degree granting institution(s) accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE).
- \*NOTE: If the high school transcript indicating the receipt of a regular high school diploma is from a school that is not approved by the College, the prospective student must present an official state and locally approved high school equivalency exam transcript or submit an ACT composite of 14 or better to be admitted into an academic or technical program at the College.

3. Scores on the American College Test (ACT), SAT Reasoning, or the Accuplacer Placement Test. Applicants who have already achieved a passing grade in College Algebra or English Composition I may be admitted to the College without the aforementioned assessments. Admission into certain programs of study or certain courses may still, however, require 1 or more of these scores.

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Admission as an East Central Community College student does not guarantee admission to a specific program of study.

For degree seeking transfer students, official transcripts from all previously attended accredited degree granting institutions of higher education are required by the Office of Admissions and Records.

### **CAREER STUDENTS**

Career education programs at East Central Community College (ECCC) are designed for students who are preparing to seek employment immediately after completion of the program. Students enrolled in Career education programs are completing an intensive, full-time schedule of training in a specific skill area. Career Certificates are awarded to graduates of these programs. At ECCC, career programs include Cosmetology, Welding, and Carpentry Technology. In addition, most Career & Technical Education programs offer a 30-hour Career option.

To be admitted to the career program of Cosmetology, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must submit an application for the Cosmetology Program;
3. The applicant must have earned a regular high school diploma, an official state and locally approved high school equivalency exam transcript, or Mississippi Occupational Diploma/Mississippi Alternate Diploma; and
4. The applicant must score a composite of 14 or better on the ACT.

To be admitted as a full-time student to the career programs of Welding or Carpentry Technology, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must complete an ACT assessment; and
3. The applicant must submit an official transcript from the last school attended to the Office of Admissions and Records;

To be admitted to a 30-hour Career option in a Career & Technical Education program, excluding healthcare education programs as defined by ECCC, applicants must meet the following criteria:

1. The applicant must submit an application for admission to the Office of Admissions and Records and be accepted by the College;
2. The applicant must submit an official transcript indicating the earning of a regular high school diploma, an official state and locally approved high school equivalency exam transcript, or Mississippi Occupational Diploma/Mississippi Alternate Diploma; or be an approved MI-BEST participant; and,
3. The applicant must complete an ACT assessment.

Admission as an ECCC student does not guarantee admission to a specific program of study.

### **VACCINATIONS & IMMUNIZATIONS**

East Central Community College is committed to providing a healthy learning and working environment for students and staff. Although the College does not require proof of vaccinations/immunizations for admission to the College, the College encourages students and employees to follow the vaccine and



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immunization recommendations provided by the Mississippi State Department of Health.

Admission requirements to Healthcare Education programs do require proof of vaccines/immunizations.

Additionally, tuberculosis screenings are required of all incoming international students. Screenings must be performed in the United States (Cross reference Policy No. 400.11 ADMISSION OF INTERNATIONAL STUDENTS).

### HEALTHCARE EDUCATION

Healthcare professional programs are comprised of diverse career options where individuals provide health care and support for the public. All programs require individuals to embrace and maintain high moral and ethical values and demonstrate professionalism. All candidates seeking enrollment in a healthcare program are required to complete admission criteria and submit fingerprints for criminal history background checks. Completion of requirements does not guarantee admission to a healthcare program.

Admission Requirements for Healthcare Programs include (additional requirements listed under each program):

1. Apply for regular admission and be accepted by the College.
2. Submit all official transcripts for all colleges attended to the College Office of Admissions and Records.

The applicant's files must be complete to be considered for acceptance into a healthcare program. The student is responsible for assuring all information and data is correct and received by both offices before the application deadline. Information about the healthcare programs may be found in the East Central Community College Catalog or on the website at [www.eccc.edu](http://www.eccc.edu).

The number of students admitted into each healthcare program will vary according to the resources available.

#### Post-Acceptance Requirements for All Healthcare Students

Students selected for admission into a Healthcare Program must meet the following criteria and submit the following documentation:

1. Satisfactory physical examination, including essential functions related to the American with Disabilities Act (ADA) core standards completed by a licensed healthcare provider.
2. Proof of Measles, Mumps, Rubella (MMR) immunizations (2 series) or positive titer.
3. Hepatitis B vaccine (3 series), positive titer, or signed declination statement.
4. Proof of varicella vaccination (2 series) or positive titer.
5. COVID vaccination may be required depending on the clinical facility requirements.
6. \*Satisfactory criminal background check as scheduled by the Office of Healthcare Education.

All students enrolled in a healthcare program must agree to annual tuberculosis (TB) skin tests; receive annual influenza vaccinations; and agree to random testing for illegal drugs and abuse of legal drugs and alcohol at any point and time while enrolled in a healthcare program. If a student is allergic to substances used for TB skin testing, the student must submit evidence of QuantiFERON®-TB Gold In-Tube blood test, within the last 12-months, at student's expense. The student is responsible for all expenses associated with testing.

\*Students will be notified of the prequalification fee amount and due date by email upon acceptance into a healthcare program.

#### Criminal History Background Checks

All Healthcare Education Division students must submit to and satisfactorily complete a criminal background check. Candidacy for admission may be rescinded and reversed based on review of the students'

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criminal background check. Students and applicants who refuse to submit to a criminal background check will be disqualified as an applicant if seeking admission or readmission to the program. Students and applicants who are disqualified from a Healthcare Education Division program may seek admission into another educational program.

Criminal history record checks will be performed through the legal process of collecting data and fingerprints on all healthcare applicants and students by designated ECCC personnel. Fingerprints and data will be transmitted to the Mississippi Department of Public Safety and run through the Mississippi Criminal Information and Federal Bureau of Investigation databases to complete state and national criminal history background checks.

ECCC performs criminal history record checks pursuant to, but not inclusive to, Section 37-29-232 of the Mississippi Code of 1972, Annotated, Section 43-11-13 of the Mississippi Code of 1972.

A comprehensive criminal history search will be conducted through all state and federal databases. All convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges will be noted. The student and/or applicant will be responsible for the fingerprinting process and any additional expenses needed to provide documentation showing disposition of charges.

Students and/or applicants have the right to review information reported by the Mississippi Department of Health for accuracy and completeness. (See Noncriminal Justice Applicant's Privacy Rights at <https://msdh.ms.gov/page/resources/7631.pdf>.) Prior to making a final determination that will adversely affect the student, the student will have the opportunity to provide any supporting documentation in disposition of the charge(s). The process to review, challenge, correct, or update erroneous information can be obtained at <https://www.fbi.gov/about-us/cjis/background-checks>.

Although it is the students' and/or applicants' right to withhold the evidence of the criminal background check, the college has to adhere to standards set forth by its clinical laboratory affiliates. Therefore, results must be disclosed to the Dean of Healthcare Education to seek eligibility for any healthcare education program at ECCC. Failure to notify the Dean within seven (7) business days of receiving the report will result in an automatic ineligible status for admission or progression into the healthcare programs of ECCC. Licensure and employability are not guaranteed in the chosen health education program.

### Essential Functions Related to ADA Core Standards

All healthcare students must meet the essential functions related to ADA Core Standards as outlined in the table. Applicants must submit a satisfactory physical examination that includes the ability to perform the essential functions related to Americans with Disabilities Act (ADA) core standards, which must be completed by a licensed physician or nurse practitioner.

### ESSENTIAL FUNCTIONS RELATED TO ADA CORE STANDARDS

STANDARD	ESSENTIAL ACTIVITIES/TASKS (not all inclusive)
Critical thinking ability sufficient for clinical judgment and decision-making	<ul style="list-style-type: none"><li>• Use relevant data to support the decision making process.</li><li>• Identify priorities of care based on analysis of data.</li><li>• Analyze and use assessment findings to plan care for patients and families.</li><li>• Evaluate the plan of care and revise as appropriate.</li><li>• Solve problems and make valid, rational decisions using logic, creativity, and reasoning.</li><li>• Demonstrate ability to compute dosages and knowledge of pharmacology.</li></ul>

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Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>• Establish rapport with patients and colleagues through speech, touch, and hearing.</li> <li>• Practice therapeutic (non-harmful) communication using speech, hearing, and judgment of appropriate responses.</li> <li>• Work effectively in small groups as team members and as a team leader.</li> </ul>
Communication abilities sufficient for interaction with others in verbal, nonverbal, and written form	<ul style="list-style-type: none"> <li>• Communicate therapeutically with patients, families, and groups in a variety of settings.</li> <li>• Communicate pertinent information in the English language both verbally and in writing to appropriate persons.</li> <li>• Document data and nursing care completely and accurately using appropriate terminology.</li> <li>• Provide health teaching for patients, families and groups.</li> </ul>
Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> <li>• Calibrate and use equipment such as reading numbers on measuring cups, syringes and adjusting flow rates with stopcocks.</li> <li>• Maintain sterile technique when performing sterile procedures.</li> <li>• Hold skin taut with one hand while inserting needle in skin or vein with the other hand and perform other procedures requiring the use of two hands.</li> <li>• Maintain immobilization devices such as traction equipment and casts, and feeling for heat or wetness. Be able to use a computer keyboard.</li> <li>• Have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medication as appropriate.</li> </ul>
Environmental	<ul style="list-style-type: none"> <li>• Be exposed to infectious agents, chemicals, medications, blood and body fluids and communicable diseases.</li> <li>• Work in environmental temperatures determined by the patient and/or patient's condition.</li> <li>• Be able to perform duties in potentially dangerous situations.</li> </ul>
Auditory abilities sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>• Be able to hear alarms, emergency signals, cries for help, and answer phones.</li> <li>• Distinguish changes in tone and pitch such as in listening to patients breathing characteristics.</li> <li>• Able to hear and interpret communication in stressful situations such as when more than one person is talking at a time, or when they are talking in a loud voice.</li> </ul>

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Tactile ability sufficient for physical assessment and intervention	<ul style="list-style-type: none"> <li>• Palpation related to physical examination .</li> <li>• Perform therapeutic intervention (example, IV catheter insertion).</li> </ul>
Physical abilities sufficient to move from room to room, maneuver in small spaces, and accommodate stairwell when necessary	<ul style="list-style-type: none"> <li>• Move around in patient's rooms, workspaces and treatment rooms.</li> <li>• Perform physical activities necessary to do basic skills such as put on sterile gloves, attach blood pressure cuff on patient's arm, and hold one part of a patient's body while performing an action on another part of the body.</li> <li>• Provide or assist with activities of daily living such as bed bath, oral hygiene, and positioning patients.</li> <li>• Transport and transfer patients from various areas to other areas using stretchers, wheelchairs, and walkers. EMTs must be able to walk and crawl in less than ideal conditions and terrain.</li> <li>• Lift at least 50 lbs. of weight. EMTs must lift 125 lbs independently or 250 lbs with assistance.</li> <li>• Respond quickly in an emergency.</li> <li>• Able to stand or walk for 75% of a shift.</li> <li>• Gather a minimum of 3-4 pieces of equipment and carry to patient's room.</li> </ul>
Visual abilities sufficient for observation and assessment necessary in care	<ul style="list-style-type: none"> <li>• Read numbers on dials, thermometers, gauges, measuring cups, etc.</li> <li>• Distinguish changes in color, size, and continuity of body parts.</li> <li>• Distinguish alterations in normal body activities such as breathing patterns, and level of consciousness.</li> <li>• Observe safety features in environment such as water on the floor, and obstacles in the path of patient.</li> <li>• Observe nonverbal responses of patients, families or coworkers.</li> <li>• Read small print.</li> <li>• Perform basic nursing skills (such as insertion of a catheter, counting respirations, preparing and giving medications).</li> </ul>
Demonstrate accountability and responsibility in all aspects of practice	<ul style="list-style-type: none"> <li>• Able to distinguish right from wrong, legal from illegal and act accordingly.</li> <li>• Accept responsibility for own actions.</li> <li>• Able to comprehend ethical standards and agree to abide by them.</li> <li>• Demonstrate flexibility.</li> <li>• Show concern for others.</li> </ul>

## ASSOCIATE DEGREE NURSING PROGRAM

The program of instruction is consistent with the institutional commitment of teaching and learning which is designed to incorporate the highest instructional and nursing standards. The program of instruction is designed to incorporate knowledge, attitudes, and skills applicable to life in a complex society. The program also focuses on the education and healthcare needs of rural East Central Mississippi.

## EAST CENTRAL COMMUNITY COLLEGE

The associate degree nurse is prepared to provide and manage care for individuals and groups in a variety of health care settings. Clear, concise, and timely communication with internal and external constituencies is a critical success factor for an effective nursing program. We believe the nurse of the future must encompass the core concepts of patient-centered care, professionalism, leadership, systems-based practice, informatics, communication, teamwork and collaboration, safety, quality improvement and evidenced based practice, in order to provide safe and effective care. Graduates of the program receive an Associate of Applied Science Degree (AAS).

Graduates who meet requirements for the State Board of Nursing may be eligible to take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision or the Title 97 of the Mississippi Code of 1972, as now or hereafter, amended.

The Associate Degree Nursing Program on the Decatur, MS campus received continuing accreditation from the Mississippi Institutions of Higher Learning, the Board of Trustees (MS IHL) and the Accreditation Commission for Education in Nursing (ACEN).

Mississippi Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6486  
Website: <http://www.ihl.state.ms.us/nursing>

Accreditation Commission for Education in Nursing, Inc.  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
Phone: 404-975-5000  
Website: <http://www.acenursing.org/>

### Admission Procedures

All applicants are required to take the American College Test (ACT®) and meet all College general admission requirements and Associate Degree Nursing (ADN) program admission requirements. The ACT On-Campus™ test, or Residual ACT®, is accepted by the nursing program; however, the Residual ACT does not transfer to other institutions. Nursing courses taken at another institution are not transferable. Applications for admission to the College may be obtained at [www.eccc.edu](http://www.eccc.edu). Applications for the ADN Program may be obtained on-line at <https://www.eccc.edu/associate-degree-nursing-rn> after October 1 each year. The priority application deadline for the next Fall semester's class is January 31. All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by January 31.

### Admission Requirements

Admission to the ADN Program requires applicants to meet the following criteria. The applicant must:

1. Complete the Associate Degree Nursing Program application and submit to the Office of Healthcare Education.
2. Have a minimum composite score of 18 on the ACT®.
3. Have a cumulative Grade Point Average (GPA) of 2.00 or higher.
4. Complete Anatomy & Physiology I or upper-level equivalents with labs, Anatomy & Physiology II with labs or upper-level equivalents with labs, and Microbiology with lab or upper-level equivalent with lab with a grade of "C" or higher in each course prior to taking the first nursing course. An applicant may be accepted into the ADN program prior to completing all prerequisite courses. The courses must be completed by the end of summer prior to beginning nursing classes in the fall.
5. \*Complete pre-admission examination scheduled by the Office of Healthcare Education at the student's expense;



## EAST CENTRAL COMMUNITY COLLEGE

6. Be eighteen (18) years or older; and

\*Each applicant will be notified of scheduled test dates via email from the Office of Healthcare Education. All applicants are required to pay the College's business office for pre-admission exam fees. The receipt for payment is due to the Office of Healthcare Education by January 31st for fall admission of the next year.

Post-acceptance requirements are the same as other healthcare program options. Students admitted to any nursing courses must adhere to the policies in the current East Central Community College Catalog, ECCC Student Handbook, and the Nursing Student Handbook.

Associate Degree Nursing program information is located in the East Central Community College Catalog or on the Healthcare Education website at <https://www.eccc.edu/associate-degree-nursing-rn>.

Applications for admission to the ADN Program are reviewed and ranked using the following Admissions Points criteria.

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1
2. College GPA on ADN curriculum courses or High School GPA with no college courses taken.

GPA	POINTS
3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

3. ACT® Composite Score

ACT® SCORE	POINTS
27 and Higher	6
24-26	5
21-23	4
18-20	3

**Students who have received a grade of "D" or "F" in more than 6 hours in the ADN curriculum will receive a 10-point deduction. Enrollment in any program of nursing will result in a 5-point deduction if program was not completed successfully.**

4. Each required science course calculated with Quality Points: A=3 points B=2 points C=1 point

### SCIENCES COMPLETED WITH LABS.

Anatomy and Physiology I with Lab or upper-level equivalents  
Anatomy and Physiology II with Lab or upper-level equivalents  
Microbiology with Lab or upper-level equivalents  
Total:

POINTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* NOTE: Cumulative Points are not rounded.

5. Admission examination.

## EAST CENTRAL COMMUNITY COLLEGE

ADMISSION EXAMINATION CUMULATIVE SCORE	POINTS
85% and above	5
80% - 84%	4
75% - 79%	3
70% - 74%	2
65% - 69%	1
64% and below	0
Points Awarded:	

### ASSOCIATE DEGREE NURSING PROGRAM HESI A2 ADMISSION EXAM SUBCATEGORIES

#### Grammar

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

#### Reading Comprehension

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

#### Math

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

#### Critical Thinking

Score Points.....	Points	Point/s Awarded
900-1000 .....	3	_____
800-899 .....	2	
700-799 .....	1	
699 or below .....	0	

Total Admission Points \_\_\_\_\_

### LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE NURSING TRANSITION PROGRAM

The program of instruction is consistent with the institutional commitment of teaching and learning which is designed to incorporate the highest instructional and nursing standards. The program of instruction is designed to incorporate knowledge, attitudes and skills applicable to life in a complex society. The program also focuses on the education and healthcare needs of rural East Central Mississippi. LPNs are provided an opportunity to seek advanced placement into the Associate Degree Nursing (ADN) program.

## EAST CENTRAL COMMUNITY COLLEGE

The associate degree nurse is prepared to provide and manage care for individuals and groups in a variety of health care settings. Clear, concise, and timely communication with internal and external constituencies is a critical success factor for an effective nursing program. We believe the nurse of the future must encompass the core concepts of patient-centered care, professionalism, leadership, systems-based practice, informatics, communication, teamwork and collaboration, safety, quality improvement and evidenced based practice, in order to provide safe and effective care. Graduates of the program receive an Associate of Applied Science Degree (AAS).

Graduates who meet the requirements of the State Board of Nursing may be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision or the Title 97 of the Mississippi Code of 1972, as now or hereafter, amended.

The Associate Degree Nursing program received continuing accreditation from the Board of Trustees of the Mississippi Institutions of Higher Learning (MSIHL) and the Accreditation Commission for Education in Nursing (ACEN).

Mississippi Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6486  
Website: <http://www.ihl.state.ms.us/nursing>

Accreditation Commission for Education in Nursing, Inc.  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
Phone: 404-975-5000  
Website: <http://www.acenursing.org/>

### Admission Procedures

All applicants are required to take the American College Test (ACT®), meet all College general admission requirements and Associate Degree Nursing (ADN) program requirements; hold a current, unencumbered license; and documentation of one-year LPN experience in the last five years. The ACT on-campus test or Residual ACT is accepted; however, it does not transfer to other institutions. ADN nursing courses taken at another institution are not transferable. Applications for admission to the College may be obtained at [www.eccc.edu](http://www.eccc.edu). Applications for the LPN to ADN Transition Program may be obtained on-line at <https://www.eccc.edu/lpn-adn-transition-program> after December 1 each year. The application deadline for the Summer semester class is March 1. All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by March 1.

### Admission Requirements

Admission to the LPN to ADN Transition Program requires applicants to meet the following criteria. The applicant must:

1. Complete the Licensed Practical Nurse (LPN) to Associate Degree Nursing (ADN) Transition Program application and submit to the Office of Healthcare Education.
2. Have a minimum composite score of 18 on the ACT®.
3. Have a cumulative Grade Point Average (GPA) of 2.00 or higher.
4. Have completed all pre-requisite courses with a grade of "C" or higher ; prior to taking the first nursing course. Prerequisite courses include Anatomy and Physiology I with Lab or upper level equivalent with lab, Anatomy and Physiology II with Lab or upper level equivalent with lab, Microbiology with Lab or upper level equivalent, English Composition I & II, and Human Growth & Development prior to admission into the program.

## EAST CENTRAL COMMUNITY COLLEGE

5. Submit proof of a current, unencumbered license to practice as a licensed practical nurse in Mississippi;
6. Submit documentation from employer(s) demonstrating proof of a minimum of one-year clinical work experience within the last five-years with application;
7. Be eighteen (18) years of age or older; and
8. \*Complete pre-admission examination scheduled by the Office of Healthcare Education at the student's expense.

\*Each applicant will be notified of scheduled test dates via email from the Office of Healthcare Education. All applicants are required to pay the College's business office for pre-admission exam fees. The receipt for payment is due to the Office of Healthcare Education by March 1st for summer admission of each year.

Post-acceptance requirements are the same as other healthcare program options. Students admitted to any nursing courses must adhere to the policies in the current East Central Community College Catalog, ECCC Student Handbook, and the Nursing Student Handbook.

LPN to ADN Transition Program information is located in the East Central Community College Catalog or on the Healthcare Education website at <https://www.eccc.edu/lpn-adn-transition-program>.

### LPN to ADN Transition Program Acceptance Criteria

#### Prerequisite Courses

BIO 2513-BIO 2511 or BIO 2514: Anatomy and Physiology I with Lab (or upper level equivalent with lab)  
BIO 2523-BIO 2521 or BIO 2524: Anatomy and Physiology II with Lab (or upper level equivalent with lab)  
BIO 2923-BIO 2921 or BIO 2924: Microbiology with Lab (or upper level equivalent with lab)  
ENG 1113 and ENG 1123: English Composition I & II  
EPY 2533: Human Growth & Development

Applications for admission to the LPN to ADN Transition Program are reviewed and ranked using the following Admissions Points criteria:

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1
2. College GPA on ADN curriculum courses or High School GPA with no college courses taken.

GPA	POINTS
3.5-4.0	4
3.0-3.49	3
2.5-2.99	2
2.0-2.49	1

Students who have received a grade of "D" or "F" in more than 6 hours in the ADN curriculum will receive a 10-point deduction. **Enrollment in any program of nursing will result in a 5-point deduction if program was not completed successfully.**

3. ACT® Composite Score

ACT® SCORE	POINTS
27 and Higher	6
24-26	5
21-23	4
18-20	3

## EAST CENTRAL COMMUNITY COLLEGE

4. Each required science course: A=3 points B=2 points C=1 point

### SCIENCES COMPLETED WITH LABS

Anatomy and Physiology I with Lab or upper-level equivalents	POINTS _____
Anatomy and Physiology II with Lab or upper-level equivalents	_____
Microbiology with Lab or upper-level equivalents	_____
Total:	

\* NOTE: Cumulative Points are not rounded.

5. Admission examination.

ADMISSION EXAMINATION CUMULATIVE SCORE	POINTS
85% and above	5
80% - 84%	4
75% - 79%	3
70% - 74%	2
65% - 69%	1
64% and below	0
Points Awarded:	

**Total Admission Points:** \_\_\_\_\_

Additional information concerning the Associate Degree Nursing Program may be found in the East Central Community College Catalog, the website, or by contacting the Office of Healthcare Education at (601) 635-6293.

## LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE NURSING HESI A2 ADMISSION EXAM SUBCATEGORIES

### Grammar

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

### Reading Comprehension

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

### Math

Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	



## EAST CENTRAL COMMUNITY COLLEGE

Critical Thinking		Point/s Awarded
Score Points.....	Points	
900-1000 .....	3	_____
800-899 .....	2	
700-799 .....	1	
699 or below .....	0	
		Total Admission Points _____

### PRACTICAL NURSING PROGRAM

The Practical Nursing (PN) Program prepares the individuals to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological science and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, advanced practice registered nurse (APRN), licensed physician, or licensed dentist. Students who complete program requirements, as identified by the Mississippi Community College Board, may be eligible to apply to take the National Council Licensure Examination for Practical/Vocational Nurses® (NCLEX-PN®). The graduate of the program functions as a provider of care and a member of a profession.

The State Board of Nursing may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of the Title 97 of the Mississippi Code of 1972, as now or hereafter amended.

The Practical Nursing Program, located on the Decatur, MS campus, received continuing accreditation from the Mississippi Board of Nursing.

Mississippi Board of Nursing  
713 Pear Orchard Road, Plaza II Suite 300  
Ridgeland, MS 39157  
Phone: (601) 957-6300  
<https://www.msbn.ms.gov/board/contact-us>

#### Admission Procedures

All applicants are required to take the American College Test (ACT®) and meet all College general admission requirements and Practical Nursing (PN) program admission requirements. Nursing courses taken at another institution are not transferable. The ACT on-campus test, or Residual ACT, is accepted by the nursing program; however, it does not transfer to other institutions.

The PN Program admits one class annually in the fall. Applications for admission to the College may be obtained online at [www.eccc.edu](http://www.eccc.edu). Applications and information for the PN Program may be obtained on-line at <https://www.eccc.edu/practical-nursing-pn> on October 1st of the fall semester previous to the upcoming fall admission cycle. The priority application deadline for admission is January 31.

All entrance materials must be on file in the Office of Admissions and Records and the Office of Healthcare Education by January 31.

#### Admission Requirements

Admission to the PN Program requires applicants to meet the following criteria. The applicant must:

1. Complete the Practical Nursing Program application and submit to the Office of Healthcare Education.
2. Have a minimum composite score of 16 on the ACT®.
3. Have a high school diploma, high school equivalency certificate, or equivalent.

## EAST CENTRAL COMMUNITY COLLEGE

4. Complete all prerequisite courses, which include Anatomy & Physiology I with lab (or upper level equivalents with lab) and Anatomy & Physiology II with lab (or upper level equivalents with lab) with a letter grade of "C" or higher in each course prior to taking the first nursing course.

\*An applicant may be accepted into the PN program prior to completing these courses, but courses must be successfully completed prior to beginning nursing classes in the fall.

5. Be eighteen (18) years of age or older.

6. \*Complete a pre-admission examination scheduled by the Office of Healthcare Education, at the student's expense, and earn a minimum cumulative score of 51%.

\*Each applicant will be notified of scheduled test dates via email from the Office of Healthcare Education.

All applicants are required to pay the College's business office for pre-admission exam fees. The receipt for payment is due to the Office of Healthcare Education by January 31st for fall admission of the next year.

Students admitted to any nursing courses must adhere to the policies in the current East Central Community College Catalog, ECCC Student Handbook, and the Nursing Student Handbook.

### PN Program Acceptance Criteria

Applications for the PN Program are reviewed and ranked using the following Admissions Points criteria:

1. Lives within ECCC's district or previously enrolled at ECCC. POINTS: 1

2. ACT® Composite Score

ACT® SCORE	POINTS
25 and Higher	4
22-24	3
19-21	2
16-18	1

3. Each required science course: A=3 points B=2 points C=1 point

#### SCIENCES COMPLETED WITH LABS.

POINTS

Anatomy and Physiology I with Lab or upper-level equivalents

\_\_\_\_\_

Anatomy and Physiology II with Lab or upper-level equivalents

\_\_\_\_\_

Total:

\*NOTE: Cumulative Points are not rounded.

4. Admission examination. (Note: A minimum score of 51% is required for admission into the program.)

ADMISSION EXAMINATION CUMULATIVE SCORE	POINTS
81% and above	4
71% - 80%	3
61% - 70%	2
51% - 60%	1
Points Awarded:	

## EAST CENTRAL COMMUNITY COLLEGE

### PRACTICAL NURSING PROGRAM HESI A2 ADMISSION EXAM SUBCATEGORIES

Grammar		
Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

Reading Comprehension		
Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
71% to 79% .....	1	
70% or below.....	0	

Math		
Score Percentage.....	Points	Point/s Awarded
90% to 100% .....	3	_____
80% to 89% .....	2	
75% to 79% .....	1	
74% or below.....	0	

Critical Thinking		
Score Points.....	Points	Point/s Awarded
900-1000 .....	3	_____
800-899 .....	2	
700-799 .....	1	
699 or below .....	0	

Total Admission Points \_\_\_\_\_

### EMERGENCY MEDICAL TECHNOLOGY-BASIC

Emergency Medical Technician is a one-semester instructional course that prepares individuals to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Students who complete the course are eligible to take the National Registry of Emergency Medical Technicians Exam and become state certified.

Industry standards are based on the National EMS Education Standards and the Emergency Medical Technician Instructional Guidelines.

The Mississippi State Department of Health determines guidelines and minimum standards and the Mississippi Community College Board provides curriculum.

Mississippi State Department of Health  
Mississippi Bureau of Emergency Medical Services  
570 East Woodrow Wilson Drive  
Jackson, MS 39216  
Phone: 866-458-4948  
Website: [www.msdh.ms.gov](http://www.msdh.ms.gov)

## EAST CENTRAL COMMUNITY COLLEGE

Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: 601-432-6519  
Website: <http://www.mccb.edu>

### Admission Requirements

To be admitted to the EMT Basic, applicants must meet the following criteria:

1. Submit an application for the EMT Basic course to the Office of Healthcare Education.
2. Must have a high school diploma, high school equivalency, or equivalent.
3. Must submit valid proof of age to be eighteen (18) years or older.

Students admitted to any healthcare courses must adhere to the policies in the current East Central Community College Catalog, ECCC Student Handbook, and the EMT Student Handbook.

## SURGICAL TECHNOLOGY PROGRAM

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

Students who complete the program of study may be awarded an Associate of Applied Science degree. Qualified students will be required to take the National Board of Surgical Technology and Surgical Assisting to become a Certified Surgical Technologist. Qualified students at schools without programmatic accreditation may sit for the National Center for Competency Testing (NCCT).

Industry standards are based on the Core Curriculum for Surgical Technology. The Surgical Technology Program received continuing accreditation from:

Commission on Accreditation of Allied Health Programs  
9355 113th St. N, #7709, Seminole, FL 33775  
Phone: 727-210-2350  
Website: <https://www.caahep.org/>

The National Board of Surgical Technology and Surgical Assisting  
3 West Dry Creek Circle, Suite 100, Littleton, Colorado 80120  
Phone: 800-707-0057  
Website: <https://www.nbstsa.org>

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting  
19751 E. Mainstreet, Suite 339, Parker, CO 80138  
Phone: 303-694-9262  
Email: [info@arcstsa.org](mailto:info@arcstsa.org)

### Admission Requirements (Applications are open Jan. 1 through June 1 annually.)

1. The applicant must have a 12th grade education as demonstrated by a high school diploma, high school equivalency, or equivalent.
2. The applicant must be in good physical condition, which includes the ability to perform the essential functions related to Americans with Disabilities Act (ADA) core standards, as verified by a medical

## **EAST CENTRAL COMMUNITY COLLEGE**

examination and certifying report (National Certification Requirement).

3. Applicants must have an ACT® composite score of 16 with a 12 in math and reading, or 12 composite if taken before October 1989, with a 12 in math and reading. The ACT on-campus test, or Residual ACT is accepted; however, it does not transfer to other institutions.
4. Interviews may be conducted by the Surgical Technology Admissions Committee.
5. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
6. All applicants are required to pay the College's business office for preadmission fees.

Applicants for the program are evaluated using ACT® score, academic course work, and grade point average (GPA). The priority application deadline is June 1 for Spring admission.

Students admitted to the surgical technology course must adhere to the policies in the current East Central Community College Catalog and the Surgical Technology Student Handbook.

Surgical Technology Program information is located in the East Central Community College Catalog or on the Healthcare Education website at <https://www.eccc.edu/surgical-technology>

### **TRANSFER STUDENTS**

Students desiring to attend East Central Community College (ECCC) after having attended another college (degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE)) must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory academic standing from the previous college may be accepted in a probationary status for one semester. If the student receives academic probation at the completion of one semester, the student will be suspended per the College's Academic/Career/Technical Probation and Suspension policy. A student may apply up to 45 transfer credit hours towards an associate degree program at ECCC. Questions regarding transferability of courses should be directed to the Office of Admissions & Records.

### **TRANSFER CREDITS**

East Central Community College (ECCC) grants transfer credit based on content, level and comparability of the courses, applicability of the courses to fulfilling degree requirements of the student's intended major, performance quality of the student in the courses, and accreditation of the institution at which the work was completed. Credits earned at a degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE) may be considered for acceptance by the Director of Admissions and Records.

The College uses the Uniform Course Numbering System in Mississippi issued by the Mississippi Community College Board for transfer of academic credits from another institution of higher education. Academic courses eligible for transfer must be included in the Uniform Course Numbering System in Mississippi or must be equivalent to the courses included in the Uniform Course Numbering System in Mississippi.

The College uses the Uniform Course Numbering System for Career and Technical Education issued by the Mississippi Community College Board for transfer of career or technical credits from another institution of higher education. Career or technical courses must be included in the Uniform Course Numbering System for Career and Technical Education or must be equivalent to the courses included in the Uniform Course Numbering System for Career and Technical Education. Only courses from programs approved by the Mississippi Community College Board for ECCC are eligible for transfer. Technical credits from health related programs that have ended in a successful terminal degree will not be eligible for transfer.

Transfer credit is identified on an official college transcript and cannot exceed the College's credit value assigned to the course. Credit is allowed only for those courses in which a grade of "D" or better has been earned if the cumulative grade point average (GPA) from the transferring institution is a 2.0 or higher.



## **EAST CENTRAL COMMUNITY COLLEGE**

### **TRANSFER TRANSIENT ADMISSION**

Transfer Transient students who seek to attend East Central Community College (ECCC) and remain enrolled during a regular session at their current institution of higher learning may be admitted to ECCC for the same session. In addition, Transfer Transient students who seek to attend a summer session at ECCC and then return to their previous institution of higher learning for the next regular session may be admitted to the College during the summer session.

All Transfer Transient students must meet the same admission requirements as other freshman or transfer students. Transfer Transient students should also secure written confirmation from the dean of their current institution of higher learning that the class(es) taken at ECCC will be applicable to their institution's program of study before enrolling in classes at the College.

### **ADMISSION OF NON-DEGREE SEEKING STUDENTS**

Students seeking to take classes at East Central Community College (ECCC) but do not plan to pursue an associate degree and/or certificate are considered non-degree seeking. Students wishing to pursue a degree at ECCC must apply for regular admission status (Cross reference Policy No. 400.1 ADMISSION OF ACADEMIC AND TECHNICAL STUDENTS).

Non-degree seeking students are not eligible for on-campus housing and are not eligible for financial aid (including grants, scholarships, loans, or work-study). Students admitted as non-degree seeking can only enroll as a part time student and cannot enroll in more than 14 credit hours per semester.

To be admitted as a non-degree seeking student, an applicant must have on file in the Office of Admissions and Records:

1. A signed (digitally, if online) and dated official college application;
2. One of the following;
  - a. An official college transcript from last college attended (additional college transcripts may also be required for transfer of prerequisite credits);
  - b. An official final high school transcript indicating the receipt of a regular high school diploma from an approved high school including the date of graduation and appropriate signature(s); or
  - c. An official state and locally approved high school equivalency exam transcript.
3. Scores on the American College Test (ACT), SAT Reasoning, or the Accuplacer Placement Test if the student is enrolling in classes requiring placement scores.

Dual Credit and Dual Enrollment students are considered non-degree seeking students and must follow the admission policies specified for Dual Credit and Dual Enrollment (Cross reference Policy 400.12.1, DUAL CREDIT - ACADEMIC; Policy 400.12.2, DUAL ENROLLMENT - ACADEMIC; Policy 400.12.3, DUAL CREDIT - CAREER & TECHNICAL; and Policy 400.12.4, DUAL ENROLLMENT - CAREER & TECHNICAL). Participation in Dual Credit courses at ECCC allows high school students an opportunity to earn academic credit towards meeting high school graduation requirements and towards the completion of an ECCC degree. Participation in the Dual Enrollment program at ECCC allows high school students an opportunity to earn postsecondary academic credit in classes conducted on the College campus while still enrolled in high school.

Transient students are considered non-degree seeking students and must follow the admission policies specified for Transient students (Cross reference Policy 400.16, TRANSFER TRANSIENT ADMISSION). Transfer Transient students are defined as students who seek to attend ECCC and remain enrolled during a regular session at their current institution of higher learning.

Non-Degree Seeking holds will be added to the account of all non-degree seeking students and students will not be allowed to register themselves for classes.

### **CONTINUING EDUCATION STUDENTS**

Non-credit activities organized to provide unified and systematic instruction, measured in duration of

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instructional time, and subject to performance evaluation of the participant may be measured in continuing education units (CEU). One CEU is defined as ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction. The CEU may serve as a unit of measure to give recognition for an individual's participation in non-credit activities which meet appropriate criteria and may also serve as one of the accounting units for the institution's non-credit courses. CEUs are maintained through the Office of Workforce Development.

### INTERNATIONAL STUDENTS

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college or technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of study, satisfactory scores on the East Central Community College (ECCC) placement tests, proof of financial responsibility, and proof of health insurance and tuberculosis screening. ECCC is authorized under federal law to enroll non-immigrant students.

Applicants, both freshmen and transfer, whose native language is not English, are required to submit the following information to ECCC:

Scores on the Test of English as a Foreign Language (TOEFL) or scores on the International English Language Testing System (IELTS). Scores recommended for admission to ECCC are as follows:

1. TOEFL Internet Based Test (iBT): 62 or higher; or
2. TOEFL Paper Based Test (PBT): 503 or higher; or
3. IELTS: 6.00 overall band score or higher;
4. Duolingo English Test: 95 or higher.

For all freshmen and transfer student applicants, the following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission;
2. Scores on the ACT, or SAT;
3. Official documentation indicating the receipt of a regular high school diploma from an approved\* high school including the date of graduation and appropriate signature(s). A certified copy of all high school and/or college transcripts documenting previous credits earned must be evaluated by a credential evaluation service located in the United States and the results sent to the Office of Admissions at ECCC;
4. Information, including but not limited to a letter from a bank, showing sufficient financial support;
5. Proof of health insurance; and
6. 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 TB 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 screenings.

Once all requested materials listed above are received by the Office of Admissions and Records, the Admissions Office in conjunction with the Student and Exchange Visitor Information System (SEVIS) will issue the student a Form I-20. The student must then sign and return the Form I-20 along with the appropriate Visa (F-1 Visa or M-1 Visa) before he/she can register for classes at the College.

In addition to the regular tuition and fees paid by in-state students, international students will be assessed out-of-state fees payable at registration. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

*\* NOTE: If the high school transcript indicating the receipt of a regular high school diploma is from a school that is not approved by the College, the prospective student must present an official state or locally approved high school equivalency exam transcript with satisfactory scores or submit an ACT composite of 14 or better to be admitted into*

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*an academic or technical program at the College.*

### **SPECIAL ADMISSION**

In conformity with Section 37-29-1, Mississippi Code of 1972, East Central Community College (ECCC) will admit students who have not completed the requirements for regular admission to the College but who meet the enrollment criteria specified in either Policy 400.12.1, Dual Credit - Academic; Policy 400.12.2, Dual Enrollment - Academic; Policy 400.12.3, Dual Credit - Career & Technical; or Policy 400.12.4, Dual Enrollment - Career & Technical.

### **DUAL CREDIT – ACADEMIC**

Participation in Dual Credit courses at East Central Community College (ECCC) allows high school students an opportunity to earn academic credit towards meeting high school graduation requirements and towards the completion of an ECCC degree. The transcribing of credit for Dual Credit courses applied towards high school graduation requirements is completely discretionary at the secondary school. Dual Credit courses are generally taught on the premises of the secondary school and taught by an instructor approved by ECCC.

Students may be granted admission status at ECCC in Dual Credit courses while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units (students who do not have fourteen (14) core high school units but who have a composite score of thirty (30) on the ACT assessment may be considered for enrollment);
2. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed; and
3. Have the unconditional recommendation of their high school principal or guidance counselor.

The credit earned at ECCC by students admitted under the Dual Credit Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received her/his high school diploma. No student shall earn more than 28 semester credit hours through the Dual Credit/Dual Enrollment program.

### **DUAL ENROLLMENT – ACADEMIC**

Participation in the Dual Enrollment program at East Central Community College (ECCC) allows high school students an opportunity to earn postsecondary academic credit while still enrolled in high school. Students who qualify for Dual Enrollment are allowed to enroll in courses at the College for which they are qualified.

Students may be granted admission status at ECCC while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units;
2. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed; and
3. Have the unconditional recommendation of their high school principal or guidance counselor.

The credit earned at ECCC by students admitted under the Dual Enrollment Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received his/her high school diploma. No student shall earn more than 28 semester credit hours in the Dual Credit/Dual Enrollment program.

### **DUAL CREDIT – CAREER & TECHNICAL**

Participation in Dual Credit courses at East Central Community College (ECCC) allows high school students an opportunity to earn technical credit towards meeting high school graduation requirements and towards the completion of an ECCC degree. The transcribing of credit for Dual Credit courses applied towards high school graduation requirements is completely discretionary at the secondary school. Dual

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Credit courses are generally taught on the premises of the secondary school and taught by an instructor approved by ECCC.

Students may be granted admission status at ECCC in Dual Credit courses while concurrently enrolled in high school if they meet the following admission requirements:

1. Have a minimum overall high school GPA of 2.0 on a 4.0 scale;
2. Will be classified as a sophomore, junior or senior; and
3. Have the unconditional recommendation of their high school principal or guidance counselor or CTE instructor.

The credit earned at ECCC by students admitted under the Dual Credit Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received her/his high school diploma. No student shall earn more than 28 semester credit hours through the Dual Credit/Dual Enrollment program.

### **DUAL ENROLLMENT – CAREER & TECHNICAL**

Participation in the Dual Enrollment program at East Central Community College (ECCC) allows high school students an opportunity to earn postsecondary technical credit while still enrolled in high school. Students who qualify for Dual Enrollment are allowed to enroll in courses at the College for which they are qualified. Students may be granted admission status at ECCC while concurrently enrolled in high school if they meet the following admission requirements:

1. Have a minimum overall high school GPA of 2.0 on a 4.0 scale;
2. Will be classified as a sophomore, junior or senior; and
3. Have the unconditional recommendation of their high school principal or guidance counselor or CTE instructor.

The credit earned at ECCC by students admitted under the Dual Enrollment Policy will be available for transfer or for meeting the requirements for graduation from the College after the student has received her/his high school diploma. No student shall earn more than 28 semester credit hours through the Dual Credit/Dual Enrollment program.

### **PART-TIME STUDENTS**

Part-time students must meet the same admission requirements as full-time students.

### **LEGAL RESIDENT STATUS**

East Central Community College observes the following definitions with regard to residential status of applicants and students as interpreted from laws engaged by the Mississippi Legislature. The College's district includes the following supporting counties: Leake, Neshoba, Newton, Scott, and Winston.

1. Legal Residence of Adult (Persons 21 and Older). The residence of an adult is that place where he is domiciled, that is, the place where he actually physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent. MS Code § 37-103-13
2. Legal Residence of Minor Students for Purposes of Attendance at Universities and Community Colleges. For purposes of determining whether a person pays out-of-state or in-state tuition for attendance at universities and community and junior colleges, the residence of a person less than twenty-one (21) years of age is that of the father, the mother or a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the minor to one (1) parent, the residence of the minor is that of the parent who was granted custody by the court. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a general guardian duly appointed by a proper court of Mississippi, in which case his residence becomes that of the guardian. A student residing within the State of Mississippi who, upon registration at a Mississippi institution of higher learning or community college, presents a transcript demonstrating graduation from a Mississippi secondary school and who has been a secondary school student in Mississippi for not less than the final

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four (4) years of secondary school attendance shall not be required to pay out-of-state tuition. This section shall not apply to the residence of a person as it relates to residency for voter registration or voting. MS Code § 37-103-7

3. Residency requirement for purpose of being admitted as state resident; definition of residence. No student may be admitted to any junior college or institution of higher learning as a resident of Mississippi unless his residence has been in the State of Mississippi preceding his admission. Residence shall be as defined in the MS Code Sections 37-103-7 and 37-103-13. MS Code § 37-103-3
4. Residence status of person entering state for purpose of attendance at educational institution. A person who has entered the State of Mississippi from another state and enters an educational institution is considered a nonresident. Even though he may have been legally adopted by a resident of Mississippi, or may have been a qualified voter, or a landowner, or may otherwise have sought to establish legal residence, except as otherwise provided in Section 37-103-25, such a person will still be considered as being a nonresident of Mississippi if he has entered this state for the purpose of enrolling in an educational institution. MS Code § 37-103-5
5. Legal residence of married person. A married person may claim the residence status of his or her spouse, or he or she may claim independent residence status under the same regulations set forth in Section 37-103-13 as any other adult. MS Code § 37-103-15
6. Residence status of children of parents employed by educational institutions. Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any junior college in this state or the Board of Trustees of State Institutions of Higher Learning may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members. MS Code § 37-103-9
7. Special MPACT Rule. An MPACT beneficiary is considered a resident. MS Code § 37-155-5(d)(iii); MS AG Op., Patterson (Oct. 11, 1996).
8. **Special Military Provisions.**
  - a. Residence status of military personnel assigned to active duty and stationed in state and members of the Mississippi National Guard. Members of the United States Armed Forces on extended active duty and stationed within the State of Mississippi and members of the Mississippi National Guard may be classified as residents, for the purpose of attendance at state-supported institutions of higher learning and community and/or junior colleges of the State of Mississippi. Resident status of such military personnel who are not legal residents of Mississippi, as defined in Section 37-103-13, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi. MS Code § 37-103-17 See MS Code § 37-103-21 for proof requirements.
  - b. Residence status of spouse or child of military personnel assigned to active duty.
    - (1) Resident status of a spouse or child of a member of the Armed Forces of the United States on extended active duty shall be that of the military spouse or parent for the purpose of attending state-supported institutions of higher learning and community/junior colleges of the State of Mississippi during the time that the military spouse or parent is stationed within the State of Mississippi and shall be continued through the time that the military spouse or parent is stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of a minor child terminates upon reassignment under Permanent Change of Station Orders of the military parent for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi, and except that children of members of the Armed Forces who attain Mississippi residency in accordance with the above provisions, who begin and complete their senior year of high school in Mississippi, and who enroll full time in a Mississippi institution of higher learning or community/junior college to begin studies in the fall after their graduation from high school, maintain their residency status so long as they remain enrolled as a student in good standing at a Mississippi institution of higher learning or community/junior college. Enrollment during summer school is not required to maintain such resident status.
    - (2) The spouse or child of a member of the Armed Forces of the United States who dies or is killed is entitled to pay the resident tuition fee if the spouse or child becomes a resident of Mississippi.



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(3) If a member of the Armed Forces of the United States is stationed outside Mississippi and the member's spouse or child establishes residence in Mississippi and registers with the Mississippi Institution of Higher Learning or Community College at which the spouse or child plans to attend, the institution of higher education or community/junior college shall permit the spouse or child to pay the tuition, fees and other charges provided for Mississippi residents without regard to length of time that the spouse or child has resided in Mississippi.

(4) A member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States who is entitled to pay tuition and fees at the rate provided for Mississippi residents under another provision of this section while enrolled in a degree or certificate program is entitled to pay tuition and fees at the rate provided for Mississippi residents in any subsequent term or semester while the person is continuously enrolled in the same degree or certificate program. A student may withdraw or may choose not to reenroll for no more than one (1) semester or term while pursuing a degree or certificate without losing resident status only if that student provides sufficient documentation by a physician that the student has a medical condition that requires withdrawal or nonenrollment. For purposes of this subsection, a person is not required to enroll in a summer term to remain continuously enrolled in a degree or certificate program. The person's eligibility to pay tuition and fees at the rate provided for Mississippi residents under this subsection does not terminate because the person is no longer a member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States. MS Code § 37-103-19

9. **Aliens.** MS Code § 37-103-23 states that all aliens are classified as nonresidents. However, this section was declared unconstitutional in *Jagnadan v. Giles*, 379 F. Supp. 1178 (N.D. Miss. 1974), affirmed in part on other grounds 538 F.2d 1166 (5th Cir. 1976). No statutory provision addressing aliens and residency for tuition purposes is currently in effect. Accordingly, aliens should be treated in the same manner as other persons attempting to prove resident status for the purpose of determining tuition and fees charged by CC/IHL' s.

a. Immigrants, permanent residents or green card holders

Green card holders are a type of immigrant who are U.S. permanent residents and have the ability to establish a domicile in Mississippi and thereby may qualify as Mississippi residents

b. Non-immigrant Visa holders

Persons holding non-immigrant visas are NOT entitled to Mississippi residency. Because those visas are temporary in nature, non-immigrant visa holders retain the residency of their home country.

c. Undocumented aliens

Do not have visas, thus cannot be Mississippi residents. Cannot be considered for in-state tuition.

10. Responsibility for registration under proper residence status; presentation of false evidence of residence status. The responsibility for registering under his proper residence status is placed upon the student. In addition to any administrative action which may be taken by the governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars (\$100.00). MS Code § 37-103-27. See also MS Code § 37-103-29.

## MISSISSIPPI VIRTUAL COMMUNITY COLLEGE

The Mississippi Virtual Community College (MSVCC) is a consortium of Mississippi's 15 community colleges that makes it possible for colleges to leverage their distance learning resources -- including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a remote (provider) college, a student enrolls at a local (host) community college. The host college supports the student with a full slate of student services, including advisement and counseling, financial aid, and learning resources. The host college awards credit for the course. The remote (provider) college provides the course instruction. The success of the MSVCC partnership and resulting trust that has developed between the MCCB and the member colleges has led to the advancement of quality, accessible education, fiscal efficiency, and innovative and collaborative instructional practices.

## PLACEMENT STANDARDS

When a student is admitted to ECCC, his or her ACT sub-scores are evaluated to determine if certain academic

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skills need improvement. Any student who has not taken the ACT will be required to take the Accuplacer for placement in English and algebra courses. Accuplacer is an untimed, computerized test that helps ECCC staff evaluate a student's skills and place him or her in appropriate courses. The approved Accuplacer scores will be used for academic placement.

### **Testing Policies and Procedures**

#### **Students needing Placement Test**

Any student who has not taken the ACT may take the Accuplacer placement test two times. The second attempt must be at least one week after the first testing date. The student should complete appropriate tutorial work prior to taking the second test. This work may be in the form of any study preparation suitable for improving knowledge in the subject area. Retesting must take place before the start of a term. A student will forfeit the second testing attempt if the retesting is not completed before the start of classes for the term. Students taking the Accuplacer for initial placement and admission shall be given first priority to test.

#### **Students who have taken the ACT**

Any student who has taken the ACT, but wishes to improve his or her placement level(s) may attempt the Accuplacer placement test one time. Accuplacer is divided into two individual tests. A student can choose to skip any of the two test but will not be allowed another opportunity to complete a test that was skipped.

Testing must take place prior to the first day of a term. Students taking the Accuplacer for initial placement and admission shall be given first priority to test.

#### **Registration for Testing**

Students may register for Accuplacer at the Success Center which is located in the Mamie Ethel Burton Library. To register via phone, students may call 601.635.6346.

#### **Testing Locations**

Accuplacer is administered on the main campus in Decatur, MS.

#### **Fee schedule**

Testing fees may be paid in the ECCC Business Office which is located in the Arno Vincent Administration Building. The accepted forms of payment are cash, check, VISA or MasterCard (either debit or credit.) The cost for Accuplacer will be \$20 for all assessments or \$10 for the English assessments or \$10 for the algebra assessment. Retests will be \$10 for all assessments or \$5 for each individual assessment. Students will be given a receipt upon payment. This receipt must be presented upon arrival for testing.

#### **Testing Information for Students:**

- Only students who have submitted an application to the ECCC Office of Admissions and Records will be allowed to take the Accuplacer assessment.
- Anyone wishing to test must present a valid photo I.D. No one will be allowed to test without proper identification. This may be: a driver's license, a military I.D. card or a school I.D. card, etc. Identification will be rechecked after the assessment is completed.
- No cell phones, SMART watches, ear buds, timers, drinks, food, or tobacco products are allowed in the testing area.
- An on-screen calculator is available for use during the math test. No calculator may be used with the Accuplacer assessments. Cell phone calculators and TI-89 or TI-92 graphing calculators are NOT allowed.
- Accuplacer is an untimed test. As a general rule, testing time is approximately two hours.
- Test results are available immediately following the test.
- Accuplacer scores are not transferable to other colleges.
- ECCC will not fax scores to individuals, businesses or other educational entities.

#### **General Information about Accuplacer**

Sample questions and student information are available at the following Website: <http://accuplacer.collegeboard.org/students>. Information on My Foundations Lab (for remediation) is located at <http://www.>

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pearsonmylabandmastering.com/northamerica/accumfl/.

### **BENEFITS FOR VETERANS**

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions and Records and the Admissions and Records Clerk - Veterans Affairs (VA) Enrollment Services offer assistance in handling matters pertaining to veterans at the College.

### **SELECTIVE SERVICE**

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions and Records. Students may also access information online from the Selective Service System at [www.sss.gov](http://www.sss.gov).

### **ADMISSION OF VETERANS**

In accordance with Mississippi Code §37-103-25, as amended by Mississippi Senate Bill 2127 of the 2015 Legislative Session, East Central Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code. Students who are veterans or dependents of veterans shall submit one of the following documents to receive in-state tuition: Certificate of Eligibility (CoE), Transfer of Eligibility (ToE), Adjudication Letter (disabled veterans), DD-214 showing Active Duty, a Mississippi Driver's License showing veteran certification, or any other document approved by the Mississippi Community College Board for veteran certification. This documentation must be submitted prior to or during a semester in order to receive in-state tuition charges for said semester, and in-state tuition rates shall become effective upon approval of submitted documentation.

### **NATIONAL GUARD, VETERANS PREVIOUS EDUCATION; EVALUATION, CREDIT, AND TRANSFER**

East Central Community College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. The College awards credit to military personnel through several sources, including:

1. Previous college transcripts;
2. College Level Examination Program (CLEP);
3. Advanced Placement (AP);
4. DSST Exams;
5. DD214 (Discharge Papers and Separation Documents) or NOBE (Notice of Basic Eligibility); and
6. Joint Services Transcript (JST) or USAF Air University: Community College of the Air Force

Credits earned at degree granting institutions accredited by national or professional organizations which are recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education (USDE) may be considered for acceptance by the Director of Admissions and Records. Official college transcripts must be sent to the Office of Admissions and Records for evaluation of transfer credits.

The College awards credit to students who are enrolled at the College who score at least 50 on approved CLEP tests, score three (3) or higher on approved AP Tests, and score at or above the fiftieth percentile on approved DSST Subject Examinations. A grade of "Z" is recorded for credit granted. No quality points are granted. Credits are not used in computing grade point average.

The College may award credit on a veteran's record when a copy of the DD214 or a copy of the Notice of Basic Eligibility (NOBE) is presented to the Director of Admissions and Records.

The Director of Admissions and Records must be notified military transcripts are being requested by the student. Once the transcripts are received in the Office of Admissions and Records, the transcripts are forwarded to the advisor for the Career or Technical program in which the student is enrolled. The Career or Technical advisor evaluates the transcript and sends a list of the courses equivalent to the College's Career or Technical

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Courses to the Director of Admissions and Records. The Director of Admissions and Records adds the courses to the student's record.

The Director of Admissions and Records evaluates and determines academic credit to be granted when transcribed from Joint Services Transcript (JST) or USAF Air University: Community College of the Air Force.

A student can receive credit for a maximum of 30 semester hours of approved military training.

### **MONITORING ACADEMIC PROGRESS FOR VETERANS OR ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS UNDER ONE OF THE VARIOUS U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) PROGRAMS**

In accordance with Veterans Administration Regulation 14253 revised DVB Circular 20-75-84 dated August 14, 1975 (VA Regulations and Circular), East Central Community College adheres to the Guidelines for Institutions Enrolling Veterans and Eligible Persons: Standards for Maintaining Adequate Records and Policies for Satisfactory Progress, Previous Education and Training, Conduct, and Attendance.

1. The College maintains a written record of previous education and training.
  - a. Transcripts of college-level education are part of the record.
  - b. The records clearly indicate that appropriate credit has been granted with training periods proportionately shortened and VA so notified.
  - c. The College maintains an official record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the length of the degree program shortened proportionately to training.
2. The College maintains adequate records to show progress of each veteran.
  - a. Records show continued pursuit at the rate for which enrolled and progress being made.
  - b. Records include final grades in each subject for each term or semester.
  - c. Accumulative permanent records are maintained to reflect grades in all subjects undertaken.
  - d. Students are not permitted to enroll repeatedly in courses, not attend, and withdraw without penalty. A veteran student may repeat a course in which a passing grade has been achieved only when a higher grade is required as a prerequisite.
  - e. The school records reflect the point in time when educational benefits should be discontinued for unsatisfactory progress, unsatisfactory conduct, and withdrawals.
  - f. The policy includes the grade point average (2.0 on a 4.0 scale) required for graduation.
  - g. Students in academic and/or Career & Technical Programs must adhere to the College's Academic Probation and Suspension Policy as described in Policy 404.7 Academic/Career/Technical Probation and Suspension.
  - h. No veteran student will be considered to have made satisfactory progress when the student fails, receives no credit, or withdraws from all subjects undertaken when enrolled in two or more subjects, except when there are extenuating circumstances.
3. The College enforces a policy relative to standards of conduct and progress.
  - a. Records show withdrawal from any subject to include the last date of attendance.
  - b. Records show re-enrollment in subjects from which there was a withdrawal or course in which no credit was given.
  - c. The College maintains adequate attendance records for veterans

### **SOPHOMORE STATUS**

Before a student can be classified as a sophomore, he/she must have completed a minimum of 30 hours or its equivalent from an approved college.

### **TESTING SERVICE**

East Central Community College participates in the American College Testing (ACT) Program and administers the test on all nationally scheduled testing dates. The national test must be scheduled through [www.act.org](http://www.act.org). The college's Success Center provides admission and placement testing through the Accuplacer

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and the ACT Residual. The Accuplacer and ACT Residual must be scheduled through ECCC testing staff. Tests are provided by appointment only. In addition to the ACT, the College administers and utilizes the Accuplacer assessments for placement into English and Mathematics courses.

### **SCHOOL TERMS AND PERIODS**

East Central operates on the semester system. There are two regular semesters which begin in August and in January. In addition to the semester system, ECCC offers accelerated sessions called Intensive Terms, typically one-half the length of a semester. During the summer, there is an eight (8) week summer session divided into two four-week terms, and a three-week intersession. The College also offers courses at other times to meet the needs of students.

Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester. In general, a semester hour of credit is equal to 750 minutes of instruction.

Classes are also offered off-campus at various locations throughout the five county district.

### **DISABILITY SUPPORT SERVICES**

Students with disabilities must self-identify to receive accommodations and special services. Identification requires a student to register with the Vice President for Student Services (ADA Coordinator) and present appropriate documentation verifying the disability. Self-identification is voluntary. The ADA Coordinator will serve students to the extent that their individual needs are made known and reasonable accommodations can be made.

### **STUDENT RECORDS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

East Central 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.

1. Students are entitled to access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions and Records. Request for access to records and personal data should be filed with the Vice President for Student Services.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading, or inappropriate. If a student wishes to challenge the contents, the Director of Admissions and Records or the Vice President for Student Services will provide written copy of procedures to be followed.
4. Before any school records will be released to third parties the school must have the student's written permission.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions and Records and/or the Vice President for Student Services to relinquish control of a student's records, the requested action will be taken.
6. When a student seeks to enroll in another institution the student must approve the transfer of his/her record by personal signature.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request of directory information must be made within fourteen (14) calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions and Records.

The College recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for College research and policy formulation. The College recognizes its obligation to exercise discretion in recording and



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disseminating information about students to insure that their rights of privacy are maintained.

The College will furnish annual notification to students of their right to inspect and review their educational records, the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the College decline to amend such records. The annual notice will be published. The College utilizes The Guide for Retention and Disposal of Records as published by the American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of student records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of the policy statement a student is defined as an individual who has been admitted and has been in attendance in the College.

### Student Access to Records:

Students have the right to be provided a list of the type of educational records maintained by the College which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the College to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition. See 20 U.S.C. §1232g.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute; Campus Police records which are maintained apart from educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of the student under these conditions which are not disclosed to anyone other than individuals providing treatment. These records may be reviewed by a physician or appropriate professional of the student's choice. See 20 U.S.C. § 1232g.

### Procedures for Access:

Students should contact the appropriate office to inspect and review their records. An office may require that a College official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Director of Admissions and Records.

### Release of Directory Information:

Directory information may be released by the College without the student's written consent. Directory information consists of the following items: name; local, home, or permanent address; email address; name and addresses of parents or guardian; classification (freshman, sophomore, etc.); major and minor fields of study; dates of attendance; full- or part-time status; degrees, awards and honors, and dates awarded; rank in class; and previous institutions attended. Directory information does not include social security number, PINs, date of birth, and test scores. Participation in recognized activities and sports, weight and height of



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members of athletic teams, and other similar information is considered directory information. See 20 U.S.C. §1232g.

A student may deny the release of directory information by completing the form "Request to Prevent Disclosure of Directory Information" located in the Director of Admissions and Records office. A former student, one who is not in attendance, must contact the Director of Admissions and Records to deny the release of directory information.

### Release of Educational Records:

The College will release a student's educational record(s) upon the student's completion of the form "Authorization to Disclose Academic Information."

The College may release students' educational records to the following without prior written consent:

1. College officials who have a legitimate educational interest in the records. College officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of the College who in the performance of their normal duties require access to student records. If College officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. To organizations conducting studies for, or on behalf of, the College or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of a dependent student as defined in section 152 of the Internal Revenue code of 1986. College officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
10. No personal information on a student will be released without a statement from the College to the party receiving the information that no third party is to have access to such information without the written consent of the student.

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

### GRADES

Grades will be electronically submitted through the College's secure portal by the instructors at the midpoint of each semester. Grade reports will be available to the student at the College's secure portal. The mid semester grade is a progress report and is not recorded on the student's permanent record.

At the end of the semester, instructors will electronically submit a final grade through the College's secure portal. The final grade will be recorded on the student's permanent record. Grade reports will be available to the student at the College's secure portal.

### GRADING SYSTEM

Quality points are based on the grade and number of hours credit for each course and are computed as follows:

<u>Grade</u>	<u>Range</u>	<u>Description</u>	<u>Quality Points</u>
A	90-100	Excellent	4 quality points per semester hour
B	80-89	Good	3 quality points per semester hour
C	70-79	Average	2 quality points per semester hour
D	60-69	Poor	1 quality point per semester hour
F	59	& below	Failure 0 quality points per semester hour

### Administrative Grades

- I Incomplete  
A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the coursework or to take final examinations.  
An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester or a grade of "F" will be recorded by the Director of Admissions and Records. The individual has the responsibility of making the necessary arrangements with the instructor concerned.
- AU Audit (No credit on hours attempted or earned)
- Z Non-Traditional Credit (Military, CLEP, DSST, and/or AP)
- W Withdrawal (Assigned for students with excessive absences or for students who drop a course prior to the posted deadline)
- P Pass (Assigned to students who successfully pass a Course Challenge Exam for Experiential Learning)
- AF Academic Forgiveness (No credit on hours attempted or earned)
- XF Academic Dishonesty
- S Satisfactory

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A student may repeat any course taken at East Central Community College or transferred credit that is recorded on his/her transcript. The highest grade earned in any repeated course will be the grade used for determining credit and the GPA applicable to graduation. The previous East Central course grade on the student's transcript will remain on the transcript but will not count for or against the student in ascertaining graduation requirements or GPA.

Students repeating transfer courses recorded on the ECCC transcript will be awarded credit for the highest grade, ECCC course or transfer course.

Courses within specialized programs may adhere to a different grading system.

### **STUDENTS' RIGHT TO VIEW WORK**

Students who wish to review or contest a grade given on a particular assignment or set of assignments have the right to review said graded material. The student must request the material from the instructor of the respective course. Graded assignments will be available for students to view for one year after the due date of the assignment.

Courses within specialized programs, defined as those with their own, board-approved Instructional Handbook, may adhere to a different viewing policy. In addition, state and/or national certification or accreditation guidelines on testing may limit the student's ability to review graded material.

### **CONTESTING FINAL GRADES**

Any student who wishes to contest a final grade for a course must first discuss the appeal with the instructor of that course. If this fails to resolve the contestation, the student must discuss the appeal with the instructor's division chair/director/dean. If this also fails to resolve the contestation, the student must submit a formal appeal in writing and either hand-delivered or mailed to the Executive Vice President, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327. All formal written appeals to the Executive Vice President must be received within one year of the last class meeting of the course in question. The decision of the Vice President for Instruction regarding the grade for the course will be final.

### **HONOR ROLL**

Special recognition is given to full-time students performing outstanding work in their program emphasis areas. After each grading period, the Director of Admissions and Records will publish an Honor Roll consisting of the following categories (based on term grade point average (GPA)):

President's List ..... 4.00 GPA  
Dean's List ..... 3.50 to 3.99 GPA  
Honorable Mention ..... 3.00 to 3.49 GPA

### **PRIOR LEARNING ASSESSMENTS**

East Central has provisions for granting credit through Prior Learning Assessments (PLA). To earn credit for prior learning, a student must meet all admission requirements and be registered for classes at ECCC. Prior learning credits are not available for all ECCC courses. Credits earned through PLA will satisfy graduation requirements at ECCC but may not transfer to another institution.

The following prior learning methods are available for assessment:

1. Articulated Credit
2. Advanced Placement (AP) Examinations
3. College Level Examination Program (CLEP)
4. DSST Subject Standardized Test
5. Course Challenge Examinations
6. Military Services (e.g., Joint Services Transcripts)

Articulated Credit for Career and Technical Programs

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ECCC will use the current Statewide Articulation Agreement for Career and Technical Education from the Mississippi Community Colleges Board (MCCB) to grant credit for Career and Technical courses defined in the Articulation Agreement.

### **To be eligible for articulated credit, a student must:**

1. Meet all College admissions requirements;
2. Be registered as a full-time student in good standing in one of the College's Career or Technical programs;
3. Complete an articulated Secondary Career or Technical Education (CTE) pathway; and score 70 percent or higher on the Mississippi Career Planning and Assessment System (MS CPAS2) in their secondary program of study; and
4. Participate in a Secondary CTE and successfully pass an approved, aligned national certification or credential.

### **To be awarded articulated credit, a student must:**

1. Meet with a College Career or Technical Advisor for the articulated program and request articulated credit, Advisor will notify the Director of Admissions and Records, and articulated courses will be transcribed upon enrollment at the College; and
2. Enroll in the College within 18 months of graduation from high school.

### **How MS CPAS2 will be documented:**

The Research and Curriculum Unit of Mississippi State University will provide postsecondary CTE Administrators a list of all secondary Career and Technical students scoring at or above the 70 percent for the articulated programs.

### **Transcripting of Articulated Credit:**

Articulated credit will be transcribed upon college enrollment.

A grade of "Z" is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average.

### **Time Limit:**

MS-CPAS2 scores or national certification or credential will be accepted to demonstrate competencies for up to 18 months after high school graduation.

### **Cost:**

No costs will be assessed on hours earned through articulated credit.

The student may transfer back to the beginning level course should the student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course.

### Advanced Placement Examination

Students who make a score of three (3) or higher on the Advanced Placement (AP) test will be given credit for the course at East Central Community College (ECCC). Generally an AP score of three (3) will result in awarding three (3) semester hours credit in the subject area. More than three (3) semester hours credit may be awarded for AP scores of four (4) or five (5) when approved by the appropriate division chairs working in conjunction with departmental faculty and the Vice President for Instruction. A grade of "Z" is recorded for credit granted through Advanced Placement. No quality points are granted, and credits granted are not used in computing grade point average. Refer to POLICY 413.1 REQUIREMENTS FOR DEGREES and POLICY 413.2 REQUIREMENTS FOR CERTIFICATES for graduation requirements.

Credit granted by ECCC for AP test scores may not transfer to other colleges or universities. Students should contact transfer institutions directly for their current AP test acceptance and scoring policies.

### College Level Examination Program (CLEP) and DSST Subject Standardized Test

East Central Community College (ECCC) awards academic credit through the College Level Examination

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Program (CLEP) and DSST Subject Standardized Test to students who are enrolled at ECCC who score at or above the fiftieth percentile on approved CLEP and DSST Subject Examinations. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

ECCC is a testing center for the CLEP, but not DSST. A grade of "Z" is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average. Refer to POLICY 413.1 REQUIREMENTS FOR DEGREES and POLICY 413.2 REQUIREMENTS FOR CERTIFICATES for graduation requirements. Credit granted by ECCC for CLEP and DSST scores may not transfer to other colleges or universities. Students should contact transfer institution directly for their current CLEP and DSST acceptance and scoring policies. The College's Healthcare Education division does not accept CLEP scores for students enrolling in healthcare programs. CLEP transfer credit is not counted toward minimum requirements for admission nor graduation for healthcare programs offered by the College.

### EXPERIENTIAL LEARNING CHALLENGE EXAMINATION

East Central Community College (ECCC) believes it is important to recognize that learning takes place both inside and outside of a formal classroom setting, especially in the workplace and the military. In order to provide instructional credit for students who have previously mastered outcomes required in a given course, a Course Challenge Examination Policy has been developed to allow students an opportunity to pass a challenge examination on the subject matter being taught for which prior experiential learning has occurred (with supportive documentation). Credit awarded for such Course Challenge Examinations will be posted to a student's transcript subject to his/her meeting admission requirements and enrolling at ECCC.

The Course Challenge Examination must be administered by a qualified faculty member or college administrator in accordance with the following:

1. The candidate for the Course Challenge Examination must be eligible for admission to East Central Community College as a student.
2. The candidate must have discussed his/her interest in taking a Course Challenge Examination with the appropriate faculty member and document/demonstrate to that faculty member's satisfaction that he/she has achieved subject matter mastery through some prior learning experience (substantiated by documentation).
3. The candidate must complete a Course Challenge Examination Request Form.
4. The request must be approved by the instructor and Vice-President for Instruction before the examination is given.
5. Course Challenge Examinations shall be comprehensive in scope covering content taught in the entire course and based on the student learning outcomes established for the course.
6. If the course being challenged has a laboratory or skill component, the Course Challenge Examination must have a performance component which authenticates the student's comprehensive mastery of the skills required in the course.

The total credit that may be earned by Course Challenge Examinations for any individual program of study may not exceed 15 semester credit hours. Students may take the Course Challenge Examination at a cost of \$50 per Course Challenge Examination (plus materials and/or certification fees when a skills authentication component is required). Each Course Challenge Examination will be administered on pass-fail basis only. The successful completion of the Course Challenge Examination will result in the posting of a "P" grade to the candidate's transcript. The unsuccessful attempt of any Course Challenge Examination will result in the student receiving no grade of any kind. A student may only challenge a given course one time.

No quality points are granted for credit earned through Course Challenge Examinations and credits granted are not used in computing grade point average. Refer to POLICY 413.1 REQUIREMENTS FOR DEGREES and POLICY 413.2 REQUIREMENTS FOR CERTIFICATES for graduation requirements.

Credit granted by ECCC for Course Challenge Examinations may not transfer to other colleges or universities. Students should contact transfer institutions directly for their current Course Challenge Examinations



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acceptance and scoring policies.

### **MILITARY SERVICES TRANSCRIPTION**

East Central Community College (ECCC) awards credit to military personnel through several sources including:

1. Previous college transcripts;
2. College Level Examination Program (CLEP);
3. Advanced Placement (AP) examinations;
4. DSST Exams;
5. DD214 (Discharge Papers and Separation Documents) or NOBE (Notice of Basic Eligibility); and
6. Joint Services Transcript (JST) or USAF Air University: Community College of the Air Force.

For specifics on each type of transfer credit, see Policy 400.13.3 U.S. DEPARTMENT OF VETERANS AFFAIRS (VA): TRANSFER CREDIT – TRADITIONAL AND NON-TRADITIONAL.

For CLEP, AP, DSST, DD214, NOBE, and military transcript credits a grade of “Z” is recorded for credit granted. No quality points are granted, and credits granted are not used in computing grade point average.

Credit granted by ECCC for Military Services may not transfer to other colleges or universities. Students should contact transfer institutions directly for their current Military Services acceptance and scoring policies.

### **ACADEMIC/CAREER/TECHNICAL PROGRESS MONITORING**

Students with a cumulative grade point average (GPA) of less than benchmark (excluding dual credit) may be subject to Progress Monitoring according to the following:

Benchmark 1: Career hours attempted (including withdrawals)  $\geq 24$ ; GPA  $< 1.5$  or career hours earned  $< 12$ ;  
Benchmark 2: Career hours attempted (including withdrawals)  $\geq 42$ ; GPA  $< 1.75$  or career hours earned  $< 28$ ;  
Benchmark 3: Career hours attempted (including withdrawals)  $\geq 60$ ; GPA  $< 2.0$  or career hours earned  $< 40$ , student must continue monitoring through graduation.

Students in monitoring may be subject to requirements of additional advising and registration support.

### **PROGRAM OF STUDY**

A student registering for 15 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

Changes of Program of Study requests should be submitted to the Office of Admissions and Records before the end of the Census Date (end of the Drop/Add Period) of a given term. After the Census Date, processing of requests for program changes may wait, for reporting reasons, until the beginning of advance registration for the following semester. A student should discuss any proposed changes in his/her program with his/her advisor, and if applicable Financial Aid.

### **CLASS ATTENDANCE AND ABSENCES**

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

Instructors will record and report attendance promptly for each class meeting up to and including the last regularly scheduled class meeting of each semester.



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1. Students should review their schedules before the semester begins to make sure they are enrolled in the appropriate classes. Once classes begin it is important students attend every class meeting. Students should be aware that there are challenges involved in adding a class after classes have begun. Students will be counted absent for class meetings missed during the drop/add period. Students are responsible for any work missed in the class prior to their enrollment and cannot expect due dates to be altered. If one or more class meetings have been missed, students are advised to speak to the instructor prior to adding the class to determine if adding is appropriate. Students who add a class at the end of the drop/add period may have little to no opportunity to drop the class.
2. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group reports the list of students officially representing the College in MyEC, using the Official Absence Form. Official absences will not count in the total number of absences allowed.
3. Unofficial absences occur when students who are not representing the College miss class. The instructor will notify students of the absentee policy in writing at the beginning of the semester. Tardies which equal the number of times the class meets per week will constitute an unofficial absence. (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will be administratively withdrawn. If a student is administratively withdrawn before the Friday of the week that equates to 75% of the term, the student will receive a final grade of "W" for the course. If a student is administratively withdrawn after the Friday of the week that equates to 75% of the term, the student will receive a grade of "WF" for the course. Exceptions to this policy include classes that meet less than a full semester; Mississippi Virtual Community College classes; healthcare education classes; and some of the Career & Technical Education classes.
4. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. To be considered for approval, the student must be prepared to present a valid reason for having been absent.
5. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class. The student should meet with the instructor at the next class meeting after missing over the limit allowed. The instructor will explain the appeal process. The instructor will counsel with the student and discuss the reasons and excuses. If the student is readmitted, he/she will sign a form stating that they will not be tardy or absent from the class for the remainder of the semester and if they are, they will be dropped and will not have the opportunity to appeal again. If the student is denied reentry by the instructor the student will have the opportunity to appeal to the Academic Division Chair, Director of Career & Technical Education, Dean of Healthcare Education, or Director of eLearning Education depending upon the course in which the student is enrolled. Should the matter not be resolved to the student's satisfaction through the appeal to the appropriate administrator, the student has the right to appeal to the Vice President for Instruction within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the meeting with the Vice President for Instruction. The student must continue to attend the class through the entire process.
6. If the student has extenuating circumstances that prevent him/her from returning to class, he/she MUST contact either the instructor or appropriate Instructional Officer (Academic Division Chair, Director of Career & Technical Education, Dean of Healthcare Education, or Dean of eLearning Education) within two (2) calendar days after exceeding the number of absences allowed.

### **COURSE CHANGE**

A student desiring a course change will initiate the change through MyEC or their advisor or Instructional Counselor up until the drop/add deadline for each subterm.

### **WITHDRAWAL FROM A COURSE**

If a student desires to withdraw from a course the student may do so up to the published withdrawal date

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listed on the College Calendar. This date will be the Friday of the week that equates to 75% of the term. The process begins with the student's advisor and ends in the Office of Admissions and Records. A student who officially withdraws prior to the withdrawal date will receive a final grade of "W." All withdrawals, including administrative withdrawals, after the withdrawal date will result in a grade of "WF."

### **REPEATING A COURSE**

A student may repeat any course taken at East Central Community College or transferred credit that is recorded on his/her transcript. The highest grade earned in any repeated course will be the grade used for determining credit and the GPA applicable to graduation. The prior East Central course grade on the student's transcript will remain on the transcript but will not count for or against the student in ascertaining graduation requirements or GPA.

Students repeating transfer courses recorded on the ECCC transcript will be awarded credit for the highest grade, ECCC course or transfer course.

### **EXEMPTION**

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

### **ORIENTATION**

All students entering East Central Community College for the first time should participate in the orientation program. The orientation program is designed to acquaint the student with the academic process and the campus. Students have the opportunity to advance register for classes and learn of the wide variety of available academic, social, and personal opportunities.

### **MAXIMUM LOAD**

Twelve semester hours of academic work are considered a normal full-time load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 21 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Executive Vice President. Students who enroll in and maintain enrollment in excess of 21 hours will be charged the full-time rate plus the part-time rate of \$130 per credit hour for those hours in excess of 21 credit hours.

### **WITHDRAWAL FROM COLLEGE**

A student who finds it necessary to withdraw from college during the semester should do so properly so that records are complete and accurate. The withdrawal procedure is as follows: 1. To officially withdraw from the college, the student will begin the withdrawal procedure with Enrollment Management in the library. 2. The student must personally go by the Financial Aid Office, the Admissions Office, the Director of Housing and Student Activities Office (dorm students only), the Office of eLearning (if applicable), and the Business Office. 3. The student, the counselor, the Director of Admissions and Records, the Director of Financial Aid and the Vice President for Business Operations will sign the withdrawal form to indicate that the records are in order. A student who officially withdraws will receive final grades of "W" in all classes. The withdrawal process must be completed before 75% of the term is complete. 4. A refund due the student for withdrawal from the college is based on the time of the completion of the withdrawal process. Please refer to Policy 601.5 Refunds of Tuition, Room, and Board Fees in the Policies & Procedures Manual or *Refund Policy* in Chapter Four: FINANCIAL INFORMATION, page 81 for additional information in the College Catalog.

### **WITHDRAWAL FROM COLLEGE (ADMINISTRATIVE)**

An Administrative Withdrawal may be processed for any student who is unable to follow the normal withdrawal procedure due to hospitalization, illness, disciplinary actions, or etc., provided an administrator initiates the procedure.

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### **WITHDRAWAL FROM COLLEGE (AS A RESULT OF ACTIVE MILITARY STATUS)**

Any student at East Central Community College, who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, and who has been placed in active duty status by orders of the President of the United States, or who has been drafted into any component of the armed forces of the United States, may be allowed to withdraw as a student of the college, with a full tuition refund, out of state fees (if applicable), student fees and any special fees, with room and board fees prorated with the approval of the president. Book refunds will be based on current college policy. Any student who withdraws from the college under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student who has completed at least 75% of the semester and is in good standing with the college, and who needs to only take the final examination to complete the semester, has the option to leave the college, pursuant to this policy, without his/her class standing affected, and without refund of any of the above fees or tuition. However, within ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam plus the unfinished semester's work will constitute the student's final grade.

### **ACADEMIC FORGIVENESS**

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Vice President for Instruction to have a maximum of two semesters of their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

For students who seek academic forgiveness and whose petitions are approved, the College will forgive all coursework earned during the requested semester(s). The student may not choose which grades are to be forgiven. All course grades for said semester(s) will be forgiven and the forgiven credit hours will not be used in determining the students' eligibility to graduate from East Central Community College.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once. Account charges will not be forgiven. The forgiveness request form can be obtained from the Office of Admissions, and Records.

### **COLLEGE-LEVEL COMPETENCIES**

East Central Community College identifies six college level competencies within the general education core curriculum for all Associate of Arts, Associate of Science, and Associate of Applied Science. Graduates of East Central Community College will be considered proficient in the following competencies:

- Computation
- Critical Thinking
- Information Technology
- Oral Communication
- Reading Comprehension
- Written Communication

### **GRADUATION**

#### **REQUIREMENTS FOR DEGREES**

East Central Community College grants three associate degrees the Associate of Arts, the Associate of Science, and the Associate of Applied Science. Students who plan to transfer to senior institutions should take note that

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substitution in the specified courses of Categories I and II below may be made with the approval of the Vice President for Instruction in order to meet senior college requirements.

- I. To graduate from the College with the degree of Associate of Arts a student must:
  - (A) Earn a minimum of 60 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);
  - (B) Earn an average of two quality points for each semester hour attempted (When a course is scheduled and rescheduled only the highest grade recorded will count for quality point purposes); and
  - (C) Complete at least 25 percent of the credit semester hours at East Central Community College.
- II. To graduate from the College with the degree of Associate of Science a student must:
  - (A) Earn a minimum of 60 semester hours of credit to include: the 35 semester hours listed in the Academic Core Curriculum, sixteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.);
  - (B) Earn an average of two quality points for each semester hour attempted (When a course is scheduled and rescheduled, only the highest grade recorded will count for quality point purposes); and
  - (C) Complete at least 25 percent of the credit hours at East Central Community College.
- III. To graduate from the College with the degree of Associate of Applied Science a student must:
  - (A) Earn a minimum of 60 semester hours of credit to include the 15-16 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (physical education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 60 semester hours;
  - (B) Earn an average of two quality points for each semester hour attempted (when a course is scheduled and rescheduled, only the highest grade recorded counts for quality point purposes); and
  - (C) Complete at least 25 percent of credit hours at East Central Community College.
- IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:
  - (A) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
  - (B) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
  - (C) Complete all 15 additional semester hours credit at East Central Community College;
  - (D) Secure the approval of the Vice President for Instruction.

## REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months certificates. To graduate from the College with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nursing students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

## REVERSE TRANSFER

East Central Community College will participate in the Reverse Transfer Agreement secured by the Mississippi Community College Board (MCCB) on behalf of the community/junior colleges and the Board of Trustees of State Institutions of Higher Learning (IHL) on behalf of its institutions.

The intent of this agreement is to expand postsecondary degree attainment options for students who earn credits toward an associate degree at a MCCB community/junior college, but do not complete sufficient credits

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to earn the associate degree and subsequently transfer to an IHL university. This agreement is designed to allow these students to transfer credits earned at an IHL university to a MCCB community/junior college and provide them the opportunity to complete the MCCB community/junior college associate degree, without interrupting matriculation towards a baccalaureate degree. For more information on Reverse Transfer, contact the Office of Admissions and Records or refer to POLICY 413.4, REVERSE TRANSFER POLICY.

### **STUDENT TRANSCRIPT REQUEST**

A student may obtain a paper copy of his/her official college transcript by submitting a written request form to the Office of Admissions and Records in the Eddie M. Smith Student Union Building. A transcript processing fee will be charged.

A student may also request an electronic copy of his/her college transcript. Transcripts may be ordered online by completing the online request form through the East Central Community College website, [www.eccc.edu](http://www.eccc.edu). The student must have a valid debit/credit card to order a transcript online.

Official college transcripts cannot be faxed. A student may obtain an unofficial college transcript through his/her myEC account.

No official transcript will be furnished until the student has resolved any hold placed on his/her student account.

### **COUNSELING, GUIDANCE, STUDENT SUCCESS**

East Central Community College is totally committed to providing the service of professionally-trained guidance personnel to all of its students. The purpose of the guidance program is to provide students professional assistance in deciding academic, career, and personal questions, especially as they involve their college life.

The Vice President of Student Services has overall supervision and coordination of counseling, extra-curricular activities, and religious development. The Vice President for Enrollment Management oversees student success professionals providing instructional and navigational support services. In addition, two full-time instructional counselors are employed by the College and report to the Executive Vice President. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the advisors. Students are urged to keep in touch with their Advisor on matters pertaining to their educational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Vice President of Student Services or one of the professionally qualified guidance counselors. Students with disabilities should contact the Director of Student Success for possible accommodations.

### **FIREARMS, GUNS, AND WEAPONS ON CAMPUS**

The Board of Trustees of East Central Community College recognizes that the possession of pistols, firearms, guns, or other weapons in any form on college premises or at college functions by persons other than duly authorized law enforcement officials creates unreasonable and unwarranted risk of injury or death to the College's employees, students, visitors, and guests. Furthermore, the possession of pistols, firearms, guns, or other weapons in any form on college premises or at college functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of damage to properties of the College, the College's employees, students, visitors, and guests.

Because of such risks and dangers, the Board hereby prohibits the possession of pistols, firearms, guns, or other weapons in any form by any person other than duly authorized law enforcement officials and the College's police force on the College's premises or at functions, regardless of whether any such person possesses a valid



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permit to carry such pistols, firearms, guns, or other weapons. This prohibition includes pistols, firearms, guns, or other weapons in any form in vehicles on college premises.

“Weapons in any form” include, but are not limited to, any weapon prohibited by law, any firearm, knife, razor or razor blade (except solely for personal shaving) or other device designated to be used as a weapon, including devices for firing blank cartridges or charges, or of any incendiary or explosive device or of stink bombs, tear gas or other dangerous chemicals, pellet or BB guns, bows and arrows, martial arts weapons or any other dangerous weapons as determined by the administration of the college.

### **STUDENT IDENTIFICATION**

The student ID is the student’s official school identification. It must be presentable at all times and is to be shown for identification upon request of any school official. Lending of this card to anyone or failing to present it when requested by a school official is a violation of policy and subjects the holder to disciplinary actions. This ID must be presented when receiving a yearbook, voting in school elections, selling books in the bookstore, checking out library books, entering athletic events and activities, eating in the cafeteria or grill, entering the Warrior Wellness Center, and conducting all business office transactions. This ID becomes void upon termination of enrollment.

Lost IDs should be reported to the Vice President for Student Services’ office. There will be a replacement fee.

### **UNSATISFACTORY CONDUCT**

Upon enrollment each student is provided access to a [Student Handbook](#) in which the rules and regulations governing student conduct are listed in detail.

Violations, which could result in suspension from college, will require that the student appear before the Discipline Committee, while violations that are not cause for suspension will be handled by the appropriate authorities.

### **ADULT EDUCATION PROGRAM**

East Central Community College conducts adult education instruction at sites in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training, high school equivalency preparation and English as a Second Language. Adult education classes are free. Class locations include Forest, Decatur, Carthage, Louisville and Philadelphia. Day and night classes are available in each location.

High school equivalency testing is available on the Decatur campus Monday through Friday and one Saturday each month that the College is in session. Testing is also available in Choctaw at the Integrated Technologies Training Center. There is a testing fee associated with each high school equivalency test. This testing fee is waived for those students enrolled in East Central Community College high school equivalency preparation classes meeting attendance requirements.

### **CHILDCARE LABORATORY**

The East Central Early Childhood Education Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is open to ECCC employees and students’ children. There is a minimum fee. The facility is located on 10th Street.

### **SMALL BUSINESS DEVELOPMENT CENTER**

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitably. Topics may include: starting a small business, customer service, marketing, financial management and/or developing a business plan.



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Private counseling, workshops and seminars are available for individuals interested in establishing and growing small businesses.

### **THE SUCCESS CENTER**

The Success Center is a site for comprehensive educational support for students located in the Burton Library, led by the Director of Student Success. The purpose of the Success Center is to provide the following:

- Academic success skills training, tutorials, and computer assisted instruction for students who need assistance with academic studies;
- Individualized tutoring to support student learning; and
- Relevant, updated academic support resources to students in the attainment of their educational goals.

Schedule: The Success Center will be open the following hours:

Monday through Thursday      8:00 a.m. - 4:00 p.m.

Friday      8:00 a.m. - 12:00 p.m.

Evening hours will follow the published tutoring schedule.

### **WORKFORCE DEVELOPMENT CENTER**

The mission of the Workforce Development Center staff is to support businesses, industries, individuals, and communities with assessment, training, job placement, consultation, and educational “solutions” designed to improve the economy by enhancing the employability skills of the citizens in the East Central Community College district.

Specialized personal development, advanced technical training and apprenticeship programs are available at East Central Community College main campus in Decatur or any of the College’s Workforce Development training locations. Short-term computer applications training classes are offered at Workforce Development computer labs in each county.

Customized sessions are designed, curricula developed and training facilitators provided to businesses and industries that address workforce improvement, technical skills upgrade, professional skills development, basic skills enhancement and Adult Education.

### **WORK-BASED LEARNING**

The Work-Based Learning program creates an opportunity for technology students which combine school-based education / training through an East Central Community College career-technical program and structured parallel work site experience in local businesses and industries. The program’s objectives are to better equip students for employment in technical careers and to effectively manage the quality of technology instruction.

Placed in work environments that complement classroom instruction, the Work-Based Learning students master skills and competencies that have been cooperatively outlined by participating businesses, industries and technology instructors. In doing so, Work-Based Learning participants earn competitive wages while learning from skilled, professional mentors.

Work-Based Learning students enter the workforce equipped with proven employability skills and an educational experience designed to enhance future career options. Students receive technical credit and transcript recognition for work site experience.

### **INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS**

East Central Community College seeks to provide computer resources, computer networks, and information technology for the students, faculty, staff, and administration at a level that enhances student success, teaching and learning, and productivity. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users.

Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal

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expression of others is critical. Further, one should never publish anything on computer networks that they are unwilling to have made public. Computer users must never access, use, or edit files for which they do not have authorization.

The office of Information Technology monitors the College's network. Security and management considerations require that the networks be open for review and maintenance. Users of the network can assume that any material transferred through and/or stored on College network or storage infrastructure is public information and should act accordingly. There should be no expectation of privacy by the user of College servers, workstations, or network equipment. The College may delete or deliver contraband (illegal materials) discovered on College computer equipment to legal authorities without permission from or notification of the assigned user.

The College's computers and networks are provided for official business and for the purpose of fulfilling the mission of the College. Users shall access only those files and data for which they have authorization. Official records accessed online via the College's ERP/SIS or over any other College information medium by administrators, faculty, and staff at East Central Community College are exclusively for College business, are intended strictly for appropriate College personnel, and must not be used for any other purpose or disclosed to parties, on or off campus. Users shall protect his/her personal computer(s) from unauthorized use and safeguard his/her user-IDs and passwords. Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.

At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials. In addition, the distribution of copyrighted materials over the College network without the permission of the copyright owner is prohibited, this includes the file sharing of copyrighted digital files or the long-term storage of same or transfer to portable media. The College may delete such files within its infrastructure without permission from the assigned user. Publication of annoying, harassing, or intimidating messages on the networks will not be allowed. Using the College network to advocate personal political positions will not be allowed.

Computer or network users are not allowed to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.

Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

### SEXUAL HARASSMENT

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the College is to fulfill its mission. East Central Community College is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process. Toward this end, all members of the College community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the College's policy and will not be tolerated. The College will take every step to resolve grievances promptly. Any act by the College's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy. Accordingly, members of the College community are prohibited from acts of reprisal against individuals who bring grievances or are involved as witnesses in any action connected with this policy.

#### A. Applicability

This policy applies to all officers and employees of the College, students, and persons who serve the College as its agents and are under the control of the College.

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### B. Sexual Harassment-Definitions

Two categories of sexual harassment are recognized:

1. **Quid Pro Quo** – Sexual harassment presented as a “bargain” (quid pro quo). Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a superior position constitutes a “bargain-for sexual harassment” when submission by another is made either an explicit or implicit term or condition of employment or of academic standing. Quid pro quo harassment or “this for that” type harassment occurs when specific academic or employment benefits are withheld as a means of coercing sexual favors. Examples include, but are not limited to, threat of punishment, such as dismissal from a job or a lower grade in a course for refusal to comply with sexual advances; indicating that sexual favors could lead to a raise or better grades; or extorting sexual favor from an employee or student in exchange for academic or employment benefits. In this case, apparent consent of the submitting party is less relevant than the extent to which the sexual conduct is unwelcome. As defined here, “bargained-for sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to direct others who have authority over the victim.
2. **Environmental Sexual Harassment** – Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitute “environmental sexual harassment” when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that unreasonably interferes with another’s work, academic performance, or privacy. Generally, incidents of sexual harassment must be repeated and pervasive to qualify as environmental harassment. Environmental harassment can inflict emotional and psychological harm on individuals and can make relationships and the work or study environment unpleasant, threatening, and unproductive. However, there is no requirement that evidence of actual emotional or psychological harm be shown in order for environmental sexual harassment to be found to have occurred.

In determining whether alleged conduct constitutes sexual harassment as defined in this policy, the record as a whole will be considered as well as the context in which the conduct occurred. “Environmental sexual harassment” normally arises from a repeated and pervasive course of conduct whereas “bargained-for sexual harassment” can be based on a single act. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular susceptibility of an individual, unless that susceptibility is known to the alleged harasser.

### C. Reporting Procedures

Reports of sexual harassment will be treated as a grievance and should be reported to the following individuals:

1. Students should report alleged act(s) of sexual harassment involving other students to the Vice President of Student Services. The Vice President of Student Services will counsel the student who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If informal efforts are not successful in resolving the grievance, the student should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES, to file a formal grievance. Upon receipt of a sexual harassment grievance, the Dean of Student Services will report the grievance to the Title IX Coordinator.
2. Employees and students should report alleged acts of sexual harassment involving College employees to the Title IX Coordinator. The Title IX Coordinator will counsel the employee who reported the alleged act(s) and will attempt to resolve the matter informally, as appropriate. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. If informal efforts are not successful in resolving the grievance, the employee should refer to Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES, to file a formal grievance.
3. Students and employees who wish to file a sexual harassment grievance have the right to follow the due process procedures outlined in the Policies and Procedures Manual in Policy 822.1, STUDENT GRIEVANCE

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PROCEDURES, and Policy 713, EMPLOYEE GRIEVANCE & COMPLAINT PROCEDURES.

### D. Penalties

Penalties will be determined on the basis of facts of each case and the extent of harm to the College's interest, as well as any College record indicating previous similar wrongdoing by the accused person. Penalties will be set according to regulations governing student conduct and employment relationships. These regulations are described in the ECCC Policies and Procedures Manual and the ECCC Student Handbook.

### E. Anti-retaliation Assurance

This policy seeks to encourage students and employees to express freely, responsibly, and in an orderly manner, opinions and feelings about any problem or grievance of sexual harassment. Any act of reprisal, including internal interference, coercion, and restraint, by a College employee or by one acting on behalf of the College, violates this policy and will promptly result in appropriate disciplinary action.

### F. Improper Grievances

This policy shall not be used to bring frivolous or malicious grievances against students or employees. If a grievance has been made in bad faith, disciplinary action may be taken against the person bringing the grievance.

### G. Confidentiality

Information generated in the course of informal reviews and formal investigations necessary to enforce this policy will be given the full extent of confidentiality accorded by law to employee personnel records and student educational records. Any person who, without authorization, reveals such information will be subject to appropriate disciplinary action. The sharing of the content of the grievance(s) will be on a "need to know" basis and will depend on the type of review and response required by the grievance. In any case, when a grievance is being mediated and or investigated, the accused will be informed of the specific details of the grievance.

### H. Responsibility for Implementation

An employee in a supervisory position who has knowledge of conduct involving sexual harassment that may have occurred in his or her unit must take action to address the matter immediately. Not to do so may result in serious consequences for the College and will be considered a breach of supervisory responsibility.

## SEXUAL MISCONDUCT

East Central Community College (ECCC) is committed to providing and promoting an institutional environment where all employees and students may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. The College strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. Any behavior that constitutes sexual misconduct under this policy will subject the offender to disciplinary action, up to and including termination from employment or expulsion from the College, whether or not criminal charges are filed.

### A. Introduction

Sexual misconduct of any form is harmful and illegal and will not be tolerated at ECCC. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the College, and violate College policy. To foster a climate that encourages the reporting of sexual misconduct, ECCC will respond promptly, fairly, and decisively to all reports of sexual misconduct. Members of the college community accused of sexual misconduct will be subject to the college's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the college.

Cases of sexual misconduct are serious violations of the College's student regulations, faculty standards, and college employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In

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addition, these actions are subject to civil suits for damage. ECCC will carefully review and/or investigate all reports to provide fair, efficient, and impartial evaluation and resolution.

ECCC is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies, and security programming to all current students, employees, and to any applicant who so requests.

### B. Purpose & Scope of the Policy

The purpose of this policy is to provide the ECCC community with a clear set of guidelines regarding behavioral standards, as well as a common understanding of key concepts and definitions. This policy applies equally to all members of the college community: students, faculty, administrators, staff, contract employees, and visitors, regardless of race or gender. It is intended to guide and protect members of the College community who have been impacted by sexual misconduct as a grievant, respondent, or third party.

### C. College Statement on Privacy & Confidentiality

The College Statement on Privacy and Confidentiality is intended to make members of the college community aware of the reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone at the College about what happened so they can get the support they need and so the College can respond appropriately. Professional counselors who provide personal counseling to members of the college community are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. A victim can seek confidential assistance and support from college employees without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these employees or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which includes no information that would directly or indirectly identify the victim, assists the Title IX Coordinator with information about the general extent and nature of sexual violence on and off campus so that the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally-identifying details are shared with the Title IX Coordinator.

A victim who speaks to a college employee must understand that if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these employees will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, and health or mental health services. A victim who at first requests confidentiality may later decide to file a grievance with the college or report the incident to local law enforcement and have the incident fully investigated. If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the President in consultation with the Title IX Coordinator may be called upon to issue a timely warning to the community. Any such warning would not include any information that identifies the victim.

When a victim informs an ECCC police officer, the Vice President of Student Services, or the Title IX Coordinator, about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. The Dean of Student Services or his/her designee must report all relevant details about the alleged sexual violence shared by the victim with the Title IX Coordinator. At that time, the College will need to determine what happened including the names of the victim and alleged perpetrator(s), any witnesses, and any relevant facts including the date, time, and specific location of the alleged incident. To the extent possible, information gathered during an investigation will be shared only with the appropriate College staff. ECCC will make every effort to protect students' and employees' privacy and confidentiality.



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### D. Title IX Coordinator

The oversight and implementation of this Sexual Misconduct Policy is the responsibility of the Title IX Coordinator. The Title IX Coordinator can be reached at 601-635-6267. To reach the Title IX Coordinator after hours or in an emergency, please contact Campus Police at 601-527-8939 or call 911.

### E. Definition of Terms

Sexual misconduct can be defined as any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent, including, but not limited to, sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and/or retaliation.

1. Sexual Assault – Sexual assault is defined as a forcible or non-forcible sex offense, i.e., sexual intercourse or sexual contact with another person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation by mouth-to-genital contact or genital-to-mouth contact.
2. Consent – Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given; past consent does not imply future consent; and, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Consent may never be given by minors (in Mississippi, those not sixteen (16) years of age), mentally disabled persons, and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or those who are unconscious, unaware, or otherwise physically helpless. Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.
3. Incapacitation – Incapacitation is defined as a person not being able to resist sexual activity due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent. It is a violation if the initiator has sex with someone the initiator knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or illness. An incapacitated person is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Someone is incapacitated when they cannot understand who, what, when, where, why, or how, in regards to sexual interaction.
4. Sexual Exploitation – Sexual exploitation is an act(s) committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. This includes, but is not limited to non-consensual video or audio taping of sexual activity, stalking with a sexual component, and voyeurism for personal sexual pleasure.
5. Intimidation – Sexual intimidation involves stalking, indecent exposure, and/or threatening another person that you will commit a sex act against them.
6. Stalking – Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.
7. Domestic Violence – Domestic violence includes misdemeanor or felony crimes of violence committed by a current or former spouse, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated under domestic or family violence laws, or anyone else protected under domestic or family violence law.
8. Dating Violence – Dating violence is defined as violence by a person who 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 consideration of the following factors: length, type, and frequency of interaction of the



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relationship.

9. Retaliation – Retaliation is defined as acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct.

### F. Resources & Support

College Resources for Victims of Sexual Assault - ECCC encourages all members of the campus community to report any incident of sexual misconduct. Because of the sensitive nature surrounding sexual misconduct allegations, the college offers confidential resources and support. Members of the college community have access to resources provided by the College that can provide crisis intervention services, counseling, and academic support. All of the staff and faculty listed below are trained to support individuals affected by sexual misconduct and to coordinate with the Title IX Coordinator consistent with the College's commitment to a safe and healthy educational environment.

These resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process:

- Title IX Coordinator: 601-635-6267
- Chief of Campus Police and Campus Police Officers: 601-635-6268
- Director of Housing and Student Activities: 601-635-6213

Community Resources for Victims of Sexual Assault – A student who believes he or she has been the victim of sexual misconduct may also contact the following community agencies:

- Decatur Family Medical Clinic: (601) 635-2258
- Laird Hospital – Union: (601) 774-8214
- Professional Crisis Intervention Counseling can be provided by Weems Mental Health professionals located in Leake County at (601) 267-3551; Neshoba County at (601) 656-3451; Newton County at (601) 635-3342; and Scott County at (601) 469-2211
- Newton Crisis Intervention Center Central Mississippi: (601) 683-4300
- The Wesley House Community Center in Meridian is an official Sexual Assault Center that can provide: (1) a Sexual Assault team composed of the Victim Services staff, law enforcement, Sexual Assault Nurse Examiners, and Sexual Assault Response Team as well as Professional Therapists available for clients and their families. Appointments can be made by calling the center and requesting an appointment at (601) 485-4736.
- National Sexual Assault Hotline: (800) 656-4673

Academic and Housing Accommodations – A student who believes he/she has been the victim of sexual misconduct as well as a student who has been accused of sexual misconduct may contact the Vice President of Student Services at 601-635-6267 to request consideration of the following interim actions when related to the incident or accusation of sexual misconduct:

- Interim suspension of an accused student or employee;
- Making alternative housing or workplace arrangements;
- Modifying class or work schedules, as necessary;
- Addressing other academic or workplace concerns, e.g. incompletes, leaves, or withdrawal;
- No-contact directives;
- Involving law enforcement to assist with order or safety; and/or
- Any other appropriate actions warranted by the circumstances.

### G. Reporting Sexual Misconduct

ECCC encourages all members of the campus community to report any incident of sexual misconduct. The College has adopted procedures to promptly and fairly address concerns, complaints, and grievances about sexual misconduct. Student complaints or grievances may be submitted informally or formally via the College's Student Complaint Procedures or Student Grievance Procedures. Employee complaints or grievances may be submitted informally or formally via the College's Employee Grievance and Complaint Procedures.

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Although there is no time limit on filing a grievance with College administration, students and employees are highly encouraged to report incidents of or share information about sexual misconduct as soon as possible after the incident occurred. The College may ultimately be unable to adequately investigate if too much time has elapsed or if an accused individual has left the institution. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence or the potential departure of witnesses. The standard of proof as recommended by the Office of Civil Rights used in sexual misconduct hearings will be "preponderance of evidence" or "more likely than not" that the violation did/did not occur. There are two options students or employees can pursue to make a formal grievance of sexual misconduct.

### 1. Filing a Grievance with College Administration

Students may file a grievance of sexual misconduct by a college employee or by another student by contacting the Title IX Coordinator at 601-635-6267. Employees may file a grievance of sexual misconduct by a college employee by contacting the Title IX Coordinator at 601-635-6267. College administration will counsel students and employees regarding the grievance process.

### 2. Making a Report to Law Enforcement

In the case of an emergency, victims should call 911 from wherever they are, and a law enforcement official will respond to assist them. In non-emergency situations, allegations of sexual misconduct can also be reported to the campus police at 601-635-6268 and after hours at 601-527-8939. Victims of rape should attempt to preserve evidence by making every effort to save anything that might contain the perpetrator's DNA. Therefore, a victim should not bathe or shower, use the restroom, change clothes, comb hair, clean up the scene, or move anything the offender may have touched. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

## H. Investigation of Grievances

Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual misconduct are urged to file a complaint or grievance with the Title IX Coordinator, Campus Police Department, or the Vice President for Student Services. The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the office of the Title IX Coordinator. The lead investigator for any sexual misconduct issues will typically be the college's Title IX Coordinator. If circumstances arise where it is inappropriate for this person or this person is unable to serve as the lead investigator, the responsibility will be assigned to the Vice President for Student Services or another campus official trained in issues of sexual misconduct. For student and employee grievances against a student of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President for Student Services for consideration of possible disciplinary action against an accused student using the list of possible sanctions below. For student and employee grievances against an employee of the College, results of the investigation and/or the subsequent hearing will be referred to the Vice President for Business Operations for consideration of possible disciplinary action against an accused employee using the list of possible sanctions below.

## I. Student and Employee Rights

ECCC takes all claims of sexual misconduct seriously and will afford certain rights to individuals involved in such conduct, whether they are a grievant or the accused. The rights for a grievant and an accused include:

- The right to an investigation and appropriate resolution of all credible complaints or grievances of sexual misconduct made in good faith to college administrators;
- The right to have complaints or grievances of sexual misconduct responded to quickly and with sensitivity;
- The right to be treated with respect by College officials;
- The right to preservation of confidentiality to the extent possible and allowed by law;
- The right to a grievance hearing closed to the public;
- The right to have complaints or grievances filed with and investigated by employees who have received sexual misconduct adjudication training;

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- The right to be fully informed of any hearing policies and procedures as well as the nature and extent of all alleged violations contained within the grievance;
- The right to bring an advisor (a student, faculty member, other adult, etc.) to all phases of the investigation and hearing proceeding. The advisor may not speak without permission but may only advise;
- The right to present relevant witnesses to any hearing proceeding;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to appeal the finding of the Hearing Committee according to established procedures for student due process or employee due process as determined by the College; and
- The right to be informed (simultaneously for the grievant and the accused) verbally and in writing of the outcome of the investigation and/or hearing proceeding and applicable appeal procedures.

### J. Sanctions

Examples of possible sanctions for sexual misconduct include, but are not limited to:

- Expulsion/Termination from the College: Permanent separation of the student or employee from the College and all College functions or activities;
- Suspension from the College: Suspension for a definite period of time or temporary separation of the student or employee from the College and all College functions or activities;
- Disciplinary Probation: Probation with or without loss of designated privileges for a definite period of time. The violation of the terms of disciplinary probation may be grounds for suspension, expulsion, and/or termination from the College;
- Loss of Privileges: Loss of privileges as may be consistent with the offense committed and the rehabilitation of the student or employee. Examples include, but are not limited to, removal from the residence hall or campus housing and/or suspension from campus activities, i.e. athletic contests, intramurals, other extra-curricular activities;
- Appropriate Training: Students or employees may be required to attend sensitivity or other appropriate training;
- Fines: Students may be fined according to the Student Disciplinary Procedures where appropriate; and
- Other appropriate sanction(s) as determined by College administration: Depending on the severity of the sexual misconduct behavior(s) and/or action(s), multiple sanctions may be administered by College administration to the accused student or employee.

## STUDENT COMPLAINT PROCEDURES

The purpose of the policy addressing student complaints is to provide equitable and orderly processes to resolve complaints by students at East Central Community College. A student complaint is defined as a difference or dispute between a student and the College or a student and a College employee related to services rendered. Any student who wishes to make a complaint to East Central Community College about a college program, a course assignment, a classroom practice, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

There are distinct student complaints, defined by the College as student grievances, not governed by this policy. Grievances include incidents related to perceived violations of college policies, perceived sexual, racial, and other harassment, and/or perceived discrimination on the basis of race, color, national origin, gender, and/or disability. In these instances, students should refer to Policy 822.1, STUDENT GRIEVANCE PROCEDURES. In addition, students should refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS for all matters related the student disciplinary process.

East Central Community College encourages students to resolve complaints that affect their college experience as informally as possible. Therefore, for all student complaints, the student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. Often, student complaints can be resolved informally, however, if informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

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### Non-instructional Matters

Students who wish to complain about non-instructional matters should contact the Vice President for Student Services within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed written notice to the Vice President of Student Services within the timeframe described above shall constitute a waiver by the student to present his/her complaint.

All complaints of a non-instructional nature will be referred by the Vice President of Student Services to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Vice President of Student Services by the appropriate college official.

### Instructional Matters

Students who wish to complain about instructional matters should contact the Executive Vice President for Instruction within ten (10) working days of the occurrence of the incident upon which the complaint is based. The name and contact information of the student filing the complaint, the nature of the complaint, the remedy sought, previous efforts to informally resolve the complaint, and all other pertinent information must be in writing and either be delivered in person or mailed to the Executive Vice President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 203. Failure to give such written notice to the Executive Vice President within the timeframe described above shall constitute a waiver by the student to present his/her complaint.

All complaints of an instructional nature will be referred by the Executive Vice President to an appropriate college official for response. A college official not directly involved in the complaint will review the facts and make the final determination regarding the complaint. A timely response will be given to the student and the Executive Vice President by the appropriate college official.

The only instructional matters that may be appealed by a student through due process procedures are those that relate to charges of academic dishonesty (refer to Policy 821, STUDENT DISCIPLINARY PROCEDURES AND DUE PROCESS). and perceived errors in the transmittal of grades (refer to Policy 404.3.1., CONTESTING FINAL GRADES). Therefore, the decision of the Executive Vice President shall be deemed final with regard to instructional student complaint procedures at East Central Community College.

### Documentation

East Central Community College shall maintain comprehensive records of all non-instructional and instructional complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation of all non-instructional and instructional complaints required to support this policy shall be maintained in the Dean of Student Services' office (non-instructional) and the Executive Vice President's office (instructional). Documentation will contain the following:

1. Student Handbook, College Catalog, and Policies and Procedures Manual;
2. A log of complaints; and
3. All individual complaint files.

A log of all non-instructional and instructional complaints will be maintained in the Dean of Student Services' office (non-instructional) and the Executive Vice President's office (instructional). Each log will contain the following:

1. A complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. The date of receipt of the complaint;
3. The name and address of the complainant;
4. The name of the individual(s) assigned to handle the complaint;
5. The date of response to the complaint;

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6. The date of resolution; and
7. The final disposition of the complaint.

An individual file for each non-instructional and instructional complaint will be maintained in the Vice President for Student Services' office (non-instructional) and the Vice President for Instruction's office (instructional). Each individual file will include the following information.

1. The initial complaint;
2. All correspondence related to the complaint; and
3. Written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.

### STUDENT GRIEVANCE PROCEDURES

East Central Community College defines a student grievance as a claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college policy or a state or federal law. A grievance against the College and / or a College official arises when a student believes, based on established administrative policies and procedures, he or she has been subjected to discriminatory behavior by a department or College representative (faculty or staff) acting within their role and duty. A grievance of personal misconduct by a faculty member or other College employee arises when a student believes he or she is the subject of inappropriate behavior outside of the employee's role and duties within the College. Students who wish to file a grievance concerning any of the issues listed above should follow the procedures herein. Student grievances related to sexual misconduct should follow procedures outlined in Policy 740.1, SEXUAL MISCONDUCT.

#### Informal Grievance Resolution

Prior to bringing a formal grievance forward against the College or a College official acting within his/her role or duty, students are encouraged to attempt a good-faith resolution of the grievance. This attempt may be made with the party directly involved with the disputed matter, or with the chairperson of the department or division in which the grievance arises. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process. Attempts at informal resolution should be initiated within thirty (30) calendar days of the incident in dispute.

#### Formal Grievance Resolution

Should a situation arise in which a student is unable to resolve his or her grievance informally, the college's formal student grievance process presented in this policy may be employed. The Executive Vice President or the Vice President of Student Services will address the student grievance based upon the nature and content of the grievance.

#### Discrimination Related Grievance (Title VI/Title IX other than Sexual Misconduct)

A student grievance related to discrimination and perceived non-compliance with provisions of Title VI of the Civil Rights Act of 1964 and its amendments or Title IX of the Higher Education Act of 1965 and its amendments should be presented to the Vice President for Student Services within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Vice President for Instruction within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum:

1. Name, address, and contact information of the student filing the grievance;
2. The identity of the individual or office against whom the grievance is brought;
3. A description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. An explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. A brief summary of the evidence supporting the allegation(s) including witness(es), if any; and



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6. The remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Executive Vice President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 203.

### **Disability-Related Grievance (ADA/Section 504)**

A student grievance related to a disability and perceived non-compliance with provisions of Section 504 of the Rehabilitation Act of 1973 and its amendments and/or the Americans with Disabilities Act of 1990 and its Amendments should be presented to the Director of Student Success within thirty (30) calendar days of the occurrence of the incident upon which the grievance is based. Failure to give such written notice to the Director of Student Success within this timeframe shall constitute a waiver by the student to present his/her grievance. The written grievance must be signed by the student and contain, at a minimum,

1. Name, address, and contact information of the student filing the grievance;
2. The identity of the individual or office against whom the grievance is brought;
3. A description of the specific action(s) or behavior(s) resulting in this grievance including date(s);
4. An explanation of how a law identified above or a college policy was allegedly violated by the action(s) or behavior(s);
5. A brief summary of the evidence supporting the allegation(s) including witness(es), if any; and
6. The remedy sought by the student.

The written student grievance must either be delivered in person or mailed to the Director of Student Success, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 204 or 205.

### **Investigation of a Student Grievance**

Upon receipt of a formal grievance by a student (herein after “the Grievant”) under the provisions of this policy, the appropriate Vice President will conduct an investigation to determine if there is reasonable cause to believe a specific provision of a college policy or a state or federal law has been violated by the College or an official of the College. The investigation conducted by the appropriate Vice President may involve interviewing witnesses, meeting with the parties involved, requesting written statements from the witnesses and/or parties, and/or making any other appropriate inquiries. Before any determination is made, the individual whose actions are the subject of the grievance (herein after “the Respondent”) will be informed as to the nature of the grievance and will have an opportunity to respond. The investigation is designed to provide a fair and reliable determination about whether the College’s nondiscrimination policy or a state or federal law has been violated. Following the conclusion of the investigation, the appropriate Vice President will meet with the Grievant and the Respondent to inform each of the results of the investigation. If, based on the preponderance of the evidence, a violation has been confirmed, the College will implement a prompt and effective remedy designed to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, and address its effects. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the investigation to determine a course of action against the Respondent.

### **Appeal to a Student Grievance Committee**

If the Grievant is not satisfied with the results of the investigation, he/she may submit an appeal of the decision of the Vice President and request a hearing before a Student Grievance Committee. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Vice President’s decision. The appeal must either be delivered in person or mailed to the appropriate Vice President using the mailing address and contact information above. Failure to give such written notice to the appropriate Vice President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum,

1. Name, address, and contact information of the student filing the appeal; and
2. Reason(s) for filing the appeal.



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Upon receipt of an appeal in the case of a student grievance, the appropriate Vice President will inform the President. At that time, the President will appoint a three (3)-member Student Grievance Committee to hear the student's appeal of the grievance. The Student Grievance Committee will be made up of one (1) member of the faculty, one (1) member of the professional staff or administration, and (1) currently enrolled student. No member of the Committee may be personally or professionally associated with the grievance. The appropriate Vice President will schedule a hearing before the Student Grievance Committee within ten (10) days of the receipt of the appeal. At the hearing of the Student Grievance Committee, the appropriate Vice President will serve as the Chairperson of the hearing and shall not cast a vote. As chairperson, the Vice President will be responsible for the conduct of the hearing which may include limiting questioning and testimony to relevant issues. During the hearing, the Grievant and the Respondent shall have the following rights:

1. The right to be advised by a personal advisor of their choice, at their expense, and to be accompanied by that advisor at the hearing. Please note that an advisor may only consult and advise the Grievant or Respondent, but not speak at the hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The College may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation as explained above. Also, if the Grievant or Respondent will be accompanied by an advisor, he/she must inform the Vice President at least five (5) calendar days before the schedule date of the hearing.
2. The right to present the testimony of witnesses as well as other evidence relevant to the grievance;
3. The right to cross-examine witnesses; and
4. The right to examine all submitted documents and other evidence, subject to confidentiality protections that may apply.

During the hearing, the Student Grievance Committee may ask questions of the Grievant, the Respondent, and any witnesses in order to gather additional information about the grievance. The Student Grievance Committee is not bound by federal or state rules of evidence, but shall make all decisions based on the relevant evidence submitted and/or presented as part of the proceeding. The Vice President conducting the hearing will appoint a college employee to take minutes during the hearing before the Student Grievance Committee. Upon the conclusion of the hearing, the Student Grievance Committee shall enter into Executive Session and determine whether the preponderance of the evidence submitted or presented as part of the proceeding demonstrates that the Respondent has violated the policy and/or law at issue. Within ten (10) calendar days of the hearing, the Student Grievance Committee will issue a brief written statement to the Vice President as to their determination. If a majority of the Student Grievance Committee finds that no policy or law has been violated, the Committee shall dismiss the grievance and the Vice President shall inform the Grievant and the Respondent of the outcome. If a majority of the Student Grievance Committee finds that the Respondent has violated the policy and/or law at issue, the Vice President shall inform the Grievant and the Respondent of the outcome. In addition, the Vice President will notify any other college officials, as appropriate, of the outcome of the Student Grievance Committee so that a prompt and effective remedy can be formulated to end the action(s) or behavior(s) that are the subject of the grievance, prevent its recurrence, address its effects, and determine an appropriate course of action against the Respondent.

### **Appeal to the President**

If the Grievant is not satisfied with the determination of the Student Grievance Committee, he/she may submit an appeal to the President of the College. The appeal must be in writing and signed by the Grievant and must be submitted within three (3) working days of notification of the Student Grievance Committee's decision. The appeal must either be delivered in person or mailed to the President, East Central Community College, P. O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111, ext. 201. Failure to give such written notice to the President within the timeframe described above shall constitute a waiver by the Grievant of any further consideration of the grievance. The letter of appeal regarding a student grievance should contain, at a minimum:

1. Name, address, and contact information of the student filing the appeal; and
2. Reason(s) for filing the appeal.

Upon receipt of an appeal in the case of a student grievance, the President shall consider the record of the

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hearing before the Student Grievance Committee in making his/her decision. However, the President, in his/her discretion, may require the submission of additional evidence prior to making a decision on the student's appeal or may schedule a meeting with the Grievant and the Respondent to discuss the grievance. In any meeting with the Grievant and the Respondent to discuss the grievance, the chairperson of the Student Grievance Committee, or the chairperson's designated representative, shall represent the Committee.

The decision of the President shall be transmitted within three (3) working days, in writing, to the Grievant and the Respondent. The decision of the President of East Central Community College on the appeal of a student grievance will be deemed final.

The above steps shall exhaust full recourse available at the College for all student grievances. Documentation of grievances filed under this policy shall be maintained in the office of the appropriate Vice President as described in Policy 822, STUDENT COMPLAINT PROCEDURES.

### **Complaint to the State**

After exhausting the College's grievance policy, a student who did not receive a satisfactory resolution at the College may follow the State complaint process of the Mississippi Commission on College Accreditation (MCCA). Information about the State complaint process can be found at [www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp). Students who wish to initiate and file a complaint at the State level must do so at this website. Please note that according to the MCCA, in order for an investigation to be initiated, the student must have exhausted all available grievance procedures established by the institution.

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## CHAPTER 4

### FINANCIAL INFORMATION

The tuition and fees listed below are those known as of the printing of the Catalog. Though East Central Community College strives to keep the necessary expenses of enrollment and attendance to a minimum, it must maintain the right, upon approval of the Board of Trustees, to make necessary changes in expenses without reprinting this publication. **Therefore, the College reserves the right to adjust and/or initiate any expenses when deemed necessary.** All tuition and fees, not covered by completed Financial Aid, are due in full on the first day of classes.

For the purpose of determining expenses, students should refer to the sections titled “Summary of Fall & Spring Semester Expenses” or “Summary of Summer Semester Expenses” listed below. Prospective students should remember that there are a number of nominal miscellaneous fees (listed in the Catalog) that may be charged. Some fees are refundable while others are not. In addition, some expenses will vary according to the legal residence of the applying student. Therefore, students may refer to “Legal Resident Status” located in *Section 3: Academic Policies* of the Catalog for additional information on residency determination. In addition, the college refund policy is explained following the section titled “Miscellaneous Fees” listed below.

#### SUMMARY OF FALL & SPRING SEMESTER EXPENSES FULL-TIME STUDENTS

Full-time students are defined as students enrolled in 15 semester credit hours or more. Students who enroll in and maintain enrollment in 15 to 21 credit hours will pay the full-time matriculation/tuition rate as published in the College Catalog or its revision for the fall or spring semester. Students who enroll in and maintain enrollment in excess of 21 hours will be charged the full-time rate plus the part-time rate of \$160 per credit hour for those hours in excess of 21 credit hours.

Matriculation Fee/Tuition	\$ 1,780.00
Registration Fee (Non-Refundable)	\$ 50.00
Technology Fee	\$ 100.00
Publication Fee	\$ 20.00
Activity Fee	\$ 45.00
eBook Fee	\$ 425.00

#### ROOM & BOARD

Room Fee - Jackson & Leake	\$ 750.00
Room Fee - Barber, Newsome, Stewart, Neshoba, Scott, Todd, & Winston Halls	\$ 850.00
Board Fee (5-day meal plan)	\$ 1,015.00
Board Fee (7-day meal plan)	\$ 1,235.00

***NOTE: Enrollment in courses require students to purchase textbooks and/or other instructional materials.***

Full-time, out-of-state and / or out-of-country students will pay an additional out-of-state fee of \$1,050 each semester on or by the first day of classes that is non-refundable (\$2,830 total tuition each semester for full-time out-of-state and / or out-of-country students).

Monthly payment plans will be available for fall, spring, and summer semesters.

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### SUMMARY OF FALL & SPRING SEMESTER EXPENSES PART-TIME STUDENTS

Part-time students are defined as students enrolled in less than 15 semester credit hours. Students who enroll in less than fifteen credit hours in the fall semester or in the spring semester will pay the College's part-time credit hour rate as published in the College Catalog or its revision for that semester.

Matriculation Fee/Tuition	\$ 160.00 per credit hour
Registration Fee (Non-Refundable)	\$ 5.00 per credit hour
Technology Fee	\$ 5.00 per credit hour
Publication Fee	\$ 2.00 per credit hour
Activity Fee	\$ 4.00 per credit hour
eBook Fee	\$ 31.25 per credit hour

**NOTE:** Enrollment in courses require students to purchase textbooks and/or other instructional materials.

Part-time, out-of-state and/or out-of-country students will pay an additional out-of-state fee of \$70 per credit hour on or by the first day of classes that is non-refundable (\$230 per credit hour total for part-time out-of-state and/or out-of-country students).

### SUMMARY OF SUMMER SEMESTER EXPENSES

Students enrolled for summer session classes will pay the College's part-time credit hour rate as published in the College Catalog, or its revision, regardless of the number of credit hours enrolled, unless they are enrolled in a twelve-month Career Technical Education or Healthcare Education program listed in the College Catalog. These programs include, but may not be limited to, Cosmetology; LPN to ADN Transition Program; Practical Nursing; Surgical Technology. Students enrolled in a twelve-month Career Technical Education or Healthcare Education program may be charged the full-time matriculation/tuition and fees rate for the summer session as published in the College Catalog or its revision.

### MISCELLANEOUS FEES

1. There is a \$15.00 ID Fee per school year. There will be a charge of \$15 for replacement of lost or damaged IDs.
2. There is a \$10.00 Parking Permit Fee per school year.
3. There is a \$20.00 fee for laboratory science courses.
4. There is a \$40.00 fee for each online course in which a student is enrolled via the Mississippi Virtual Community College (MSVCC) payable at the time they register for the course(s).
5. There are various fees for Associate Degree Nursing, Automation and Control Technology, Carpentry, Early Childhood Technology, Electrical Technology, Emergency Medical Technology-Basic, Heating and Air Conditioning Technology, LPN to ADN Transition Program; Practical Nursing, Precision Manufacturing and Machining Technology, Surgical Technology, and Welding and Cutting Technology. Please contact the ECCC Business Office for specific fees in the aforementioned programs.
6. There will be a charge of \$25 for all checks returned due to insufficient funds or Stop Payment.
7. There is no special charge for music or business courses for full-time students.
8. All fees are payable in advance on the date due as indicated in the "Deferred Payment Plan."
9. East Central Community College reserves the right to adjust any and all published charges as it deems necessary.

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*NOTE: Holds will be placed on transcripts and records for non-payment of fees, room & board, fines, etc. In addition, students who owe for charges will be unable to register for classes in future semesters or receive transcripts until the debt is settled.*

### REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting. For the purposes of online classes, the first class meeting will be the first time a student logs onto the class.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

### THE COLLEGE BOOKSTORE

The campus bookstore is operated as a convenience to students and instructors in securing books when needed. Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student.

Books will be purchased from students at the end of each semester during final examinations.

### ON-CAMPUS HOUSING

East Central Community College (ECCC) offers approximately 700 beds in nine comfortable and safe residence halls on the Decatur campus. Students are encouraged to consider staying in a residence hall as they provide students an opportunity to live in close proximity to classrooms as well as campus social, cultural, and athletic events. Men's residence halls on the Decatur campus include Neshoba Hall, Newsome Hall, Scott Hall, Todd Hall, and Winston Hall. Women's residence halls include Barber Hall, Jackson Hall, Leake Hall, and Stewart Hall. Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies, cleaning supplies, and other supplies necessary for the residents' personal comfort.

In order to reside in a residence hall, students must be enrolled as a full-time student. Full-time status is defined as enrollment in 12 or more semester hours. The College will terminate dormitory residency for students who do not maintain full-time status, unless a waiver is approved by the Director of Housing & Student Activities.

ECCC will not be responsible for any losses that may occur in campus housing due to theft, fire, water, etc. See POLICY 815, STUDENT HOUSING POLICIES AND PROCEDURES in the [Policies & Procedures Manual](#) and the [Student Handbook](#) for additional information.

#### 2023-2024 Housing Procedures

Students interested in applying for a room in a residence hall on the ECCC campus must first apply for admissions in the Office of Admissions and Records. Once that office processes a student's Application for Admission, the student will be sent an e-mail and will be able to access a Housing Application on-line via MyEC with their student ID information. The student must complete and submit the Housing Application and a \$100



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non-refundable housing fee via this link in order for a student's housing reservation to be complete.

All residence hall rooms are assigned based on the date of the submission of the \$100 non-refundable housing fee and the completed Housing Application. If a student has preference for a particular room or roommate, this should be noted on the Housing Application. Roommates must have complete applications for housing on file before assignments can be made. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Once Admissions processes the application for admissions, the student will be sent an email and will be able to access the Housing Application Link in MyEC. Students can complete the housing application and pay the \$100 non-refundable housing fee via this link.

### **ON-CAMPUS FOOD SERVICE**

ECCC also offers a comprehensive food service program for both resident students and commuters. All students who reside in on-campus housing are required to purchase either a 5-day or a 7-day meal plan as long as they reside in residence halls. Student-athletes residing in a residence hall are required to purchase a 7-day meal plan when their particular sport is in season. Commuter students may purchase a commuter meal card in the Business Office.

Students must present their college-issued identification (ID) card each time they eat in Mabry Cafeteria and/or the Student Grill. Students may not lend their ID card to other people for use in the College's food service locations.

Food service is not available when the College is not in session or on official College holidays.

### **STUDENT ACCOUNTS**

Payment of students' expenses may be made in the business office by credit or debit card, cash, check or money order or online by credit or debit card. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE.

### **STUDENT FINANCIAL AID**

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office  
East Central Community College  
P. O. Box 129 Decatur, Mississippi 39327  
Telephone: (601) 635-2111, Ext. 218 or 326

## **SECTION I: FINANCIAL AID PROGRAMS**

### **Grants/Work-Study/Loans/Scholarships**

**FEDERAL PELL GRANT** — Federal Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid, to which aid from other federal and non-federal sources may be added.

An undergraduate student who does not have a first Bachelor's Degree and who is enrolled in an eligible program may apply for a Pell Grant.

To determine a student's eligibility for the grant, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information reported on the application for a Pell Grant. The formula calculates an Expected Family Contribution (EFC). The Student Aid Report contains this number and will tell whether a student is eligible for a Pell Grant. Awards for the academic year will depend on program funding. How much a student actually gets will depend on the Expected Family Contribution, the cost of education at East Central, whether a student is a full-time or part-time student, and how long a student will be enrolled in the academic year.

Within 3-5 business days after submitting the Free Application for Federal Student Aid, a student will be sent the Student Aid Report (SAR) by the Central Processing System. Once the Student Aid Report is received from the student or electronically, the Financial Aid Office will then be able to determine a student's eligibility and the amount of the Pell Grant.

A Pell Grant is classified as gift aid; therefore, it does not have to be repaid.

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**STATE OF MISSISSIPPI TUITION GRANTS** — All Mississippi Tuition Grants and scholarships can be reviewed at [msfinancialaid.org](http://msfinancialaid.org). The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: The Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). The FAITH Scholarship was created by the Mississippi Legislature in 2022 - the Representative Bill Kinkade Fostering Access & Inspiring True Hope (FAITH) Scholarship awards scholarships up to the full cost of attendance for current and former foster youth to attend college in Mississippi. Online applications which must be completed and submitted by September 15, or the deadline established each year by the Institutions of Higher Learning, are required to apply for these grants. The HELP Grant program was added in 1999 for students based on financial need and other requirements. The HELP online application must be completed and submitted by March 31.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)** — The Supplemental Educational Opportunity Grant provides grant funds for undergraduate students who have not completed their first undergraduate degree and who are financially in need of this grant to enable them to pursue their education. FSEOG funds must be awarded first to students with exceptional financial need and priority must be given to Pell Grant recipients. At East Central these grants generally are awarded in amounts ranging from \$200 - \$600. Like other grants, the FSEOG does not have to be repaid.

**WORK-STUDY** — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students who need a job to help pay for their education may be eligible for part-time employment under the federally supported work-study program. Funds for the federal program are limited and students must demonstrate a financial need. East Central offers limited part-time employment for students who do not demonstrate a financial need.

**RESIDENT ASSISTANT (RA)** – Resident Assistants (RA) are live-in, part-time student staff. RAs are responsible for the administration and implementation of the student development program in a residential community. Under the supervision of a Dormitory Supervisor and/or Director of Housing & Student Activities, RAs perform various functions. Although the general functions of all RAs are the same, the manner in which functions is implemented may vary according to the specific residence hall assignment. Compensation for the performance of duties by an RA is the cost of a room located in the residence hall he/she assists.

**WILLIAM D. FORD DIRECT FEDERAL LOAN** — A Direct Loan is a low-interest loan made to the student by the U.S. Department of Education to help with educational expenses. The interest rate for subsidized Direct loans for undergraduate borrowers is a fixed rate for loans disbursed from July 1, 2013 and after will be based on the 10-year Treasury bill plus a percentage add-on of 2.05% with a cap of 8.25%. The maximum amount an undergraduate student may borrow under this program is \$3,500 for the first year in the program of study and \$4,500 for the second year in the program of study. A dependent undergraduate can borrow up to an additional \$2,000 unsubsidized Direct Loan per year. An independent undergraduate can borrow up to an additional \$6,000 unsubsidized Direct Loan. Direct Loans are available to students who maintain at least half-time enrollment (six hours). For eligible students the application process consists of several steps and requires the student to sign a promissory note. An entrance counseling session is required for all borrowers prior to the first loan disbursement. A student must begin repaying the loan six months after graduating, leaving school, or dropping below at least half-time enrollment. Two types of Federal Direct Loans are available: Subsidized Federal Direct Loans and Unsubsidized Federal Direct Loans. The combination of Subsidized and Unsubsidized Federal Direct Loans for a borrower may not exceed the annual loan limits for the Federal Direct Loan program. A borrower's subsidized loan is determined by calculating the difference between the borrower's financial need and the amount of estimated financial assistance (such as scholarships, grants, work, other loans). A borrower's unsubsidized loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment for which the loan is intended and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement.

**DIRECT PLUS LOAN** — The Direct PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. The interest rate for these

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loans disbursed after July 1, 2013 will be based on the 10-year Treasury bill plus a percentage add-on of 4.6% with a cap of 10.5%. Direct PLUS Loans are made by the U.S. Department of Education. Direct PLUS enables parents to borrow up to the difference between the student's cost of attendance and the amount of estimated financial assistance. A borrower must pay certain loan fees which are deducted proportionately from each loan disbursement. For the Direct PLUS loan, loan fees are generally 4% of the loan amount. A separate application is required to apply for the Direct PLUS loan. Generally repayment of the Direct PLUS loan begins within 60 days of the disbursement of the loan.

### INSTITUTIONAL SCHOLARSHIPS

East Central Community College is committed to providing financial resources and assistance to students based on excellence in scholarship, performance, and/or service. As such, the College provides Institutional Scholarships to eligible full-time students. Institutional Scholarships are comprised of five (5) major categories of awards: (A) Scholastic-Based Scholarships; (B) Performance- and/or Service-Based Scholarships; (C) Athletic Scholarships; (D) the Employee Tuition Waiver Scholarship; and (E) Non-Traditional Student Scholarships. Two Institutional Scholarships – Age 65 Plus Tuition Scholarship; and First Course Tuition Free Scholarship – may allow a student to enroll as a part-time student and receive the scholarship. The College will set a cap of \$4,080 per semester for Institutional Scholarships received from these 5 categories for in-state students and a cap of \$5,130 per semester for Institutional Scholarships received from these 5 categories for out-of-state students. These scholarships are only available in the fall &/or spring semesters unless noted in the scholarship description. Institutional scholarship funds, with the exception of athletic scholarships, may be used for book costs if funds remain after all other charges on a student's account are covered.

#### A. SCHOLASTIC-BASED SCHOLARSHIPS

**Achievement Recognition Scholarships** — Achievement Recognition Scholarships will be awarded to individuals who receive honors such as the following: Miss East Central Mississippi, Miss Hospitality, Miss Newton County, Choctaw Indian Princess, Distinguished Young Women winners, Miss Neshoba County, Miss Morton, etc. If you have received an honor such as this that is not listed, please contact the Director of Financial Aid to determine if you are eligible. Effective Fall 2018, a scholarship in the amount of \$1,000 will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester immediately following high school graduation or the first regular semester after having received the High School Equivalency (HSE). The scholarship will be available to the student for four (4) consecutive semesters provided the student maintains a cumulative 3.0 or higher grade point average (GPA). Any student who does not maintain the required cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 GPA or higher after the following semester if it's within their original number of consecutive semesters for which they were awarded.

**ACT Scholarships** — Effective Fall 2018 for incoming freshmen, the ACT Scholarships listed below will be available to any student who enrolls full-time at East Central Community College the fall semester immediately following high school graduation or the first regular semester after having received the High School Equivalency (HSE). Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. The ACT Scholarship will be available to the student for four (4) consecutive semesters provided the student maintains a 3.0 or higher cumulative grade point average (GPA). Any student who does not maintain the required cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 GPA or higher after the following semester if it's within their original number of consecutive semesters for which they were awarded. Students who meet all eligibility requirements and are interested in receiving this scholarship must submit their ACT scores to the Office of Admissions.

**ACT Composite (20-23)** — Dean's Award: A scholarship in the amount of one-half in-state tuition will be awarded each semester to the eligible student.

**ACT Composite (24-28)** — President's Award: A scholarship in the amount of in-state tuition will be awarded each semester to the eligible student.

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**ACT Composite (29-36)** — Board of Trustees' Award: A full scholarship in the amount of in-state tuition, room and board will be awarded each semester to the eligible student.

**Career & Technical Education Skills Scholarships** — These scholarships are available in the skill areas which are part of programs offered at East Central. To receive an FBLA, SkillsUSA, HOSA, DECA, FFA, or TSA Skills Scholarship the student is expected to enroll as a full-time student at East Central Community College the fall semester immediately following his/her high school graduation. Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A "graduate" is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school.

Students who meet the criteria above may be awarded one of the following scholarships:

1. A scholarship of one-half in-state tuition per semester for four (4) semesters will be awarded to the first place winners in the skill contest from the District SkillsUSA Mississippi competition, District FBLA Competition, District HOSA competition, District DECA Competition, District FFA Competition, and District TSA Competition.
2. A scholarship in the amount of in-state tuition per semester for four (4) semesters will be awarded to the first place winners in the skills contest from the State SkillsUSA Mississippi Competition, State FBLA Competition, State HOSA Competition, State DECA Competition, State FFA Competition, and State TSA Competition.
3. A full scholarship (in-state tuition, room and board) per semester for four (4) semesters will be awarded to the first place winners in the skills contests from the National High School SkillsUSA Competition, National FBLA Competition, National HOSA Competition, National DECA Competition, National FFA Competition, and National TSA Competition.
4. A scholarship in the amount of in-state tuition per semester for two (2) semesters will be awarded to current ECCC students who win first place in State SkillsUSA or PBL competitions and compete at the national level. These scholarships will be valid only for the year following the state competitions.
5. A full scholarship (in-state tuition, room and board) scholarship per semester for two (2) semesters will be awarded to current ECCC students who win first place in National SkillsUSA or PBL competitions. These scholarships will be valid only for the year following the national competitions.

The aggregate amount of multiple district and state awards will be capped at full in-state tuition per semester, and multiple national awards capped at full in-state tuition, room, & board. To retain the Career & Technical Education Skills Scholarship, a student must maintain a cumulative 3.0 or higher grade point average (GPA). Any student who does not maintain the required cumulative 3.0 or higher GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 GPA or higher after the following semester if it's within their original number of consecutive semesters for which they were awarded.

**Career & Technical Education Leadership Scholarship** — This scholarship is available to students that have demonstrated leadership abilities in their high school career-technical programs. To receive a Career & Technical Education Leadership Scholarship, the student must enroll full-time at East Central Community College the fall semester immediately following high school graduation. Exceptions to the matriculation expectation may be considered on appeal in the event of extenuating circumstances. To be eligible for this scholarship, the student must graduate from an accredited public or private high school or an ECCC-recognized home school. A "graduate" is defined as an individual who has earned a regular high school diploma, occupational diploma, career-pathways diploma, or who has completed a course of study from an ECCC-recognized home school. The graduate must reside in one of the five counties served by ECCC (Leake, Neshoba, Newton, Scott, or Winston). Students must also be enrolled in a Career & Technical Education program to be eligible to receive this scholarship.

A scholarship of one-half in-state tuition per semester for four (4) semesters may be awarded to an outstanding completer from each Cluster Area of the six career/technical centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East



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Central's administrative team and instructors.

To retain the Career & Technical Education Leadership Scholarship, a student must maintain a cumulative grade point average (GPA) of 3.0 or higher (excluding dual credit). Any student who does not maintain the required 3.0 cumulative GPA and is removed from the scholarship may have the scholarship reinstated by earning a required 3.0 GPA or higher the following semester.

**Salutatorian Scholarships** — For incoming freshmen, a scholarship in the amount of \$500 per semester will be available to the salutatorians of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Salutatorian Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 G.P.A. the following semester.

**Star Student Scholarships** — For incoming freshmen, a scholarship in the amount of \$1,000 will be available to the Star Students of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Star Student Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 G.P.A. the following semester.

**Valedictorian Scholarships** — For incoming freshmen, a scholarship in the amount of \$1,000 will be available to the valedictorians of Mississippi high schools who enroll full-time at East Central Community College the fall semester immediately following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian Scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a cumulative 3.0 or higher grade point average (GPA) each semester. Any student who does not maintain a cumulative 3.0 GPA and is removed from the scholarship may have the scholarship reinstated by earning the required cumulative 3.0 G.P.A. the following semester.

### B. PERFORMANCE- &/OR SERVICE-BASED SCHOLARSHIPS

**Art Service Scholarships** — The Art Department awards up to twelve (12) art service scholarships per semester in the amount of one-half in-state tuition to full-time students majoring in art who meet the established criteria. Recipients must:

1. Declare art as their major,
2. Enroll as full-time students,
3. Maintain a cumulative 3.0 GPA or higher (excluding dual credit), and
4. Submit a portfolio of five (5) works.

These scholarships are service-based. Therefore, in order to receive this scholarship, recipients will be required to provide service to the College. These services include, but are not limited to: (a) Assisting with set designs for the dinner theater and musical productions; (b) Designing layouts for art shows, drama productions or the like; and/or (c) Serving as studio assistants for all art courses and performing the following tasks: cleaning, organizing, and monitoring the students use of the spaces.

**Band Scholarships** — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, and Centralettes. Scholarship amounts vary depending upon participation in the various groups.

**Cheerleader Scholarships** — Cheerleader Scholarships are awarded to up to sixteen (16) full-time students who are selected by a committee. The amount of each scholarship is the cost of in-state tuition per semester.



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**Collegians Scholarships** – Collegians Scholarships are awarded to up to twenty-four (24) full-time students for Instrumental, Vocalist, and Technician positions following an audition at the beginning of the Fall semester. The amount of each scholarship is the cost of in-state tuition per semester.

**Music Scholarships** — Music scholarships are awarded in the following areas:

Music Majors: Scholarships are awarded to eight (8) full-time vocal and instrumental majors who demonstrate exceptional abilities each year, provided that they meet the criteria established by the department. The amount of each scholarship is the cost of in-state tuition per semester. To be eligible for this scholarship, recipients must:

1. Declare music as their major,
2. Audition before the music faculty,
3. Enroll as full-time students,
4. Maintain a cumulative 3.0 GPA or higher (excluding dual credit).
5. Perform as a member of a major performing group on campus (i.e., Band, Collegians, Voce or Choir etc.).

Voce: The Choral Department awards fourteen (14) scholarships to full-time students who are selected, through audition, to sing with the Voce, a small vocal ensemble. The amount of each scholarship is the cost of in-state tuition per semester.

Concert Choir: A maximum of seventy (70) scholarships are awarded to full-time students who are members of the concert choir. The amount of each scholarship is one-half the cost of in-state tuition per semester.

**Public Information Scholarships** — Public Information Scholarships are awarded to students interested in marketing and communications, to also include the areas of sports information, photography, and live stream video and production, among others. There is a full-tuition and a half-tuition scholarship available, dependent on responsibilities and duties assigned within the Office of Public Information.

**Athletic Team & Athletic Department Managers** — A manager for an athletic team at East Central Community College (ECCC) performs traditional managerial duties related to equipment, laundry, hydration, etc., as assigned by the head coach and/or assistant coach. Scholarships are awarded to full-time students selected for these positions by the head coach of each sport. The number of athletic team managers and scholarship amounts for athletic team managers vary dependent upon the sport and assigned responsibilities. A manager for the Athletic Department at ECCC is a full-time student and performs various duties to assist all sports as assigned by the Director of Athletics. There are two (2) managers for the Athletic Department each fall & spring semester and the amount of each scholarship is the cost of in-state tuition per semester.

### C. ATHLETIC SCHOLARSHIPS

**Athletic Scholarships** — All Athletic Scholarships are awarded by the respective coaches in baseball, basketball, football, golf, soccer, tennis, and women's softball. The student-athlete must meet the eligibility requirements of East Central Community College, the Mississippi Association of Community Colleges Conference (MACCC) and the National Junior College Athletic Association (NJCAA). The scholarships are awarded in whole dollar amounts up to a full scholarship, to include tuition, fees, room, and board for the Division I sports of basketball and football. For the Division 2 sports of baseball, soccer, tennis and women's softball, scholarships are awarded each semester in whole dollar amounts up to the amount of tuition and fees.

### D. EMPLOYEE TUITION WAIVER SCHOLARSHIP

**Employee Tuition Waiver Scholarship** — All full-time employees and members of their immediate families

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(spouses, never-married sons and daughters who live at the home of the employee), or surviving unmarried minor children of a full-time employee who dies while under contract to the College, may be given a scholarship covering the cost of in-state tuition while attending East Central Community College. These scholarships will not exceed the equivalent of four semesters and two summer sessions per individual. This policy applies only to in-state tuition and does not include fees or costs of textbooks or special supplies and does not apply to dual credit, special summer camps or special interest programs for children under college age. For full-time employees of the College who enroll in credit courses, this policy applies to tuition, I.D. fee, technology fee, and registration fee.

### E. NON-TRADITIONAL STUDENT SCHOLARSHIPS

**Age 65 Plus Tuition Scholarship** — A scholarship in the amount of in-state tuition will be available for any adult 65 years of age or older who enrolls at East Central Community College. The recipient will be required to meet admission requirements and will be responsible for all other applicable fees. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Office of the Vice President for Enrollment Management for eligibility to be verified.

**Career & Technical Education Non-Traditional Gender Scholarships** — These scholarships are available in non-traditional gender programs, as specified by Federal Guidelines, for which the scholarships are awarded. One scholarship in the amount of one-half in-state tuition will be presented to two students enrolled in each program that is classified as non-traditional gender each fall. To receive the scholarship, the student must be enrolled in a non-traditional gender program. The student must enroll full-time at East Central Community College the fall semester immediately following high school graduation and continue in the non-traditional program. The scholarship will be available for four (4) consecutive semesters if the student meets all other requirements.

To retain the non-traditional gender scholarship, the student must maintain a cumulative grade point average (GPA) of 3.0 or higher (excluding dual credit) and remain in the non-traditional specified program. Any student who does not maintain the required 3.0 cumulative GPA or withdraws from the non-traditional specified program will be removed from the scholarship. The scholarship may be reinstated if the student earns a required 3.0 GPA or higher the following semester or returns to the non-traditional specified program.

Recipients will be chosen by a committee composed of the Director of Career & Technical Education, an Instructional Counselor, and an instructor in the Career & Technical Education area. The Director of Career & Technical Education will be responsible for notifying qualified high school students as to the availability of the scholarships.

**First Course Tuition Free Scholarship** — East Central Community College provides a scholarship to encourage adults who have not previously attended college to enroll. Any adult in the ECCC five-county district registering as a part-time student, who has not previously enrolled in college, and who otherwise meets requirements may take the first college credit course tuition free at any location in the district. The student will be responsible for any applicable fees.

For purposes of this scholarship, an adult is anyone 21 years of age or older who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The tuition scholarship will be awarded for the first course only. In order to receive the scholarship, the student must complete a scholarship application form and submit it to the Vice President for Enrollment Management Office for the student's eligibility to be verified.

**Non-Traditional Student Tuition Scholarship for Full-Time Students** — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older at the time of initial enrollment and who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

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1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 15 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by earning a cumulative 3.0 GPA or higher (excluding dual credit) on the first twelve semester hours as a part- or full-time student at ECCC;
5. Must complete a scholarship application form and submit it to the Vice President for Enrollment Management's office; and,
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for in-state tuition only. Any student awarded the nontraditional student scholarship must maintain a cumulative grade point average (GPA) of 3.0 or higher (excluding dual credit) and must remain enrolled as a full-time student to retain the scholarship. Any student who does not maintain the required 3.0 cumulative GPA and is removed from the scholarship may have the scholarship reinstated by earning a required 3.0 GPA or higher the following semester.

### ENDOWED AND ANNUAL SCHOLARSHIPS

Endowed and annual scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines. An application for these scholarships is required to be considered. Scholarship recipients are selected by the ECCC Foundation Scholarship Committee unless stated otherwise. The award amount for endowed scholarships is based upon earnings from the endowment corpus. The award amount for annual scholarships is stated in the scholarship criteria. Grade point averages are calculated on a 4.0 scale. Complete scholarship descriptions are available in the ECCC Foundation, Inc. office.

The East Central Community College Foundation administers the Slagle In-District Tuition Scholarship, also known as the EC Promise Scholarship Program. This "gap filler" scholarship awards several thousand dollars annually to ECCC students who do not receive and/or qualify for sources of funding sufficient to cover the cost of tuition. Depending on the availability of funding, the EC Promise Scholarship Program is available for students residing in or attending high school in the college's district, which includes Leake, Neshoba, Newton, Scott, and Winston counties. For more information on the Slagle In-District Scholarship, contact the ECCC Foundation at 601-635-6327 or email Dr. Stacey Hollingsworth at [sholling@eccc.edu](mailto:sholling@eccc.edu).

## SECTION II: FINANCIAL AID POLICIES

According to federal regulations, students must meet Satisfactory Academic Progress (SAP) standards in order to be eligible for federal Title IV financial aid. Federal Title IV financial aid includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- William D. Ford Federal Direct Loans (Subsidized and Unsubsidized)
- Parent Loan Program (PLUS)

To meet SAP at East Central Community College, students receiving federal Title IV financial aid must maintain satisfactory progress in grade point average, percentage of hours passed and length of attendance in completing a certificate or degree in the academic, technical or career/vocational programs of study.

### Pace and GPA

SAP will be measured according to the following criteria:

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Cumulative Credit Hours Attempted *	Cumulative Grade Point Average (GPA)**	Percentage of Credit Hours Passed*
1 – 30	1.5	66.7%
31– 59	1.75	66.7%
60 and above	2.0	66.7%

\*All attempted classes will count in hours attempted (for example- including classes from which the student withdrew – Grade “W”).

\*\*Students with a repeated course will have the highest grade (other than W) count in the GPA calculation.

SAP will be measured according to the following criteria for clock hours per payment period:

GPA	Percentage of Clock Hours Passed
2.0	66.7%

### Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

### Other Required Considerations

All coursework for students will be included in the SAP review including any semesters that students did not receive financial aid.

**Incompletes:** A grade of “I” incomplete will count as an “F” in the hours attempted, hours passed and GPA calculations. Once the incomplete is removed, the actual earned grade will be used.

**Repeats:** All repeated classes will count in hours attempted and hours passed calculations. The highest grade for a repeated class (other than “W”) will count in the GPA calculation.

**Transfers:** All transfer credits accepted from other colleges will count in hours attempted, hours passed and GPA calculation.

**Withdrawals:** Students may withdraw from a class and receive no credit with a grade of “W.” Classes from which students withdraw will count in the hours attempted and hours passed calculations. Classes from which students withdraw will not be included in the GPA calculation.

**Developmental courses:** These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

### SAP Examples

1. A first-year student attempts 15 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 11 hours (15 hours attempted x 66.7%) with at least a 1.5 cumulative GPA and at the end of the spring semester the student must have passed 21 hours (30 hours attempted X 66.7%) with at least a 1.5 cumulative GPA.
2. A returning student attempted 31 hours in prior semesters and now has 12 hours in the fall semester and 15 hours in the spring semester. At the end of the fall semester the student must have passed 29 hours (43 hours attempted x 66.7%) with at least a 1.75 cumulative GPA and at the end of the spring semester, the student must have passed a total of 39 hours (58 hours attempted X 66.7%) with at least a 1.75 cumulative GPA.
3. A student must complete the program of study (major) in the 150% time frame.

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60-hour program (60 hours X 150% = 90 hours) 50-hour program (50 hours X 150% = 75 hours)

4. A clock hour student has enrolled for a payment period containing 500 clock hours. At the end of the payment period, the student must have completed 334 clock hours ( $500 \times 66.7\% = 334$ ) with at least a 2.0 GPA.

### Review of Standards

Federal regulations require that SAP standards must be checked each award year to determine if students are progressing toward completing a degree or certificate.

The SAP standards will be checked at the end of each semester.

### Consequences of Not Meeting Standards/Regaining Eligibility

Students who do not meet the SAP standards at the end of the semester will be placed on financial aid warning for the next semester. During the warning semester, a student will continue to be eligible for financial aid. Upon completion of the warning semester, a student who does not meet the SAP standards will be suspended and will not be eligible to receive federal financial aid.

Students who are on SAP suspension will be ineligible to receive financial aid and will remain ineligible until the standards are achieved. Students who reach the 150% limit will no longer be eligible to receive federal financial aid.

Students on financial aid suspension may attend ECCC as long as they are not also on academic suspension.

Students who have been suspended from receiving financial aid as a result of the failure to meet the SAP standards have the right to appeal.

Students may regain eligibility for financial aid by meeting the standards in a subsequent semester or through a successful appeal.

### Appeal Procedures

Students who have been suspended from receiving Title IV financial aid may appeal based on mitigating circumstances including but not limited to illness, injury, death of an immediate family member, undue hardships or other such circumstances beyond the student's control. To request an appeal, students must complete the Financial Aid SAP Appeal Form which is available in the ECCC Financial Aid Office or online at [www.eccc.edu/financial-aid](http://www.eccc.edu/financial-aid). The form must be submitted to the Financial Aid Office, including explanations in detail 1) the reason(s) that the student has not been able to meet the SAP standards and 2) what in the student's situation has changed. Students are encouraged to provide documentation such as a letter from a doctor, an accident report, etc. to support the request.

Students who are approved through an appeal will be allowed to receive Title IV financial aid, if otherwise eligible by 1) being placed on probation for one semester only in certain limited situations or 2) being placed on an individualized academic plan with requirements that the student must meet in order to continue to be eligible. Students who are not approved through an appeal will not be eligible to receive Title IV financial aid. The appeal requests will be reviewed by the Financial Aid Appeal Committee. Students will be notified in writing of the Committees' decision.

**INSTITUTIONAL PROGRAMS** — The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must during a semester earn a term GPA of at least a 1.5. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain the following scholarships: Achievement Recognition; ACT; Career & Technical Education (CTE) Skills; CTE Leadership; CTE Non-Traditional Gender; Non-Traditional Student Tuition Scholarship for Full-Time Students; Salutatorian; Star Student; and/or Valedictorian; a student must maintain a 3.0 or



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higher grade point average (GPA) each semester. Any student who does not maintain the required 3.0 GPA and is removed from the scholarship, may have the scholarship reinstated by earning the required 3.0 GPA the following semester provided the scholarship is for four (4) consecutive semesters. *See Financial Aid Programs for further eligibility requirements.*

3. East Central Community College is committed to providing financial resources and assistance to students based on excellence in scholarship, performance, and/or service. As such, the College provides Institutional Scholarships to eligible full-time students. Institutional Scholarships are comprised of five (5) major categories of awards: (A) Scholastic-Based Scholarships; (B) Performance - and/or Service-Based Scholarships; (C) Athletic Scholarships; (D) the Employee Tuition Waiver Scholarship; and (E) Non-Traditional Student Scholarships. Three Institutional Scholarships - Employee Tuition Waiver; Age 65 Plus Tuition Scholarships and First Course Free Scholarship - may allow a student to enroll as a part-time student and receive the scholarship. Effective Fall 2018, the College will set a cap of \$3,500 per semester for Institutional Scholarships received from these 5 categories for in-state students and a cap of \$4,550 per semester for Institutional Scholarships received from these 5 categories for out-of-state students. Institutional scholarship funds, with the exception of athletic scholarships, may be used for book costs if funds remain after all other charges on a student's account are covered.

### Financial Aid Application Requirements

1. New and transfer students must also complete an Application for Admission to East Central Community College. Transfer students must submit all previous college transcripts as required by the Admissions Policy.
2. Complete the Free Application for Federal Student Aid (FAFSA).
  - a. Complete the FAFSA by choosing one of three filing methods.
    - Method 1: Apply online with FSA ID for student (and parent if required) at <https://studentaid.gov> (select Apply for Aid then complete the FAFSA) recommended method
    - Method 2: Download and print a PDF FAFSA at <https://studentaid.gov> (select Apply for Aid, then Filling Out FAFSA Form) to complete and mail
    - Method 3: Request a paper FAFSA by calling the Federal Student Information Center at 1-800-433-3243 to complete and mail
  - b. List the East Central Community College Code in the "Colleges to Receive Information" section of the FAFSA. (School Selection Section - online or Step 6 PDF or paper FAFSA)  
EC Federal school code – 002404  
EC Address — PO Box 129, Decatur, MS
  - c. After the submitted FAFSA has been processed, the SAR (Student Aid Report) will be sent by email or regular mail. (Note: SAR will be sent by email only if an email address was provided on the FAFSA). FAFSA processing time will vary depending upon the filing method: 3 – 5 days for online filers signing with FSA ID or up to 3 – 4 weeks for online filers who mailed a signature page and for filers who mailed the paper or PDF FAFSA
  - d. Review the SAR carefully to make sure it is correct and complete. The SAR will contain comments from the processors about the student's eligibility and will let students know if additional information is needed. The college may also be required to request additional information such as the U.S. Income Tax Return Transcript and other documents or forms to complete verification or to review discrepancies on the SAR.
3. To apply for student loans students must contact the financial aid office for a loan request form or download a loan request form at [www.eccc.edu/financial-aid](http://www.eccc.edu/financial-aid), select Applying for a Loan and complete the online steps listed for the loan process. To apply for work-study, students may indicate on the FAFSA that they are interested in applying. Additional forms and applications will be required for these programs.
4. The priority deadline for applying for financial aid at East Central Community College is April 1 (for the upcoming fall semester). The processed date of the FAFSA (as indicated on the Student Aid Report must be on or before April 1 to receive full consideration for financial aid. Additional applications will

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be accepted and are encouraged after April 1; however, no assurance can be given that funds will be available in all programs. Aid is awarded on a first-come, first-served basis.

5. All students must reapply for financial aid each academic year.

Note: Mississippi students may apply for state-funded programs which include MTAG, MESH, HELP, and other programs described at the MOSFA (Mississippi Office of Student Financial Aid) website. An online application must be completed by the program deadline and additional information may be required; therefore, students should read the information and instructions provided on the MOSFA website. Contact MOSFA at 1-800-327-2980 or at the following website: [www.msfinancialaid.org](http://www.msfinancialaid.org).

### Conditions for Receiving Financial Aid

1. The Financial Aid Office reserves the right on behalf of ECCC to review and revise or cancel an award at any time because of changes in the student's financial or academic status. Students are required to notify the Financial Aid Office regarding any changes in their financial or academic status while attending ECCC.
2. Any commitment of Federal, State, or local funds is contingent upon subsequent Congressional or Legislative appropriation and actual receipt of the funds by ECCC.
3. Recipients of financial assistance from ECCC must notify the Financial Aid Office concerning any scholarships or other funds from any outside source.
4. Student eligibility criteria for Federal Aid require that in order to receive financial aid, a student must be making satisfactory academic progress in their course of study. See the Satisfactory Progress section in this publication for further details on the ECCC Financial Aid Satisfactory Progress Policy.
5. Generally, a student must be enrolled in a minimum of six hours each semester and must be enrolled in a program leading to a degree or certificate to receive financial aid. Students receiving loans must maintain at least half-time attendance (6 hours) each semester. HELP, MTAG, and MESH require full-time (15 hours) enrollment each semester. Additionally, students may not receive aid from more than one college at the same time.
6. To be eligible for financial aid a student must be a high school graduate or have a GED/HSE. Students who receive a high school certificate or MS Occupational diploma do not meet the high school graduation requirement. Students who do not meet this requirement who are enrolled in approved career pathway programs must meet the minimum requirements on an ability-to-benefit test or have passed at least 6 college credit hours as set forth by the Department of Education.
7. Financial aid funds may be used toward educational expenses which include matriculation (tuition), fees, books, supplies, transportation, room, board and miscellaneous expenses.
8. Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's account at the College and the balance of the award, after the account is cleared, will be disbursed to eligible students at the 55% point of the semester. The 55% point is affected by the beginning date of classes that do not span the entire semester. Adjustments to a student's financial aid may be required for a student who withdraws from school or drops out (cuts out) of school within a semester prior to the 60% point because of refund calculations required by federal regulations. Students who do not complete 60% of the semester will be required to return funds for which the calculation shows they are not eligible to receive.
9. MTAG, MESH, and HELP funds will be disbursed when funds are received from the State of Mississippi. MTAG, MESH, and HELP recipients must be enrolled full time to be eligible to receive the funds.
10. Students withdrawing during the semester who have received financial assistance will be required to abide by the refund policy governing the programs. It is advised that the student contact the Financial Aid Office before withdrawing (especially loan recipients who must attend an exit interview prior to leaving school).
11. Work-Study students:
  - a. Must meet with their supervisor to establish a work schedule.(Students awarded prior to the beginning of the semester must do this the first week of school; all others immediately after receiving the award.)

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- b. Must complete an I-9 form and other required forms at the Walter Arno Vincent Administration Building, Room 198 before beginning work. Payroll checks will not be issued until the student completes all forms.
  - c. Will be required at the end of each month to sign a time card which shows the number of hours worked that month.
  - d. Must understand that the amount of the work-study award is based upon the maximum amount the student may earn during the school year.
  - e. Will be issued work-study checks by the Business Office five (5) working days following the end of each month (provided all required payroll forms have been completed and time cards are submitted in a timely manner).
  - f. Must read, understand, and agree to the information provided on the job assignment form.
12. The Award Letter lists aid from outside sources that is taken into consideration in evaluating the student's financial need. Outside resources are included for the student to verify the accuracy of the amount(s). Report any discrepancies regarding these resources to the Financial Aid Office.
13. Students must reapply for aid each academic year.

### Award Notification

Students who complete the financial aid application requirements and who provide all required forms by **April 1** will be notified regarding their financial aid awards, normally, by the end of July. Requests for information and award letters will be mailed and/or emailed to the address listed on the student's financial aid application.

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### CHAPTER 5

## UNIVERSITY TRANSFER PROGRAMS

Students must follow either the program of study in the catalog of the institution of higher learning to which they plan to transfer or the guidelines of the Articulation Agreement, <http://www.matttransfertool.com> to ensure transfer of credits. Students who earn the associate of arts degree or associate of science degree may transfer \*30 core hours to any Mississippi institution of higher learning. A student who is working toward a bachelor's degree but has not yet decided on a degree program is advised to follow the academic core requirements during the freshman year. All students should choose a major field of study before beginning the sophomore year. Failure to do so may result in the student's taking courses that do not apply toward the chosen bachelor's degree program.

\*With a 'C' or better.

### BASIC COLLEGE CORE CURRICULUM (General Education Competencies)

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the Articulation Agreement at <http://www.matttransfertool.com>.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition.....	6 semester hours
Laboratory Science .....	8 semester hours
Humanities .....	6 semester hours
Fine Arts.....	3 semester hours
Social/Behavioral Science .....	6 semester hours
College Algebra or Higher Mathematics* .....	3 semester hours
Oral Communication .....	3 semester hours
Warrior Path to Success .....	2 semester hours
Total .....	37 semester hours

This 37 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate of Arts and the Associate of Science. The Associate of Science degree requires an additional 8 hours of lab sciences.

\*For a limited number of university-transfer programs, MAT 1753 - Quantitative Reasoning, may satisfy transfer program requirements. Consult with a faculty or staff advisor for counsel.

#### PROGRAMS

Humanities

Fine Arts

Math/Computer Science

Science

Social Science/Bus. Ed./Education

#### ECCC Contacts

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#### MATHEMATICS:

MAT 1313CR: Prerequisites: ACT math score of 17-19

MAT 1313: Prerequisites: Completion MAT 1233 with a grade "C" or ACT Math Score of 19

MAT 1323: Pre/Co-requisite: Grade of "C" or better in MAT 1313

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MAT 1343: Prerequisites: ACT math sub score of at least 25 and a grade of "C" or better in Algebra I, Algebra II and Trigonometry in high school OR grade of "C" or better in both MAT 1313 and MAT 1323 OR grade of "C" or better in MAT 1313 with Co-requisite MAT 1323  
MAT 1513: Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343  
MAT 1613: Prerequisites: Grade of "C" or better in MAT 1313 and MAT 1323 or grade of "C" or better in MAT 1343  
MAT 1623: Prerequisite: Grade of "C" or better in MAT 1613  
MAT 1723: Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343  
MAT 1733: Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343  
MAT 1743: Prerequisite: Grade of "C" or better in MAT 1313 (should this say "or MAT 1343" like the MAT 1723 and MAT 1733?)  
MAT 1753: ACT math sub score of at least 16 or Accuplacer equipment.  
MAT 2113: Prerequisite: Grade of "C" or better in MAT 1623  
MAT 2323: Prerequisite: Grade of "C" or better in MAT 1313 or MAT 1343  
MAT 2613: Prerequisite: Grade of "C" or better in MAT 1623  
MAT 2623: Prerequisite: Grade of "C" or better in MAT 2613  
MAT 2913: Pre/Co-requisite: Grade of "C" or better in MAT 2623

### SCIENCES:

BIO 1113-BIO 1111, BIO-1114, BIO-1123- BIO-1121, BIO-1124, BIO 1133-BIO 1131, BIO-1134, BIO 1143-BIO -1141, BIO 1144, BIO 1213-BIO-1211, BIO 1214, BIO 1313-BIO 1311, BIO 1323- 1321, BIO 2313-2311, BIO-2314, BIO 2413-BIO 2411, BIO 2423-BIO 2421

BIO 2513-BIO 2511, BIO-2524: Prerequisite: Grade of C or better in the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC  
BIO 2523-BIO 2521, BIO 2524: Prerequisite: Grade of C or better in BIO 2513-BIO 2511, BIO 2514  
BIO 2923-BIO 2921, BIO 2924: Prerequisite: Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I ( BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC

CHE 1213-CHE 1211: Co-requisite MAT 1313 College Algebra or MAT 1343 Pre-Calculus  
CHE 1223-CHE 1221: Prerequisite: Grade of C or better in CHE 1213-CHE 1211  
CHE 2423-CHE 2421: Prerequisite: Grade of C or better in CHE 1223-CHE 1221  
CHE 2433-CHE 2431: Prerequisite: Grade of C or better in CHE 2423-CHE 2421

PHY 1113-PHY111, PHY 2243-PHY 2241, PHY 2244, PHY 2253-PHY 2251, PHY 2254  
PHY 2413-PHY 2411: Co-requisite: MAT 1323  
PHY 2423-PHY 2421: Prerequisite: PHY 2413-PHY 2411  
PHY 2513-PHY 2511: Prerequisite: MAT 1623 (remove-Co-requisite MAT 2613)  
PHY 2523-PHY 2521: Prerequisite: PHY 2513-PHY 2511 this replaces PHY 2413-PHY 2411  
AGR 2313-2311, GLY 2313-2311 (2311-lab not listed in back of catalog)

### SOCIAL/BEHAVIORAL SCIENCES:

EPY 2513, EPY 2523, EPY 2533, ECO 2113, ECO 2123, GEO 1113, GEO 1123, PSY 1513, PSY 2553, PSC 1113, PSC 1123, SOC 2113, SOC 2133, SOC 2143, SOC 2243 (Cultural Anthropology), SOC 2213 (Intro to Anthropology)

### FINE ARTS:

ART 1113, MUS 1113, MUS 2123, SPT 2233



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### HUMANITIES:

ENG 1113: Prerequisites: Completion of ENG 0123 Intermediate English or ACT English score of 16

ENG 1113 CR: Prerequisites: ACT English score of 14-16

ENG 1123: Prerequisite: Grade of C or better in ENG 1113

ENG 2133: Prerequisite: Grade of C or better in ENG 1113 or ACT English sub score of 25 or above  
ENG 2153

ENG 2223: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2233: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2323: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2333: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2353: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English; 25 overall ACT

ENG 2363: Prerequisite: ENG 1113, ENG 1123, ACT 27 in English, 25 overall ACT

ENG 2423: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2433: Prerequisites: Grade of C or Better in both ENG 1113, ENG 1123

ENG 2613: Prerequisite: Grade of C or better in ENG 1113

MFL 1213

MFL 1223: Prerequisite: MFL 1213 or one unit High School Spanish

MFL 2213: Prerequisite: MFL 1223 or two units High School Spanish

MFL 2223: Prerequisite: MFL 2213

MFL 2243: Prerequisite: MFL 2223

HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223, HIS 2243, HIS 2253,

PHI 1113, PHI 1133, PHI 1153, PHI 2113, PHI 2143, PHI 2613

The following charts detail some of the most common University Transfer options pursued by students at ECCC as concentration areas. These course frameworks are only SAMPLES. Students MUST consult the current catalog of the institution to which they intend to transfer for specific requirements. Students can also access the Mississippi Articulation Transfer Tool (MATT) at <http://www.matttransfertools.com> for the most up to date transfer guide.

### Art

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG – (ENG 2423 preferred @ USM)	6
History	HIS (any history)	6
Social/Behavioral Science	Select social/behavioral science course	6
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Trigonometry or Statistics	MAT 1323 or MAT 2323 (Required at MSU)	3
Art History I & II	ART 2713, 2723	6
Drawing I & II	ART 1313, 1323	6
Design I & II	ART 1433, 1443	6
Three-Dimensional Design	ART 1453	3

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### Athletic Training

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG – (any literature)	6
History	HIS 1163, 1173	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Anatomy & Physiology I & II	BIO 2514, 2524	8
College Algebra	MAT 1313	3
Statistics	MAT 2323	3
Nutrition	BIO 1613	3
Computer Applications	CSC 1123	3

### Business/Accounting

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (ENG 2423 preferred at USM)	3
History	HIS (any history) (HIS 1163, 1173 preferred at USM)	6
General Psychology	PSY 1513	3
Political Science	PSC 1113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Science	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Business Calculus I	MAT 1513	3
Business Statistics	BAD 2323	3
Principles of Accounting I & II	ACC 2213, 2223	6
Principles of Macroeconomics & Principles of Microeconomics	ECO 2113, 2123	6
Legal Environment of Business	BAD 2413	3

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### Computer Science

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
History	HIS (any history)	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Social Science	ECO, GEO, PSC, SOC	6
General Biology I & II	BIO 1134, 1144	8
General Physics I-A	PHY 2514	4
General Chemistry I	CHE 1214	4
Calculus I, II, III	MAT 1613, 1623, 2613	9
Linear Algebra	MAT 2113	3
Computer Science - Object Oriented Programming	CSC	6

### Physical Therapy

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	HIS, PHI, MFL, ENG	6
General Psychology	PSY 1513	3
Social Science	ECO 2113, PSC 1113, HIS 1163	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
General Physics I & II	PHY 2414, 2424	8
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Anatomy & Physiology I & II	BIO 2514, 2524	8
Elective		3

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### Pre-Medical/Pre-Dental

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Zoology I & II General Biology I & II	BIO 2414, 2424 BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424., 2434	8
General Physics I & II	PHY 2414, 2424	8
General Psychology (required for dental school)	PSY 1513	3
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3
Statistics	MAT 2323 (required @ UMMC)	3
Electives	(Some universities require MAT 1613 Calculus I)	5

### Pre-Veterinary

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, MFL, PHI	6
Social/Behaviorial Science	ECO, GEO, PSC, PSY, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
College Algebra	MAT 1313	3
Statistics /Trigonometry	MAT 2323/MAT 1323	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Microbiology	BIO 2924	4
Organic Chemistry I & II	CHE 2424, 2434	8

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### Elementary Education

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123 (ENG 2423 preferred @ USM)	6
Public Speaking	SPT 1113	3
Literature	ENG (any sequence)	6
History	HIS (HIS 1163 @ USM)	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
General Psychology	PSY 1513 (@ USM)	3
Introduction to Sociology	SOC 2113	3
Geography	GEO 1113, 1123	3
Biological Science w/lab	BIO	4
Physical Science w/lab	PHY	4
College Algebra	MAT 1313	3
Real Number System	MAT 1723	3
Geometry, Measurement and Probability	MAT 1733	3
Problem Solving	MAT 1743 (@ MSU)	3
Personal & Community Health	HPR 1213 (@ USM)	3
Electives	See university catalog for specific electives related to area of concentration	

### Pre-Engineering

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Humanities	Any sequence	6
Public Speaking	SPT 1113	3
Social Science	ECO, GEO, PSC, SOC	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I, II, III, IV	MAT 1613, 1623, 2613, 2623	12
Linear Algebra	MAT 2113	3
Differential Equations	MAT 2913	3
General Chemistry I & II	CHE 1214, 1224	8
General Physics I-A & II-A	PHY 2514, 2524	8
College Algebra	MAT 1313	3
Trigonometry	MAT 1323	3



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### Health, Physical Education, and Recreation

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123 (ENG 2423 preferred @ USM)	6
Public Speaking	SPT 1113	3
Literature	ENG (any literature)	6
History	HIS (any history) (HIS 1163 preferred @ USM)	6
General Psychology	PSY 1513	3
Introduction to Sociology	SOC 2113	3
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Laboratory Science	BIO, CHE, PHY	4
Anatomy & Physiology I	BIO 2514	4
College Algebra	MAT 1313	3
Personal & Community Health	HPR 1213	3
First Aid & CPR	HPR 2213	3
Statistics	MAT 2323 (@ MSU)	3

### Music

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Literature	ENG	3
History	HIS	6
Social/Behavioral Science	PSY, SOC	6
Laboratory Sciences	BIO, CHE, PHY	8
College Algebra	MAT 1313 or higher	3
Music Theory I-IV	MUS 1214, 1224, 2214, 2224	16
Music Survey	MUS 2123	3
Piano		4
Applied Major		8
Ensemble		4

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Pre-Pharmacy  
University of Mississippi

Required Courses/Electives	Course Symbol/Number	Credit Hours
English Composition I & II	ENG 1113, 1123	6
Public Speaking	SPT 1113	3
Humanities	ENG, HIS, PHI, MFL	6
Social Science	Any social science courses	6
Fine Arts	ART 1113, MUS 1113 or SPT 2233	3
Calculus I	MAT 1613	3
General Biology I & II	BIO 1134, 1144	8
General Chemistry I & II	CHE 1214, 1224	8
Organic Chemistry I & II	CHE 2424., 2434	8
General Physics I & II	PHY 2414, 2424	8
Principles of Microeconomics	ECO 2123	3
Statistics	MAT 2323	3

## EAST CENTRAL COMMUNITY COLLEGE

# HEALTHCARE EDUCATION PROGRAMS

(Associate Degree Nursing (ADN), LPN to ADN Transition Program, Practical Nursing (PN),  
Emergency Medical Technology-Basic (EMT), and Surgical Technology (ST))

East Central Community College offers programs and courses of study that prepare graduates for work in diverse healthcare settings. Students who successfully complete the program or course of study are prepared to take national or state licensure and/or certification exams in the area of study. Upon successful completion of the examination, graduates can seek employment in the healthcare specialty field.

Students applying for admission to Healthcare Education programs must meet general college admission requirements, as well as, admission requirements specific to the individual program or course of study. Admission to the Healthcare Education programs is competitive and space is limited. Refer to admission requirements in Chapter 3 of the East Central Community College Catalog.

The Associate of Applied Science Degree is awarded to students who successfully complete a two-year program of study specified in the catalog. The 15-semester Core Curriculum (or demonstrated competence) is embedded in each program that offers an Associate of Applied Science Degree. Students who successfully complete the Emergency Medical Technology-Basic course or 12-month options will receive certificates.

Core curriculum for Associate of Applied Science Degree programs include:

English Composition I .....3 hours

Mathematics/Science .....3 hours

*Approved Courses:* MAT 1313, MAT 1323, BIO 1133-1131 / 1143-1141, BIO 2413-2411, BIO 2513-2511 / 2523-2521, BIO 2923-2921, CHE 1213-1211 / 1223-1221

Humanities / Fine Arts .....3 hours

*Approved Courses:* ART 1113, MUS 113, SPT 2233, ENG 2133, ENG 2223/2323, ENG 2423/2433, MFL 1113/1123, MFL 2113/2123, MFL 2213/1233, MFL 2223/2243, HIS 1163/1173, HIS 2213/2223, HIS 2243/2253, PHI 1113, PHI 1153, and PHI 2113.

Social / Behavioral Sciences.....3 hours

*Approved Courses:* PSY 1513, EPY 2513, EPY 2533, SOC 2113, SOC 2143

Oral Communication .....3 hours

## HEALTHCARE EDUCATION CLINICALS

Students perform established curriculum activities in clinical practice environments to promote knowledge, skills, and professional attitudes. Students are prohibited from: (a) receiving monetary or any form of gift compensation, or (b) substituting as hired staff personnel during an educational experience in a clinical agency setting. A student employed with a clinical agency cannot function as an employee of the agency during scheduled College clinical time.

Students are under the supervision of East Central Community College instructors during College clinical hours. After College instructors dismiss students from clinical hours, a student employed with the clinical agency transfers to the employee role and is no longer classified as a College healthcare student.

## EAST CENTRAL COMMUNITY COLLEGE

### ASSOCIATE DEGREE NURSING

#### (ADN)

**Advisors:** Mrs. Sharon Davis, Dr. Christy Dubuisson, Mrs. Lisa Gorgas, Mrs. Donna Hemphill, Mrs. Brandi Keith, Mrs. Dawn Kiker, Mrs. Lori Luke, Mrs. Krystle Monk, and Mrs. Martie Vaughn

Upon successful completion of the Associate Degree Nursing (ADN) program, graduates should meet State Board of Nursing application requirements to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Program completion does not guarantee a graduate will be allowed to take the examination by the State Board of Nursing. The State Board of Nursing may refuse any individual the right to take the NCLEX-RN® based on criminal history records.

#### PRE-REQUISITES:

BIO 2511 & BIO 2513 or BIO 2514: Anatomy & Physiology I with Lab or upper level equivalent	4 hours
BIO 2521 & BIO 2523 or BIO 2524: Anatomy & Physiology II with Lab or upper level equivalent	4 hours
BIO 2921 & BIO 2923 or BIO 2924: Microbiology with Lab or upper level equivalent	4 hours
Total hours .....	12

#### FIRST YEAR

Fall Semester			Spring Semester		
NUR 1110	Fundamentals of Nursing Practice	10	NUR 1219	Adult/Child Health Nursing I	9
NUR 2120	Nursing Seminar	0	NUR 2120	Nursing Seminar	0
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
EPY 2533	Human Growth & Development	3	*Fine Arts or Humanities Elective		3
Total Hours .....	16		Total Hours .....	15	

#### SECOND YEAR

Fall Semester			Spring Semester		
NUR 2319	Adult/Child Health Nursing II	9	NUR 2410	Advanced Concepts of Nursing	10
NUR 2120	Nursing Seminar	0	NUR 2121	Nursing Seminar	1
PSY 1513	General Psychology	3	NUR 2941	NCLEX® Review	<u>1</u>
*SPT 1113	Public Speaking I	<u>3</u>	Total Hours	12	
Total Hours		15			

\* Courses may be taken in any sequence.

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing courses must be completed within four years to graduate from the ADN program.

Progression/Graduation Requirements: Semester average of 80 or above in NUR courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examinations.

## EAST CENTRAL COMMUNITY COLLEGE

### LPN to ADN TRANSITION PROGRAM (ADN)

Advisor: Mrs. Donna Hemphill

Licensed Practical Nurses are eligible for advanced placement in the Associate Degree Nursing Program.

**PREREQUISITE COURSES:** ALL PREREQUISITE COURSES MUST BE COMPLETED WITH A MINIMUM GRADE OF C.

BIO 2511 & BIO 2513 or BIO 2514: Anatomy & Physiology I with Lab or upper level equivalent	4 hours
BIO 2521 & BIO 2523 or BIO 2524: Anatomy & Physiology II with Lab or upper level equivalent	4 hours
BIO 2921 & BIO 2923 or BIO 2924: Microbiology with Lab or upper level equivalent	4 hours
ENG 1113 English Composition I	3 hours
ENG 1123 English Composition II	3 hours
EPY 2533 Human Growth & Development	3 hours
Total hours .....	21

#### Summer Semester

NUR 1116	LPN Transition to ADN	6 Credit Hours
<i>Upon successful completion of the LPN Transition to ADN Course, credit by validation is awarded for LPN certificate from accredited/approved program; unencumbered MS license and documentation of one-year experience as a Licensed Practical Nurse.</i>		
*Fine Arts or Humanities Elective		3
Total .....		22

#### Fall Semester

NUR 2319	Adult Health Nursing II	9
NUR 2120	Nursing Seminar	0
PSY 1513	General Psychology	3
*SPT 1113	Public Speaking I	<u>3</u>
Total Hours .....		15

#### Spring Semester

NUR 2410	Advanced Concepts of Nursing	10
NUR 2121	Nursing Seminar	1
NUR 2941	NCLEX® Review	<u>1</u>
Total Hours .....		12

\* Courses may be taken in any sequence.

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing courses must be completed within four years to graduate from the ADN program.

Progression/Graduation Requirements: Semester average of 80 or above in NUR courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examination.



## EAST CENTRAL COMMUNITY COLLEGE

### PRACTICAL NURSING (PN)

**Advisors: Ms. LaShonda Boddie, Mrs. Theresa Cole, and Mrs. Monica Stennis**

Upon successful completion of the Practical Nursing (PN) program, graduates should meet State Board of Nursing application requirements to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Program completion does not guarantee a graduate will be allowed to take the examination by the State Board of Nursing. The State Board of Nursing may refuse any individual the right to take the NCLEX-PN® based on criminal history records.

**PREREQUISITE COURSES:** ALL PREREQUISITE COURSES MUST BE COMPLETED WITH A MINIMUM GRADE OF C.

BIO 2511 & BIO 2513 or BIO 2514: Anatomy & Physiology I with Lab or upper level equivalent	4 hours
BIO 2521 & BIO 2523 or BIO 2524: Anatomy & Physiology II with Lab or upper level equivalent	4 hours
Total hours .....	8

#### Fall Semester

PNV 1116	Practical Nursing Foundations	16
Total hours .....		16

#### Spring Semester

PNV 1216	Intermediate Practical Nursing	16
Total hours .....		16

#### Summer Semester

PNV 1412	Advanced Practical Nursing	12
Total hours .....		12

Notes: Enrollment in PNV courses is limited to students who have been admitted to the PN program and these courses must be taken in the sequence specified. All nursing courses must be completed within two years to graduate from the PN program.

Progression/Graduation Requirements: Semester average of 80 or above in PN courses, grade of "C" or above in all required courses, mastery of selected nursing skills, and completion of required assessment examinations.

ECCC currently implements Option 4 (August start) 2018 Practical Nursing Mississippi Curriculum Framework.

## EAST CENTRAL COMMUNITY COLLEGE

### SURGICAL TECHNOLOGY (ST)

**Advisors: Mrs. LeAnn Shirley, Mrs. Kristie Pilgrim**

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

Students who complete the technical courses and general education core may be awarded an Associate of Applied Science degree. Qualified students will be required to take the National Board of Surgical Technology and Surgical Assisting to become a Certified Surgical Technologist. Qualified students at schools without programmatic accreditation may sit for the National Center for Competency Testing (NCCT).

The Associate of Applied Science Degree in Surgical Technology will be awarded to successful graduates of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies® for the National Certifying Examination and become a Certified Surgical Technologist\*.

\*Baseline competencies for Surgical Technology

#### **Associate of Applied Science Degree - Total Hours: 64-65 semester credit hours**

**Prerequisite courses must be successfully completed by fall semester prior to beginning program in spring semester.** Prerequisite Course: BIO 2513-BIO 2511 or BIO 2514: Anatomy and Physiology I with Lab (or upper level equivalent with lab).

First Semester - Fall		Spring Semester - Spring	
ENG 1113 English Composition I	3	BIO 2523-BIO 2521 or BIO 2524:	
BIO 2513-BIO 2511 or BIO 2514:		Anatomy and Physiology II with Lab	
Anatomy and Physiology I with Lab		(or upper level equivalent with lab)	4
(or upper level equivalent with lab)	4	SUT 1113 Fundamentals of Surgical Technology	3
SUT 1223: Medical Terminology for Surgical Technologists	3	SUT 1217 Principles of Surgical Technique	7
Math and Lab Science Elective	6	SUT 1413 Surgical Microbiology	3
Total Hours .....	16	Total Hours.....	17
Third Semester – Summer		Fourth Semester - Fall	
Psychology or Sociology	3	SUT 1528 Specialized Surgical Procedures	8
SUT 1518 Basic and Related Surgical Procedures	8	SUT 1539 Advanced Surgical Procedures	9
Humanities or Fine Arts Elective	3	Total Hours .....	17
Total Hours .....	14		

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

Progression/Graduation Requirements: Test average of "80" or above, grade of "C" or above on all Surgical Technology courses and required courses, mastery of selected Surgical Technology skills, and successful completion of clinical hours.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **EMERGENCY MEDICAL TECHNICIAN (EMT)**

**Advisor: Staff**

Emergency Medical Technician is a one-semester instructional program that prepares individuals to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease.

The one-semester Emergency Medical Technician (EMT) instructional course prepares successful graduates to meet the Mississippi State Department of Health requirements to take the National Registry of Emergency Medical Technicians Exam and become state certified.

The course includes formal EMT education and training in the development of effective basic skills that are performed safely in an out-of-hospital setting with medical oversight and responsibilities in transporting all emergency individuals to an appropriate facility.

#### **PRE-REQUISITES:**

- Age of 18 years or older
- Ability to read and write
- High School Graduate, high school equivalency, or equivalent
- ACT® Composite Score of 16 if taken after October 1989 or 12 if taken before October 1989, or Minimum Score of 10 on the TABE® reading test
- Proof of Physical Fitness by a licensed healthcare provider

Course: EMS 1117

Includes a total of 60 hours lecture, 60 hours lab, and 45 hours clinical in the field and emergency room. 7 Scheduled Credit Hours: 4 hours lecture, 4 hours lab, and 3 hours clinical.

NOTE: Students must pass the final comprehensive exam and skills in order to successfully complete the course.

## EAST CENTRAL COMMUNITY COLLEGE

### TECHNICAL PROGRAMS (General Education Core)

Technical programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two-year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the 30 hour or 45 hour year options will receive certificates.

#### TECHNICAL CORE CURRICULUM (General Education)

To complete the requirements for the A.A.S. degree, the students must complete the 15 semester hour General Education Core Curriculum which includes the following:

English Composition*	3 sem. hrs.
Humanities/Fine Arts	3 sem. hrs.
Social/Behavioral Sciences	3 sem. hrs.
College Algebra, Quantitative Reasoning, or Lab Science**	3-4 sem. hrs.
Oral Communication	3 sem. hrs.
Warrior Path to Success	2 sem. hrs.
	<hr/>
	17-18 sem. hrs.

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

\*ENG 1033 - Technical English may substitute for English Composition for the AAS degree, but does not transfer to a baccalaureate. Consult with a faculty or staff advisor for counsel.

\*\*MAT 1753 - Quantitative Reasoning may meet some university-transfer requirements, but not others, depending on specific program of transfer. Consult with a faculty or staff advisor for counsel.

## EAST CENTRAL COMMUNITY COLLEGE

### AUTOMOTIVE TECHNOLOGY (AUT)

Advisor: Mr. Greg Holekamp

Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunction of all 8 areas of ASE / NATEF certification (engine repair, electrical and electronic systems, engine performance, brakes, steering and suspension systems, manual drive trains and axles, automatic transmissions and transaxles, heating and air conditioning).

Automotive Technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught as either a certificate program or as a technical program.

#### FIRST YEAR

##### Fall Semester

ATT 1124: Basic Electrical/Electronic Systems	4 <sup>CC</sup>
ATT 1424: Engine Performance I	4 <sup>CC</sup>
ATT 1715: Engine Repair	5 <sup>CC</sup>
ATT 1811: Introduction to Safety/Skills	1 <sup>CC</sup>
Total Hours .....	14

##### Spring Semester

ATT 1134: Advanced Electrical/Electronic Systems	4 <sup>CC</sup>
ATT 1214: Brakes	4 <sup>CC</sup>
ATT 2334: Steering and Suspension	4 <sup>CC</sup>
ATT 2434: Engine Performance II	4 <sup>CC</sup>
Total Hours .....	16

#### SECOND YEAR

##### Fall Semester

ATT 2444: Engine Performance III	4 <sup>TC</sup>
ATT 2614: Heating and Air Conditioning	4 <sup>TC</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
Total Hours .....	14

##### Spring Semester

ATT 1313 Manual Transmissions	3 <sup>TC</sup>
ATT 2324 Automatic Transmissions	4 <sup>TC</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
Total Hours .....	16-17

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.



**EAST CENTRAL COMMUNITY COLLEGE**  
**AUTOMATION AND CONTROL TECHNOLOGY**  
**(IAC)**

**Advisor: Mr. Jordan Robinson**

Automation and Control Technology is an instructional program that provides the student with technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on electricity/electronics, fluid power, motors and controllers, programmable controls, interfacing techniques, instrumentation, and automated processes.

**FIRST YEAR**

**Fall Semester**

IAT 1113: Intro to Automation or ELT 1193: Fundamentals of Electricity	3 <sup>CC</sup>
IAT 1133: AC/DC Circuits or ELT 1143: AC/DC Circuits for ELT	3 <sup>CC</sup>
IAT 1123: Electrical Wiring for Automation or ELT 1123: Commercial Wiring	3 <sup>CC</sup>
ELT 1213: Electrical Power	3 <sup>CC</sup>
ELT 1263: Electrical Drawing and Schematics	3 <sup>CC</sup>
Total Hours .....	15

**Spring Semester**

IAT 1143: Fluid Power for Automation	3 <sup>CC</sup>
IAT 1163: Manufacturing Skills for Automation	3 <sup>CC</sup>
IAT 1173: Control Systems I for Automation	3 <sup>CC</sup>
ROT 1113: Fund. of Robotics	3 <sup>CC</sup>
IAT 1153: Motor Controls for Automation or ELT 1413: Motor Controls	3 <sup>CC</sup>
Total Hours .....	15

**SECOND YEAR**

**Fall Semester**

ROT 1313: Industrial Robotics	3 <sup>TC</sup>
IAT 2113: Programmable Logic Controller ELT 2614: Programmable Logic Controllers	3-4 <sup>TC</sup>
IAT 2133: Solid State Motor Controls for Automation ELT 2424: Solid State Motor Controls for ELT	3-4 <sup>TC</sup>
IAT 2123: Control Systems II	3 <sup>TC</sup>
Technical Elective*	3 <sup>TC</sup>
Total Hours .....	15-17

**Spring Semester**

Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Written Communication	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

\*Technical Electives may be chosen from the following courses:

IAT 2913: Special Projects in Automation & Control  
 ACT 2913: Special Projects  
 ELT 2114: Equipment Maintenance and Troubleshooting  
 ELT 1183: Industrial Wiring  
 ELT 1223: Motor Maintenance and Troubleshooting  
 ELT 1253: Branch Circuits  
 ELT 1273: Switching Circuits  
 WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
 Other Courses Pending Instructor Approval

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology-the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The Curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

#### Degree and Certificate Option

The degree and certificate options are available for students enrolling in Administrative Office Technology, Accounting Technology, and Business Management Technology. Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

### ADMINISTRATIVE OFFICE TECHNOLOGY (AOT)

**Advisors: Mrs. Christy Ferguson**

The Administrative Office Technology Program is designed to prepare potential students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

#### FIRST YEAR

##### Fall Semester

BOT 1013: Introduction to Keyboarding	3 <sup>CC</sup>
BOT 1763: Communication Essentials	3 <sup>CC</sup>
BOT 1273: Introduction to Microsoft® Office®	3 <sup>CC</sup>
BOT 1233: Microsoft® Word® I	3 <sup>CC</sup>
BOT 1433: Business Accounting or ACC 2213: Accounting I	3 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

BOT 1243: Microsoft® Word® II	3 <sup>CC</sup>
BOT 2183: Career Readiness	3 <sup>CC</sup>
BOT 1823: Microsoft® Excel® I	3 <sup>CC</sup>
BOT 2433: Quickbooks®	3 <sup>CC</sup>
BOT 1313: Applied Business Math	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

BOT 2133: Desktop Publishing	3 <sup>TC</sup>
BOT 2923: BOT Externship and Seminar	3 <sup>TC</sup>
BOT 1853: Microsoft® Excel® II	3 <sup>TC</sup>
BOT 1493: Social Media Management	3 <sup>TC</sup>
BOT 2333: Microsoft® Access® OPAC Access	3 <sup>TC</sup>
Total Hours .....	15

##### Spring Semester

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### ACCOUNTING TECHNOLOGY (ACT)

**Advisors: Mrs. Christy Ferguson**

The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

#### FIRST YEAR

##### Fall Semester

BOT 1013: Introduction to Keyboarding	3 <sup>CC</sup>
BOT 1763: Communication Essentials	3 <sup>CC</sup>
BOT 1273: Introduction to Microsoft® Office®	3 <sup>CC</sup>
BOT 1233: Microsoft® Word® I	3 <sup>CC</sup>
ACC 2213: Accounting I	3 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

BOT 1243: Microsoft® Word® II	3 <sup>CC</sup>
BOT 2183: Career Readiness	3 <sup>CC</sup>
BOT 1823: Microsoft® Excel® I	3 <sup>CC</sup>
BOT 2433: Quickbooks®	3 <sup>CC</sup>
BOT 1313: Applied Business Math	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

BOT 2463: Payroll Accounting	3 <sup>TC</sup>
BOT 2923: BOT Externship and Seminar	3 <sup>TC</sup>
BOT 1853: Microsoft® Excel® II	3 <sup>TC</sup>
BOT 1493: Social Media Management	3 <sup>TC</sup>
ACC 2223: Accounting II	3 <sup>TC</sup>
Total Hours .....	15

##### Spring Semester

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

**EAST CENTRAL COMMUNITY COLLEGE**  
**BUSINESS MANAGEMENT TECHNOLOGY**  
**(BMT)**

**Advisors: Mrs. Christy Ferguson**

The Business Management Technology Program provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

**FIRST YEAR**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BOT 1013: Introduction to Keyboarding	3 <sup>CC</sup>	BOT 1243: Microsoft® Word® II	3 <sup>CC</sup>
BOT 1763: Communication Essentials	3 <sup>CC</sup>	BOT 2183: Career Readiness	3 <sup>CC</sup>
BOT 1273: Introduction to Microsoft® Office®	3 <sup>CC</sup>	BOT 1823: Microsoft® Excel® I	3 <sup>CC</sup>
BOT 1233: Microsoft® Word® I	3 <sup>CC</sup>	BOT 2433: Quickbooks®	3 <sup>CC</sup>
BOT 1433: Business Accounting or	3 <sup>CC</sup>	BOT 1313: Applied Business Math	3 <sup>CC</sup>
ACC 2213: Accounting I		Total Hours .....	15
Total Hours .....	15		

**SECOND YEAR**

<b>Fall Semester</b>		<b>Spring Semester</b>	
BOT 2613: Entrepreneurial Problem Solving	3 <sup>TC</sup>	ENG 1113: English Composition I †	3 <sup>AAS</sup>
BOT 2923: BOT Externship and Seminar	3 <sup>TC</sup>	Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
BOT 1853: Microsoft® Excel® II	3 <sup>TC</sup>	SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
BOT 1493: Social Media Management	3 <sup>TC</sup>	Humanities/Fine Arts Elective	3 <sup>AAS</sup>
BOT 2233: Human Resource Management	3 <sup>TC</sup>	Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Hours .....	15	Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

# EAST CENTRAL COMMUNITY COLLEGE

## COLLISION REPAIR TECHNOLOGY (ABT)

Advisor: Luke Howell

Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic and structural repairs.

Students enrolling in Collision Repair Technology will need to select one of the following options upon entering the program. The options are the two year Associate of Applied Science Degree in Collision Repair Technology-or a Collision Repair Technology Certificate.

### FIRST YEAR

#### Fall Semester

ABT 1146: Struct. Analysis & Damage Repair I	6 <sup>CC</sup>
ABT 1223: Non-Struct. Analysis & Damage Repair I	3 <sup>CC</sup>
ABT 1313: Refinishing I	3 <sup>CC</sup>
ABT 1443: Mechanical & Electrical Components I	3 <sup>CC</sup>
Total Hours .....	15

#### Spring Semester

ABT 1153: Struct. Analysis & Damage Repair II	3 <sup>CC</sup>
ABT 1236: Non-Struct. Analysis & Damage Repair II	6 <sup>CC</sup>
ABT 1323: Refinishing II	3 <sup>CC</sup>
ABT 1453: Mechanical & Electrical Components II	3 <sup>CC</sup>
Total Hours .....	15

### SECOND YEAR

#### Fall Semester

ABT 2163: Structural Analysis & Damage Repair III	3 <sup>TC</sup>
ABT 2243: Non-Struct. Analysis & Damage Repair III	3 <sup>TC</sup>
ABT 2336: Refinishing III	6 <sup>TC</sup>
Instructor Approved Technical Elective*	3 <sup>TC</sup>
Total Hours .....	15

#### Spring Semester

Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

#### \*Approved Technical Electives

ABT 2713 - Collision Analysis & Estimation  
 ABT 2923 - Supervised Work Experience in Collision Repair Technology  
 WBL 1913, 1923, 2913, 2923: Work-Based Learning  
 Other Courses Pending Instructor Approval

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

**EAST CENTRAL COMMUNITY COLLEGE**  
**INFORMATION SYSTEMS TECHNOLOGY**  
**(IST)**

**Advisor: Mr. Robert Hebert**

Information Systems Technology is a program which offers training in telecommunications, network administration, and client/server systems.

**FIRST YEAR**

<b>Fall Semester</b>		<b>Spring Semester</b>	
IST 1124: IT Foundations	4 <sup>CC</sup>	IST 1143: Security Principles & Policies	3 <sup>CC</sup>
IST 1134: Fundamentals of Data Communication	4 <sup>CC</sup>	IST 1223: Network Components	3
IST 1154: Web Programming Design	4 <sup>CC</sup>	IST 1163: Database & SQL Concepts	3
Technical Elective*	3-4 <sup>CC</sup>	Technical Elective*	6-8
Total Hours .....	15-16	Total Hours .....	15-18

**SECOND YEAR**

<b>Fall Semester</b>		<b>Spring Semester</b>	
IST 2224: Network Planning & Design	4	IST 2234: Network Implementation	4
IST 1623: Network Security Fundamentals	3	Required Math or Lab-Based Science ‡	3-4
ENG 1113: English Composition I †	3	SPT 1113: Public Speaking I †	3
Technical Elective*	3-4	Humanities/Fine Arts Elective	3
Restricted Elective**	3-4	Social/Behavioral Science Elective	3
Total Hours .....	16-18	Total Hours .....	16-17

\*Technical Electives may be chosen from the following courses:

IST 1244: Network Administration Using Windows Server  
IST 1613: Computer Forensics<sup>3</sup>  
IST 1643: Network Defense & Countermeasures<sup>2</sup>  
IST 2254: Advanced Administration Using Windows Server  
IST 2614: Windows Security<sup>2</sup>  
IST 2634: Security Testing & Implementation<sup>2</sup>  
CSC 1113: Computer Concepts  
CSC 1213: Visual Basic Computer Programming I  
CSC 1613: Computer Programming I  
CSC 2134: Programming I w/C++  
CSC 2144: Programming II w/C++  
SSP 1003: Smart Start Pathway – Instructor Approved  
Other Courses Pending Instructor Approval

\*\*Restricted Elective – May be a Math, Computer Science or necessary academic-based course. MAT 1313: College Algebra is suggested; however, a necessary academic-based course may be added here upon Instructor approval.

<sup>2</sup>Technical Electives – These elective courses may be offered Online depending on Face-to-Face course offering availability. See your advisor for more details.

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.



## EAST CENTRAL COMMUNITY COLLEGE

### GENERAL ENGINEERING TECHNOLOGY (DDT)

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of class work and practical experience is stressed.

The Drafting and Design Cluster allows students to obtain skills and knowledge related to several fields of the drafting and design industry. Options within the cluster include General Drafting, Land Surveying and Architectural Engineering Technology. Students through technical electives have the option to be introduced to GIS (Geographic Information Systems).

#### GENERAL DRAFTING

**Advisor: Chris Ryals**

This program prepares a person for careers in several areas of drafting including Mechanical Design while still introducing students to Architectural Design and Land Surveying.

##### FIRST YEAR

###### Fall Semester

DDT 1163: Engineering Graphics	3 <sup>CC</sup>
DDT 1313: Computer-Aided Design I	3 <sup>CC</sup>
DDT 1323: Computer-Aided Design II	3 <sup>CC</sup>
Technical Elective*	6 <sup>CC</sup>
Total Hours .....	15

###### Spring Semester

DDT 1173: Mechanical Design I	3 <sup>CC</sup>
DDT 1213: Construction Materials	3 <sup>CC</sup>
DDT 1613: Architectural Design I	3 <sup>CC</sup>
DDT 2213: Structural Detailing I	3 <sup>TC</sup>
DDT 2373: 3D Modeling	3 <sup>TC</sup>
Total Hours .....	15

##### SECOND YEAR

###### Fall Semester

DDT 2153: Civil Planning and Design	3 <sup>TC</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
Restricted Elective**	3 <sup>TC</sup>
Technical Elective*	6 <sup>CC</sup>
Total Hours .....	15

###### Spring Semester

Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Technical Elective*	3 <sup>TC</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

\*Technical Electives may be chosen from the following courses:

DDT 1413: Elementary Surveying  
DDT 2123: Fundamentals of GIS  
DDT 2243: Cost Estimating  
DDT 2433: Legal Principles of Surveying I  
DDT 2443: Boundary Surveying  
DDT 2463: Legal Principles of Surveying II  
DDT 2693: Route Surveying and Design  
DDT 2623: Architectural Design II  
DDT 2813: Inventor 3D Modeling  
DDT 2913: Special Project  
SSP 1003: Smart Start Pathway – Instructor Approved  
WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
Other Courses Pending Instructor Approval

\*\*Restricted Elective – Must be a Math, Computer Science or Technology based course. MAT 1323: Trigonometry is strongly suggested for this Elective.

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### ARCHITECTURAL ENGINEERING TECHNOLOGY/TECHNICIAN

Advisor: Mr. Chris Ryals

This program prepares a person for careers in the architectural drafting field as an Architectural Drafter or Architectural Designer or CAD Technician. This option will emphasize the design of residential as well as commercial fields. The program is designed to prepare graduates for employment in architectural firms, design/build firms, engineering firms and manufacturing facilities.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science degree (AAS) in Drafting & Design Technology with an emphasis in Architectural Engineering Technology.

#### FIRST YEAR

##### Fall Semester

DDT 1163: Engineering Graphics	3 <sup>CC</sup>
DDT 1313: Computer-Aided Design I	3 <sup>CC</sup>
DDT 1323: Computer-Aided Design II	3 <sup>CC</sup>
DDT 2243: Cost Estimating	3 <sup>TC</sup>
Technical Elective*	3 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

DDT 1213: Construction Materials	3 <sup>CC</sup>
DDT 1613: Architectural Design I	3 <sup>CC</sup>
DDT 2213: Structural Detailing I	3 <sup>TC</sup>
DDT 2373: 3D Modeling	3 <sup>CC</sup>
Technical Elective*	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

DDT 2623: Architectural Design II	3 <sup>TC</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
Technical Elective*	6 <sup>CC</sup>
Restricted Elective**	3 <sup>TC</sup>
Total Hours .....	15

##### Spring Semester

Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Technical Elective*	3 <sup>TC</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

\*Technical Electives may be chosen from the following courses:

DDT 1173: Mechanical Design I  
DDT 1413: Elementary Surveying  
DDT 2123: Fundamentals of GIS  
DDT 2153: Civil Planning and Design  
DDT 2433: Legal Principles of Surveying I  
DDT 2443: Boundary Surveying  
DDT 2463: Legal Principles of Surveying II  
DDT 2693: Route Surveying and Design  
DDT 2813: Inventor 3D Modeling  
DDT 2913: Special Project  
ART 1313: Drawing I  
SSP 1003: Smart Start Pathway – Instructor Approved  
WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
Other Courses Pending Instructor Approval

\*\*Restricted Elective – Must be a Math, Computer Science or Technology based course. MAT 1323: Trigonometry is strongly suggested for this Elective.

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### EARLY CHILDHOOD EDUCATION (CDT)

**Advisors: Ms. Sheri Anders and Ms. Debra Payton**

The student enrolled in Early Childhood Education Technology is required to successfully complete two academic years of study. The individual will receive an Associate of Applied Science Degree. The student receives adequate instruction and preparation for a professional career in the area of Early Childhood Education.

Experiences in planning and coordination of developmentally appropriate activities in all content areas including but not limited to: creative arts, math, science, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, HeadStart, teachers' aides in public school systems, and other early childhood related positions. All students enrolled in the program must have up-to-date immunizations and submit to finger printing and a background check.

Upon successfully completing the Early Childhood Education Technology program with an Associates of Applied Science degree, graduates should be able to gain entry to administrative level employment in the childcare industry.

#### FIRST YEAR

##### Fall Semester

CDT 1113: Early Childhood Profession	3 <sup>CC</sup>
CDT 1213: Infant & Toddler Development	3 <sup>CC</sup>
CDT 1313: Creative Arts for Young Children	3 <sup>CC</sup>
CDT 1343: Child Health, Safety & Nutrition	3 <sup>CC</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Total Hours .....	15

##### Spring Semester

CDT 1713: Language & Literacy Development for Young Children	3 <sup>CC</sup>
CDT 1223: Preschool & Primary Development	3 <sup>CC</sup>
CDT 2713: Social Studies, Math & Science for Young Children	3 <sup>CC</sup>
CDT 2513: Family Dynamics & Community Involvement	3 <sup>CC</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

CDT 2613: Methods, Materials & Measurements	3 <sup>CC</sup>
CDT 2233: Guiding Social & Emotional Behavior	3 <sup>CC</sup>
CDT 2915: Initial Practicum	5 <sup>TC</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
Total Hours .....	17-18

##### Spring Semester

CDT 2813: Administration of Programs for Young Children	3 <sup>TC</sup>
CDT 2413: Development of the Exceptional Child	3 <sup>TC</sup>
CDT 2924: Advanced Practicum	4 <sup>TC</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Total Hours .....	13

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### ELECTRICAL TECHNOLOGY (ELT)

Advisor: Mr. John Everett

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

**\*\*Baseline Competencies for Electrical Technology**

#### FIRST YEAR

##### Fall Semester

ELT 1123: Commercial Wiring	3 <sup>CC</sup>
ELT 1143: AC and DC Circuits for ELT	3 <sup>CC</sup>
ELT 1193: Fundamentals of Electricity	3 <sup>CC</sup>
ELT 1213: Electrical Power	3 <sup>CC</sup>
ELT 1263: Electrical Drawing & Schematics	3 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

ELT 1183: Industrial Wiring	3 <sup>CC</sup>
ELT 1223: Motor Maintenance & Troubleshooting	3 <sup>CC</sup>
ELT 1253: Branch Circuits	3 <sup>CC</sup>
ELT 1273: Switching Circuits for Residential, Commercial & Industrial Applications	3 <sup>CC</sup>
ELT 1413: Motor Control Systems	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

ELT 2114: Equipment Maintenance & Troubleshooting	4 <sup>TC</sup>
ELT 2424: Solid State Motor Controls for ELT	4 <sup>TC</sup>
ELT 2614: Programmable Logic Controllers	4 <sup>TC</sup>
ELT 2913: Special Project I	3 <sup>TC</sup>
Total Hours .....	15

##### Spring Semester

Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Written Communication	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

\*Technical Electives may be chosen from the following courses:

SSP 1003: Smart Start Pathway – Instructor Approved

WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved

Other Courses Pending Instructor Approval

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

# EAST CENTRAL COMMUNITY COLLEGE

## HEATING AND AIR CONDITIONING TECHNOLOGY (ACT)

**Advisor: Mr. Harold Hollingsworth**

Heating and Air Conditioning is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air-conditioning, heating and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

**\*\*Baseline Competencies for Heating and Air Conditioning Technology**

### FIRST YEAR

<b>Fall Semester</b>		<b>Spring Semester</b>	
ACT 1003: Introduction to HVAC	3 <sup>CC</sup>	ACT 1213: Controls	3 <sup>CC</sup>
ACT 2913: Special Projects in HVAC	3 <sup>CC</sup>	ACT 2513: Heating Systems	3 <sup>CC</sup>
ACT 1713: Electricity for HVAC & Refrigeration	3 <sup>CC</sup>	ACT 1313: Refrigeration System Components	3 <sup>CC</sup>
ACT 1133: Tools and Piping	3 <sup>CC</sup>	ACT 2433: Refrigeration, Regs, and Retrofits	3 <sup>CC</sup>
ACT 1124: Basic Compression in Refrigeration	4 <sup>CC</sup>	ACT 2413: Air Conditioning I	3 <sup>CC</sup>
Total Hours .....	16	ACT 2323: Commercial Refrigeration	3 <sup>TC</sup>
		Total Hours .....	18

### SECOND YEAR

<b>Fall Semester</b>		<b>Spring Semester</b>	
ACT 2423: Air Conditioning II	3 <sup>TC</sup>	Social/Behavioral Science Elective	3 <sup>AAS</sup>
ACT 2623: Heat Load and Air Properties	3 <sup>TC</sup>	Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>	SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Technical Electives*	6 <sup>TC</sup>	Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Total Hours .....	15	Total Hours .....	12-13

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15 Hours)

\*Technical Electives may be chosen from the following courses:

ELT 1263: Electrical Schematics and Drawings  
 ELT 1213: Electrical Power  
 SSP 1003: Smart Start Pathway – Instructor Approved  
 WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
 Other Courses Pending Instructor Approval

**\*\*Technical Electives are recommended during second year fall semester, but may be taken during another semester if approved by instructor.**

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### HEATING AND AIR CONDITIONING TECHNOLOGY (ACT) COMMERCIAL FACILITY MAINTENANCE AND REPAIR OPTION

The Heating, Ventilation, Air-Conditioning, and Refrigeration Technology pathway prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. The Commercial Facility Maintenance and Repair Option allows the college to work with local business/industry in selecting electives to strengthen the student's pathway experience.

The Heating, Ventilation, Air-Conditioning, and Refrigeration Technology pathway prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. The Commercial Facility Maintenance and Repair Option allows the college to work with local business/industry in selecting electives to strengthen the student's pathway experience.

#### FIRST YEAR

##### Fall Semester

ACT 1003: Introduction to HVAC	3 <sup>CC</sup>
ACT 2913: Special Projects in HVAC	3 <sup>CC</sup>
ACT 1713: Electricity for HVAC and Refrigeration	3 <sup>CC</sup>
ACT 1313: Tools and Piping	3 <sup>CC</sup>
ACT 1124: Basic Compression in Refrigeration	4 <sup>CC</sup>
Total Hours .....	16

##### Spring Semester

ACT 1313: Refrigeration System Components	3 <sup>CC</sup>
ACT 2433: Refrigeration, Regs, and Retrofits	3 <sup>CC</sup>
ACT 2323: Commercial Refrigeration	3 <sup>CC</sup>
Technical Electives* **	6 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

Technical Electives* **	14-15 <sup>TC</sup>
ENG 1113: English Composition I † (AAS)	3 <sup>AAS</sup>

Total Hours ..... 17-18

##### Spring Semester

Social/Behavioral Science Elective (AAS)	3 <sup>AAS</sup>
Math or Lab-Based Science ‡ (AAS)	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I † (AAS)	3 <sup>AAS</sup>
Humanities/Fine Arts Elective (AAS)	3 <sup>AAS</sup>
Total Hours .....	12-13

<sup>CC</sup> Career Certificate Required Courses (31 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 14-15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15 Hours)

\*Technical Electives may be chosen from the following courses:

ACT 2513: Heating Systems  
 ACT 2413: Air Conditioning I  
 ACT 2623: Heat Load and Air Properties  
 ACT 2423: Air Conditioning II  
 ELT 1263: Electrical Schematics and Drawings  
 ELT 1213: Electrical Power  
 SSP 1003: Smart Start Pathway – Instructor Approved  
 WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
 Instructor approved electives from ELT, WLT, DDT, IAT, ROT, or CCT programs  
 Other Courses Pending Instructor Approval

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.



**EAST CENTRAL COMMUNITY COLLEGE**  
**HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY**  
**(HRT)**

**Advisor: Ms. Lisa Lampton**

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as manager/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree.

**FIRST YEAR**

**Fall Semester**

HRT 1123: Introduction to Hospitality Management	3 <sup>CC</sup>
HRT 1224: Restaurant & Catering Operations	4 <sup>CC</sup>
HRT 1213: Sanitation and Safety	3 <sup>CC</sup>
HRT 1511: Hospitality Seminar	1 <sup>CC</sup>
CUT 1114: Culinary Principles I	4 <sup>CC</sup>
Total Hours .....	15

**Spring Semester**

HRT 2623: Hospitality Human Resource Management	3 <sup>CC</sup>
HRT 2613: Hospitality Supervision	3 <sup>CC</sup>
HRT 1413: Rooms Division Management	3 <sup>CC</sup>
HRT 2423: Hospitality Security Management and Law or BAD 2413: Legal Environment of Business I	3 <sup>CC</sup>
HRT 1813: Tourism Specialist	3 <sup>CC</sup>
Total Hours .....	15

**SECOND YEAR**

**Fall Semester**

HRT 2233: Hospitality Cost Controls	3 <sup>TC</sup>
HRT 2853: Convention & Meeting Planning or CUT 2223: Menu Planning & Facilities Design	3 <sup>TC</sup>
CUT 2243: Dining Room Management	3 <sup>TC</sup>
CSC 1123: Computer Applications I or BOT 1493: Social Media Management	3 <sup>TC</sup>
Work-Based Learning Elective*	3 <sup>TC</sup>
Total Hours .....	15

**Spring Semester**

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Total Hours .....	15-16

\*Technical Electives may be chosen from the following courses:

- SSP 1003: Smart Start Pathway – Instructor Approved
- WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved
- Other Courses Pending Instructor Approval

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

### CULINARY ARTS TECHNOLOGY (CUT)

Advisor: Chef Barry Karrh

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and International cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Successful completion of the two-year program leads to an Associate of Applied Science Degree in Culinary Arts Technology.

#### FIRST YEAR

##### Fall Semester

HRT 1123: Intro. to Hospitality Management	3 <sup>CC</sup>
HRT 1224: Restaurant & Catering Operations	4 <sup>CC</sup>
HRT 1213: Sanitation and Safety	3 <sup>CC</sup>
HRT 1511: Hospitality Seminar	1 <sup>CC</sup>
CUT 1114: Culinary Principles I	4 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

HRT 2623: Hospitality Human Resource Management	3 <sup>CC</sup>
HRT 2613: Hospitality Supervision	3 <sup>CC</sup>
CUT 1123: Culinary Principles II	3 <sup>CC</sup>
CUT 1513: Garde Manager	3 <sup>CC</sup>
CUT 1133: Principles of Baking	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

HRT 2233: Hospitality Cost Controls	3 <sup>TC</sup>
CUT 2223: Menu Planning & Facilities Design	3 <sup>TC</sup>
CUT 2243: Dining Room Management	3 <sup>TC</sup>
CUT 2313: American Regional Cuisine	3 <sup>TC</sup>
CUT 2423: International Cuisine	3 <sup>TC</sup>
Total Hours .....	15

##### Spring Semester

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

National Restaurant Association Certifications Offered:

- ServSafe Manager (5 Year)
- ServSafe Alcohol

National Occupational Competency Testing Institute Certifications Offered:

- Culinary Arts Prep Cook 4436
- Retail Commercial Baking 4110

## EAST CENTRAL COMMUNITY COLLEGE

### PRECISION MANUFACTURING AND MACHINING TECHNOLOGY (MST)

Advisor: Mr. Donald Hardin

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

#### FIRST YEAR

##### Fall Semester

MST 1115: Power Machinery I	5 <sup>CC</sup>
MST 1413: Blueprint Reading	3 <sup>CC</sup>
MST 1313: Machine Tool Math	3 <sup>CC</sup>
MST 1613: Precision Layout	3 <sup>CC</sup>
LLS 1312: Warrior Path to Success*	2 <sup>CC</sup>
Total Credit Hours .....	16

##### Spring Semester

MST 1125: Power Machinery II	5 <sup>CC</sup>
MST 2715: Computer Numerical Controls I	5 <sup>CC</sup>
MST 1423: Advanced Blueprint Reading	3 <sup>CC</sup>
MST 2733: Fundamentals of CAD/CAM	3 <sup>CC</sup>
Total Credit Hours .....	16

#### SECOND YEAR

##### Fall Semester

MST 2134: Power Machinery III	4 <sup>TC</sup>
MST 2144: Power Machinery IV	4 <sup>TC</sup>
MST 2724: Computer Numerical Controls II	4 <sup>TC</sup>
Technical Elective*	3 <sup>TC</sup>
Total Credit Hours .....	15

##### Spring Semester

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Credit Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (32 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15 Hours)

\*Technical Electives may be chosen from the following courses:

LLS 1312: Warrior Path to Success (Must be taken online during first Fall semester)

CSC 1113: Computer Concepts

CSC 1123: Computer Applications I

SSP 1003: Smart Start Pathway – Instructor Approved

Other Courses Pending Instructor Approval

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of “C” or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of “C” or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## **EAST CENTRAL COMMUNITY COLLEGE**

### **CYBER SECURITY TECHNOLOGY (CST)**

**Advisor: Mr. Robert Hebert**

The Cyber Security Technology program provides students with the skill base necessary to become professionals in network administration, network support specialist, computer network defense, intrusion detection systems, red team technician, and penetration testing. Cyber security is balanced between basic general education courses, common to all college programs, and requirements in specialized cyber security technology. It is designed to meet the needs of various information security agencies as well as government, education, healthcare, financial and many other industries. This program is designed to provide the students with the knowledge and attitudes needed to be an effective information security analyst.

Currently, the Cyber Security Technology provides a complete program of study for those students intending to earn the Career Certificate, Technical Certificate, and /or the Associate of Applied Science degree. Completion of this program may enable students to transfer some coursework into a bachelor's degree program.

#### **Career Certificate – 30 Hours\*\***

IST 1124 - IT Foundations  
IST 1134 - Foundations of Data Communications  
IST 1143 - Principles of Information Security  
IST 1223 - Network Components  
IST 1244 - Network Admin. Using Microsoft Windows Server  
IST 1254 - Network Admin. Using Linux  
IST 2614 - Windows Security  
Programming Language Elective\* (4 Hours)

#### **Technical Certificate – 45 Hours\*\*\***

IST 1613 - Computer Forensics  
IST 1643 - Network Defense and Countermeasures  
IST 1623 - Network Security Fundamentals  
IST 2633 - Security Testing and Implementation  
Technical Electives\* (3 Hours)

#### **Associate of Applied Science Degree – 60/61 Hours**

Written Communication  
Oral Communication  
Social / Behavioral Science  
Humanities / Fine Arts  
College Algebra / Lab-based science

\* Any IST advisor approved elective.

\*\* Student will be required to take the CompTIA A+ Certification to complete this option.

\*\*\*Student will be required to take the CompTIA Security+ Certification to complete this option.

## EAST CENTRAL COMMUNITY COLLEGE

### CRIMINAL JUSTICE TECHNOLOGY (CJT/CRJ)

Advisor: Mr. Brandon Felton

The Criminal Justice Technology program provides students with the skill base necessary to become professionals in law enforcement, corrections, and other criminal justice fields. Criminal Justice is balanced between basic general education courses, common to all college programs, and requirements in administrative and specialized criminal justice courses. It is designed to meet the needs of various criminal justice agencies and to provide the student with the knowledge and attitudes needed to be an effective professional in the criminal justice system.

Currently, the Criminal Justice Technology provides a complete program of study for those students intending to earn the Career Certificate, Technical Certificate and /or the Associate of Applied Science degree. Completion of this program may enable students to transfer some coursework into a bachelor's degree program.

#### FIRST YEAR

##### Fall Semester

CJT 1313: Introduction to Criminal Justice	3 <sup>CC</sup>
CJT 1323: Police Administration & Organization	3 <sup>CC</sup>
CJT 1363: Introduction to Corrections	3 <sup>CC</sup>
CJT 1383: Criminology	3 <sup>CC</sup>
CJT 2213: Traffic Law	3 <sup>CC</sup>
Total Hours .....	15

##### Spring Semester

CJT 2313: Police Operations and Ethics	3 <sup>CC</sup>
CJT 2323: Criminal Law	3 <sup>CC</sup>
CJT 2333: Criminal Investigation	3 <sup>CC</sup>
CJT 2353: Drugs and Society	3 <sup>CC</sup>
CJT 2623: Asset Protection	3 <sup>CC</sup>
Total Hours .....	15

#### SECOND YEAR

##### Fall Semester

CJT 2393: Survey of Criminalistics	3 <sup>TC</sup>
CJT 2513: Juvenile Justice	3 <sup>TC</sup>
ENG 1113: English Composition I †	3 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Total Hours .....	15

##### Spring Semester

CJT 2743: Foundations of Homeland Security & Terrorism	3 <sup>TC</sup>
CJT 2813: Criminal Procedure	3 <sup>TC</sup>
CJT 2823: Criminal Investigation II	3 <sup>TC</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

**EAST CENTRAL COMMUNITY COLLEGE**  
**LIBERAL ARTS - CRIMINAL JUSTICE TECHNOLOGY**  
**(CRJ)**

**FIRST YEAR**

**Fall Semester**

CRJ 1313: Introduction to Criminal Justice	3
CRJ 1363: Introduction to Corrections	3
ENG 1113: English Composition I †	3
Humanities Elective	3
Lab-Based Science Elective*	4
Total Hours .....	16

**Spring Semester**

CRJ 2313: Police Operations and Ethics	3
ENG 1123: English Composition II	3
MAT 1313: College Algebra ‡	3
Lab-Based Science Elective*	4
Humanities Elective	3
Total Hours .....	16

**SECOND YEAR**

**Fall Semester**

CRJ 2393: Survey of Criminalistics	3
CRJ 2513: Juvenile Justice or CRJ 1363: Police Admin. & Organization	3
SPT 1113: Public Speaking I †	3
Humanities Elective*	3
Social/Behavioral Science Elective*	3
Total Hours .....	15

**Spring Semester**

CRJ 2323: Criminal Law	3
CRJ 2333: Criminal Investigation	3
Social/Behavioral Science Elective*	3
Humanities Elective*	3
Fine Arts Elective	3
Total Hours .....	15

\*Suggested Second Year Humanities Electives

MFL 1213: Spanish I  
MFL 1223: Spanish II

\*Suggested Lab-Based Science Electives

BIO 1133: General Biology I with BIO 1131: General Biology I Lab  
CHE 1213: General Chemistry I with CHE 1211: General Chemistry I Lab

\*Suggested Social/Behavioral Science Electives

SOC 2113: Introduction to Sociology  
PSY 1513: General Psychology

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313.



## EAST CENTRAL COMMUNITY COLLEGE

### DIESEL EQUIPMENT TECHNOLOGY (DET)

Advisor: Mr. Scott Hale

#### Fall Semester\*

DET 1114: Fundamentals of Equipment Mechanics	4 <sup>CC</sup>
DET 1223: Electrical / Electronic Systems I	3 <sup>CC</sup>
DET 1364: Diesel Systems I	4 <sup>CC</sup>
DET 1513: Hydraulics I	3 <sup>CC</sup>
DET 1713: Transportation Power Train	3 <sup>CC</sup>
Total Hours .....	17

#### Summer Semester\*

DET 1373: Diesel Systems II	3 <sup>TC</sup>
DET 2383: Diesel Systems III	3 <sup>TC</sup>
DET 2523: Heavy Equipment Power Train	3 <sup>TC</sup>
Total Hours .....	9

#### Spring Semester\*

DET 1263: Electrical / Electronic Systems II	3 <sup>CC</sup>
DET 1614: Preventative Maintenance and Service	4 <sup>CC</sup>
DET 1813: Air Conditioning and Heating Systems	3 <sup>CC</sup>
DET 2253: Steering and Suspension Systems	3 <sup>TC</sup>
DET 2273: Electrical / Electronic Systems III	3 <sup>TC</sup>
DET 2623: Advanced Brake Systems (Air)	3 <sup>CC</sup>
Total Hours .....	19

#### Fall Semester

ENG 1113: English Composition I †	3 <sup>AAS</sup>
Social/Behavioral Science Elective	3 <sup>AAS</sup>
Required Math or Lab-Based Science ‡	3-4 <sup>AAS</sup>
SPT 1113: Public Speaking I †	3 <sup>AAS</sup>
Humanities/Fine Arts Elective	3 <sup>AAS</sup>
Total Hours .....	15-16

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

<sup>TC</sup> Technical Certificate Required Courses (Career Certificate Courses + 15 Hours)

<sup>AAS</sup> Associate of Applied Science Degree Required Courses (Career + Technical Certificate Courses + 15/16 Hours)

\*DET Coursework must be completed in sequence starting in the Fall Semester

†An ACT English sub score of 16 or higher is required for ENG 1113 and SPT 1113. A sub score of 15 or lower will require completion of ENG 0123 with a grade of "C" or higher to enroll in ENG 1113 and SPT 1113. ENG 1033 may be taken in lieu of ENG 1113, but ENG 1033 will not transfer to a baccalaureate institution.

‡An ACT Math sub score of 19 or higher is required for MAT 1313. A sub score of 18 or lower will require completion of MAT 1233 with a grade of "C" or higher to enroll in MAT 1313. MAT 1753 may be taken in lieu of MAT 1313.

## EAST CENTRAL COMMUNITY COLLEGE

# CAREER PROGRAMS

The following East Central Community College Career Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each career and related fields, as well as laboratory experiences are given each student. A career learning lab is provided to enhance instruction in reading and mathematics.

### CARPENTRY TECHNOLOGY (CCT)

Advisor: James Boykin

The Carpentry Technology program is designed to prepare the student for entry-level employment. It provides training in the basic and advanced skills needed to have a successful career in the field of residential carpentry. The training in this course is centered around technical knowledge and hands-on experience in all the stages of construction from foundations and framing to finish carpentry and cabinet making.

Fall Semester		Spring Semester	
CCT 1116: Foundations	6 <sup>CC</sup>	CCT 1133: Blueprint Reading	3 <sup>CC</sup>
CCT 1163: Construction Math	3 <sup>CC</sup>	CCT 1245: Ceiling and Roof Framing	5 <sup>CC</sup>
CCT 1236: Floor and Wall Framing	6 <sup>CC</sup>	CCT 1315: Interior / Exterior Finishing & Cabinet Installation	5 <sup>CC</sup>
		Technical Elective*	3 <sup>CC</sup>
Total Hours .....	15	Total Credit Hours .....	16

<sup>CC</sup> Career Certificate Required Courses (31 Hours)

\*Technical Electives may be chosen from the following courses:

CCT 1213: Construction Materials  
DDT 1213: Construction Materials  
DDT 1413: Elementary Surveying  
MMT 2513: Entrepreneurship  
SSP 1003: Smart Start Pathway – Instructor Approved  
WBL 1913, 1923, 2913, 2923: Work-Based Learning – Instructor Approved  
Other Courses Pending Instructor Approval

## EAST CENTRAL COMMUNITY COLLEGE

### COSMETOLOGY

(COV)

Advisor: Mrs. Aubrie Howell

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the state. A student enrolling must be at least 17 years of age and must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 70 in theory and skill to be eligible for State Board Examination in order to attain a license. Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

#### Fall Semester\*

COV 1122: Cosmetology Orientation	2
COV 1245: Cosmetology Science I	5
COV 1426: Hair Care I	6
COV 1522: Nail Care I	2
COV 1622: Skin Care I	2
Total Credit Hours .....	17

#### Spring Semester\*

COV 1255: Cosmetology Science II	5
COV 1436: Hair Care II	6
COV 1532: Nail Care II	2
COV 1632: Skin Care II	2
COV 1722: Salon Business I	2
Total Credit Hours .....	17

#### Summer Semester\*

COV 1263: Cosmetology Sciences III	3
COV 1443: Hair Care III	3
COV 1542: Nail Care III	2
COV 1642: Skin Care III	2
COV 1732: Salon Business II	2
Total Credit Hours .....	12

\*Coursework must be completed in sequence starting in the Fall Semester

## COSMETOLOGY TEACHER TRAINING

(CTT)

Advisor: Mrs. Aubrie Howell

#### First Semester\*

COV 2816: Teacher Training I	6
COV 2826: Teacher Training II	6
Total Credit Hours .....	12

#### Second Semester\*

COV 2836: Teacher Training III	6
COV 2846: Teacher Training IV	6
Total Credit Hours .....	12

#### Third Semester\*

COV 2856: Teacher Training V	6
COV 2866: Teacher Training VI	6
Total Credit Hours .....	12

\*Course offerings will be subject to availability of applicants and consent of the instructor.

#### Eligibility Requirements for Instructor

1. Eligibility requirements that must be met in order to take the examination:

- Must be at least 21 years of age.
- Must be able to read, write, and speak English.
- Must possess a high school education or its equivalency.
- Must possess a current Mississippi practitioner's license.
- Must have completed six (6) semester hours in college courses approved by the Board.
- Must have successfully completed a course of training for which application for licensure is being made.
- Must have the following hours of instructor training:
  - Cosmetologist - 1,000 hours of instructor training in a 28 licensed school of cosmetology.
  - Esthetician - 1,000 hours of instructor training in a licensed school in which the practice of esthetics is taught.
  - Manicurist - 1,000 hours of instructor training in a licensed school in which the practice of manicuring is taught.
- Must have attended at least one mandatory Board approved "Methods of Teaching" Seminar, earning a minimum of five (5) continuing education hours.

## EAST CENTRAL COMMUNITY COLLEGE

### WELDING & CUTTING (WLT)

Advisor: Mr. Gerald Jordan

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

#### Fall Semester\*

WLT 1115: Shielded Metal Arc Welding I	5 <sup>CC</sup>
WLT 1172: Introduction to Welding Safety	2 <sup>CC</sup>
WLT 1225: Shielded Metal Arc Welding II	5 <sup>CC</sup>
WLT 1313: Cutting Processes	3 <sup>CC</sup>

Total Credit Hours ..... 15

#### Spring Semester\*

WLT 1125: Gas Metal Arc Welding	5 <sup>CC</sup>
WLT 1135: Gas Tungsten Arc Welding	5 <sup>CC</sup>
WLT 1143: Flux Core Arc Welding	3 <sup>CC</sup>
WLT 1232: Blueprint Reading, Welding Symbols, and Metallurgy	2 <sup>CC</sup>

Total Credit Hours ..... 15

\*Coursework must be completed in sequence starting in the Fall Semester.

<sup>CC</sup> Career Certificate Required Courses (30 Hours)

## **EAST CENTRAL COMMUNITY COLLEGE**

### **CHAPTER 6**

### **DESCRIPTION OF COURSES**

### **UNIVERSITY PARALLEL**

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community and Junior Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally, courses required or recommended for freshmen begin with a 1, and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the Uniform Numbering System and are intended to be equivalent to those courses at the same level at four-year institutions.

#### **ACCOUNTING**

**ACC 2213 — PRINCIPLES OF ACCOUNTING I** — This course is a study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. Three semester hours credit.

**ACC 2223 — PRINCIPLES OF ACCOUNTING II** — (Prerequisite: ACC 1213). This course is a continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three semester hours credit.

#### **AGRICULTURE**

**AGR 1112 — SURVEY OF AGRICULTURE** — An introductory course covering the general functions, organization, and operation of the agricultural industry in both national and international settings.

**AGR 2314 — BASIC SOILS** — This course is 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. Two hours lab. Four semester hours credit.

#### **ART**

**ART 1113 — ART APPRECIATION** — This course is designed to provide an understanding and appreciation of the visual arts. Three semester hours credit.

**ART 1313 — DRAWING I** — This course is an introduction to the basic principles and materials of drawing. Emphasis will be on observational drawing and black and white media. Three semester hours credit.

**ART 1323 — DRAWING II** — This course is a continuation of skills from Drawing 1 with an introduction to color and further study of composition. Three semester hours credit.

**ART 1433 — DESIGN I** — This course is designed to provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Three semester hours credit.

**ART 1443 — DESIGN II** — This course is designed to provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Continuation of Design I with emphasis in color theory. Three semester hours credit.

**ART 1453 — THREE DIMENSIONAL DESIGN** — This course is designed to provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Three semester hours credit.

## EAST CENTRAL COMMUNITY COLLEGE

ART 2513 — PAINTING I — This course is an introduction to painting compositions and techniques. Three semester hours credit.

ART 2713 — ART HISTORY I — This course is a survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three semester hours credit.

ART 2723 — ART HISTORY II — This course is a survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three semester hours credit.

## BIOLOGY

BIO 1111 — PRINCIPLES OF BIOLOGY I, Laboratory — This course is a laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture. One semester hour credit.

BIO 1113 — PRINCIPLES OF BIOLOGY I, Lecture — This course is a lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Three semester hours credit.

BIO 1114 — PRINCIPLES OF BIOLOGY I, Lecture and Laboratory — This course is a combined lecture and laboratory course for non-science majors that introduces 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. Four semester hours credit.

BIO 1121 — PRINCIPLES OF BIOLOGY II, Laboratory — This course is a laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture. One semester hour credit.

BIO 1123 — PRINCIPLES OF BIOLOGY II, Lecture — This course is a lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Three semester hours credit.

BIO 1124 — PRINCIPLES OF BIOLOGY II, Lecture and Laboratory — This course is a combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1131 — GENERAL BIOLOGY I LAB — This course is a laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I. One semester hour credit.

BIO 1133 — GENERAL BIOLOGY I — This course is a lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three semester hours credit.

BIO 1134 — GENERAL BIOLOGY I, Lecture and Laboratory — This course is a combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1141 — GENERAL BIOLOGY II LAB — This course is a laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II. One semester hour credit.

BIO 1143 — GENERAL BIOLOGY II — This course is a lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms



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and viruses, study of animals and plants including their basic anatomy and physiology. Three semester hours credit.

BIO 1144 — GENERAL BIOLOGY II, Lecture and Laboratory — A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1211 — ENVIRONMENTAL SCIENCE, Laboratory — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213 Environmental Science, Lecture. One semester hour credit.

BIO 1213 — ENVIRONMENTAL SCIENCE, Lecture — This course is a lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Three semester hours credit.

BIO 1214 — ENVIRONMENTAL SCIENCE, Lecture and Laboratory — This course is a combined lecture and laboratory course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 1311 — BOTANY I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I. One semester hour credit.

BIO 1313 — BOTANY I — This course is a lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Three semester hours credit.

BIO 1321 — BOTANY II LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 Botany II. One semester hour credit.

BIO 1323 — BOTANY II — This course is a lecture course that emphasizes classification and identification of plants. Pre-requisite: BIO 1313/1311. Three semester hours credit.

BIO 1613 — NUTRITION — This course is a lecture course covering the nutrients required for normal growth and prevention of major chronic disease, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption and their applications for healthcare providers. Three semester hours credit.

BIO 2311 — DENDROLOGY LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2313 Dendrology. One semester hour credit.

BIO 2313 — DENDROLOGY — This course is a lecture course concerning the taxonomy, morphology, ecology, and identification of woody plants. Three semester hours credit.

BIO 2314 — DENDROLOGY W/LAB — This course is a combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of woody plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Four semester hours credit.

BIO 2411 — ZOOLOGY I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I. One semester hour credit.

BIO 2413 — ZOOLOGY I — This course is a lecture course that includes in-depth studies of phylogeny and classification systems, protozoa and major invertebrate phyla. Three semester hours credit.

BIO 2421 — ZOOLOGY II LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II. One semester hour credit.

BIO 2423 — ZOOLOGY II — This course is a lecture course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Three semester hours credit.

BIO 2511 — ANATOMY AND PHYSIOLOGY I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I.

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One semester hour credit.

**BIO 2513 — ANATOMY AND PHYSIOLOGY I** — This course is a lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Prerequisite: Grade of C or better in the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

**BIO 2514 — ANATOMY AND PHYSIOLOGY I, Lecture and Laboratory** — This course is 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. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Microbiology (BIO 2923 & 2921) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Four semester hours credit.

**BIO 2521 — ANATOMY AND PHYSIOLOGY II LAB** — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II. One semester hour credit.

**BIO 2523 — ANATOMY AND PHYSIOLOGY II** — This course is a lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: Grade of C or better in Anatomy & Physiology I (BIO 2513 & 2511). Four semester hours credit.

**BIO 2524 ANATOMY AND PHYSIOLOGY II, Lecture and Laboratory** — This course is a combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human 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. Prerequisite: Grade of C or better in Human Anatomy and Physiology I (BIO 2513 & 2511). Four semester hours credit.

**BIO 2921 — MICROBIOLOGY LAB** — This course is a laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. One semester hour credit.

**BIO 2923 — MICROBIOLOGY** — This course is a lecture course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I (BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Three semester hours credit.

**BIO 2924 — MICROBIOLOGY, Lecture and Laboratory** — This course is a lecture course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Prerequisite: Grade of C or better in any of the following courses: General Biology (BIO 1133 & 1131 or BIO 1143 & 1141), Zoology (BIO 2413 & 2411 or BIO 2423 & 2421) or General Chemistry (CHE 1213 & 1211), Anatomy and Physiology I (BIO 2513 & BIO 2511) or General Botany (BIO 1313 & BIO 1311) or ACT science score of 18, or prior admittance into either the Associated Degree Nursing Program or Surgical Technology Program at ECCC. Four semester hours credit.

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### BUSINESS ADMINISTRATION

- BAD 1113 — INTRODUCTION TO BUSINESS — 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 semester hours credit.
- BAD 1121 — BUSINESS SEMINAR I — This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions, which includes student participation and guest speakers. One hour lecture. One semester hour credit.
- BAD 2323 — BUSINESS STATISTICS - This course is an Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Topics include: Describe data sets, calculate measures of central tendency and variability, apply probability calculations, differentiate between continuous and discrete distributions, calculate confidence intervals, perform hypothesis testing. (Pre-requisites: MAT 1313 College Algebra or MAT1343 Pre-Calculus.) Three lecture hours. Three semester hours.
- BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS I — This course is an introduction to interrelationships of law and society, jurisprudence and business. Topics include and introduction to law, law of contracts, agency, and employment. Three semester hours credit.
- BAD 2513 — PRINCIPLES OF MANAGEMENT — This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lecture hours. Three semester hours credit.
- BAD 2613 — ENTREPRENEURSHIP — This course is an applied business administration course designed to integrate the key principles of business planning, marketing, staffing, financing, management, and information systems to the task of starting, operating, and/or expanding a small business. Three lecture hours. Three semester hours credit.
- BAD 2713 — PRINCIPLES OF REAL ESTATE — This course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title. Three lecture hours. Three semester hours credit.

### CHEMISTRY

- CHE 1211 — GENERAL CHEMISTRY I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I. Co-requisite: CHE 1213 General Chemistry I. One semester hour credit.
- CHE 1213 — GENERAL CHEMISTRY I — This course is 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. Co-requisite: CHE 1211 General Chemistry I Lab and MAT 1313 College Algebra or MAT 1343 Pre-calculus. Three semester hours credit.
- CHE 1221 — GENERAL CHEMISTRY II LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II. Co-requisite: CHE 1223 General Chemistry II. One semester hour credit.
- CHE 1223 — GENERAL CHEMISTRY II — This course is a lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry, Prerequisite: Grade of C or better in General Chemistry I (CHE 1213 & 1211). Co-requisite: CHE 1221 General Chemistry II Lab. Three semester hours credit.
- CHE 2421 — ORGANIC CHEMISTRY I LAB — 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. Co-requisite: CHE 2423 Organic Chemistry I. One semester hour credit.
- CHE 2423 — ORGANIC CHEMISTRY I — This course is a lecture course that covers carbon chemistry, bonding structure, and behavior, aliphatic compounds, stereochemistry reaction mechanisms, and an introduction to spectroscopic methods. Prerequisite: Grade of C or better in General Chemistry II (CHE 1223 & 1221). Co-

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requisite: CHE 2421 Organic Chemistry I Lab. Three semester hours credit.

CHE 2431 — ORGANIC CHEMISTRY II LAB — 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. Co-requisite: CHE 2433 Organic Chemistry II. One semester hour credit.

CHE 2433 — ORGANIC CHEMISTRY II — A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, and reaction mechanisms.. Prerequisite: Grade of C or better in Organic Chemistry I (CHE 2423 & 2421). Co-requisite: CHE 2431 Organic Chemistry II Lab. Three semester hours credit.

## **COMMUNICATIONS**

COM 2463 — WRITING FOR THE ELECTRONIC MEDIA — Introductory course to teach the basic skills of broadcast writing, reporting, and production.

## **COMPUTER SCIENCE**

CSC 1113 — COMPUTER CONCEPTS — This course is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture with open lab. Three semester hours credit.

CSC 1123 — COMPUTER APPLICATIONS I — This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture with open lab. Three semester hours credit.

CSC 1133 - COMPUTER APPLICATIONS II - This course is a continuation of CSC 1123 with concentration on advanced computer applications and emerging technology. (Prerequisite: CSC 1123). Three hours lecture with open lab. Three semester hours credit.

CSC 1213 — VISUAL BASIC COMPUTER PROGRAMMING I — This course is designed to introduce the writing of event-driven programs using the Visual Basic computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture with integrated lab components. Three lecture hours. Three semester hours credit.

CSC 1613 — COMPUTER PROGRAMMING I — This course is an introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. Three lecture hours. Three semester hours credit.

CSC 2134 — PROGRAMMING I with C++ — This course is 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. Prerequisite: previous programming experience. Three-hour lecture and a required lab component. Four semester hours credit.

CSC 2144 — PROGRAMMING II with C++ — 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. Prerequisite: CSC 2134. Three hour lecture and a required lab component. Four semester hours credit.

## **CRIMINAL JUSTICE**

CRJ 1313 — INTRODUCTION TO CRIMINAL JUSTICE — This course is a study of history, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture. Three semester hours credit.



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- CRJ 1323 — POLICE ADMINISTRATION AND ORGANIZATION — This course is a study of principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture. Three semester hours credit.
- CRJ 1363 — INTRODUCTION TO CORRECTIONS — This course is an overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system. Three hours lecture. Three semester hours.
- CRJ 1383 — CRIMINOLOGY — This course is the study of criminal behavior to include theories, statistics, and trends of criminal behavior. Three hours lecture. Three semester hours.
- CRJ 2213 — TRAFFIC LAW — This course is an examination of the role of law enforcement in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three hours lecture. Three semester hours.
- CRJ 2313 — POLICE OPERATIONS — This course is a study of the operation of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three hours lecture. Three semester hours.
- CRJ 2323 — CRIMINAL LAW — This course is a study of the basic elements of substantive criminal law including defenses to criminal liability. Three hours lecture. Three semester hours.
- CRJ 2333 — CRIMINAL INVESTIGATION — This course is a study of principles of investigation; proper collection, documentation, and preservation of evidence. Three hours lecture. Three semester hours.
- CRJ 2393 — SURVEY OF CRIMINALISTICS — This course is the study and application of scientific evidence collection through various projects. Three hours lecture. Three semester hours.
- CRJ 2513 — JUVENILE JUSTICE — This course is the study of the organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture. Three semester hours.
- CRJ 2623 — ASSETS PROTECTION — This course is a study of security awareness of management and employees; vulnerability training; internal/external theft and fraud; disaster control; physical security planning; investigation; guard protection; and alcohol and drug abuse in work place. Three hours lecture. Three semester hours.

## **EDUCATION**

- EDU 1613 — FOUNDATIONS IN EDUCATION — Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience.

## **ECONOMICS**

- ECO 2113 — PRINCIPLES OF MACROECONOMICS — This course is the study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three lecture hours. Three semester hours credit.
- ECO 2123 — PRINCIPLES OF MICROECONOMICS — This course is 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 lecture hours. Three semester hours credit.

## **ENGINEERING**

- EGR 2413 — ENGINEERING MECHANICS (STATICS) — This course is the study of equilibrium of point objects and extended objects in two- and three-dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Prerequisites: MAT 1623 and PHY 2513. Three hours lecture. Three semester hours credit.

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### **EDUCATIONAL PSYCHOLOGY**

EPY/PSY 2513 — CHILD PSYCHOLOGY — This course is a study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial, and cognitive development. Three hours lecture. Three semester hours credit.

EPY/PSY 2523 — ADOLESCENT PSYCHOLOGY — This course is a study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial, and cognitive development. Three semester hours credit.

EPY/PSY 2533 — HUMAN GROWTH AND DEVELOPMENT — This course is a study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial, and cognitive development. Three hours lecture. Three semester hours credit.

### **ENGLISH**

ENG 0123 — INTERMEDIATE ENGLISH — This course is designed to advance students to college level writing skills and reading strategies. Three semester hours credit. Required for students with an ACT English score of 13 or lower. This course does not satisfy degree or program requirements for graduation.

ENG 1033—Technical Writing—This course is designed specifically for Career Tech students who are pursuing the A.A.S. degree. In this course, students will focus on appropriate writing for business and industry and will produce technical documents, which may include resumes, letters, emails, memos/reports, proposals, multimedia presentations, and other related documents. This course will be accepted for this degree but is not university transfer. Three lecture hours. Three hours credit.

ENG 1113 — ENGLISH COMPOSITION I — This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Prerequisite: Completion of ENG 0114 and/or ENG 0124 with a grade of “C” or better, or ACT English score of 17. Three lecture hours. Three semester hours credit.

ENG 1113 CR — ENGLISH COMPOSITION I WITH THE CO-REQUISITE COMPONENT — This course is designed for students with an English ACT sub-score of 14, 15, or 16. CR courses meet 3 times per week: two days in class and one day for individualized instruction. Taking a CR course allows the student to by-pass Intermediate English and to receive 3 hours credit for English Composition I upon successful completion.

ENG 1123 — ENGLISH COMPOSITION II — This course is a continuation of English Composition I with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113 with a grade of “C” or better. Three lecture hours. Three semester hours credit.

ENG 2133 — CREATIVE WRITING — This course involves reading and writing poetry, short fiction, and/or other genres. Three lecture hours.. Three semester hours credit.

ENG 2153 — TRADITIONAL GRAMMAR — This course focuses on the basic elements of English grammar and mechanics. Three lecture hours. Three semester hours credit.

ENG 2223 — AMERICAN LITERATURE I — This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — This course surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2323 — BRITISH LITERATURE I — This course surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2333 — BRITISH LITERATURE II — This course surveys British literature from the Romantic Period to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2423 — WORLD LITERATURE I — This course surveys texts representative of global, historical, and



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cultural diversity from the ancient world through the early modern world. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2433 — WORLD LITERATURE II — This course surveys texts representative of global, historical, and cultural diversity from the Enlightenment Period to the present. Prerequisites: ENG 1113 and ENG 1123 with a grade of C or better. Three lecture hours. Three semester hours credit.

ENG 2613 — FILM AS LITERATURE — This course involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Prerequisites: ENG 1113 with a grade of C or better. Three lecture hours. Three semester hours credit.

## **GEOGRAPHY**

GEO 1113 — WORLD REGIONAL GEOGRAPHY — This course is a regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

GEO 1123 — PRINCIPLES OF GEOGRAPHY — This course is the study of the basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of human physical and cultural landscapes. Three semester hours credit.

## **GEOLOGY**

GLY 1113 — PHYSICAL GEOLOGY — The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Three lecture hours. Three semester hours credit.

## **GRAPHICS AND DRAWING**

GRA 1143 — GRAPHIC COMMUNICATION I — This course is the study of instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. Three lecture hours. Three semester hours credit.

## **HEALTH, PHYSICAL EDUCATION, AND RECREATION**

HPR 1111 — GENERAL PHYSICAL EDUCATION ACTIVITIES I — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 1121 — GENERAL PHYSICAL EDUCATION ACTIVITIES II — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 1131 — VARSITY SPORTS I — This course includes the participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS II — This course includes the participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH I — The course is the application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lecture hours. Three semester hours credit. One semester hour credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — This course is the introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lecture hours. Three semester hours credit.

HPR 1551 — FITNESS AND CONDITIONING TRAINING I — This course includes the instruction and

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practice of basic principles of fitness and conditioning through a variety of exercise and activities. Two hours laboratory. One semester hour credit.

HPR 1561 — FITNESS AND CONDITIONING TRAINING II — This course includes the instruction and practice of basic principles of fitness and conditioning through a variety of exercise and activities. Two hours laboratory. One semester hour credit.

HPR 2111 — GENERAL PHYSICAL EDUCATION ACTIVITIES III — This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 2121 — GENERAL PHYSICAL EDUCATION ACTIVITIES IV— This course is designed to give students a modern concept of physical education and recreation by developing body skills. One semester hour credit.

HPR 2131 — VARSITY SPORTS III — This course includes the participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2141 — VARSITY SPORTS IV — This course includes the participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 2213 — FIRST AID & CPR — This course includes the instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lecture hours. Three semester hours credit.

HPR 2323 — RECREATION LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lecture hours. Three semester hours credit.

HPR 2423 — FOOTBALL THEORY — This course is the theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Three lecture hours. Three semester hours credit.

HPR 2433 — BASKETBALL THEORY — This course is the theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lecture hours. Three semester hours credit.

HPR 2453 — BASEBALL THEORY — This course is the theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lecture hours. Three semester hours credit.

HPR 2493 — SOFTBALL THEORY — This course is the study of philosophies and methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lecture hours. Three semester hours credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING III — This course includes the instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING IV — This course includes the instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Two hours laboratory. One semester hour credit.

HPR 2723 — PREVENTION & CARE OF ATHLETIC INJURIES — This course is the study of theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three lecture hours. Three semester hours credit.

HPR 2733 — INTRODUCTION TO ATHLETIC TRAINING — This course includes an introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation, and competencies with 50 observational/experience hours under a Board of Certification (BOC) certified athletic trainer. This course is recommended for Athletic Training majors. Three lecture hours. Three semester hours credit.

## HISTORY

HIS 1113 — WESTERN CIVILIZATION I — This is a general survey of Western Civilization from ancient times to mid-seventeenth century. Three semester hours credit.

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**HIS 1123 — WESTERN CIVILIZATION II** — This course is a general survey of Western Civilization since the seventeenth century. Three semester hours credit.

**HIS 1163 — WORLD CIVILIZATIONS I** — This course is a general survey of history from ancient times to the 1500s. Three lecture hours. Three semester hours credit.

**HIS 1173 — WORLD CIVILIZATIONS II** — This course is a general survey of history from ancient times to the 1500s to modern times. Three lecture hours. Three semester hours credit.

**HIS 1613 — AFRICAN AMERICAN HISTORY** — This is a survey course of African American History from Africa origins to modern times. Prerequisites: Any one of the following, with a grade of C or better. HIS 2213,2223, or HIS 1113,1123. Three lecture hours. Three semester hours credit.

**HIS 2213 — AMERICAN (U.S.) HISTORY I** — This course is a survey of American (U.S.) history to 1877. Three lecture hours. Three semester hours credit.

**HIS 2223 — AMERICAN (U.S.) HISTORY II** — This course is a survey of American (U.S.) history since 1865. Three lecture hours. Three semester hours credit.

**HIS 2813 — FILM AND MUSIC AS HISTORY** — This course involves the study of feature films, music, and television as a form of historical interpretation and expression within American History. Prerequisites: Any one of the following, with a grade of C or better. HIS 2213,2223, or HIS 1113,1123. Three lecture hours. Three semester hours credit.

## **HOME ECONOMICS**

**FCS 1233 — PRINCIPLES OF NUTRITION** — This course is a study of nutrients required for growth and optimal health emphasizing recommended nutrient intake, food selection, digestion, absorption, transport, metabolism, and function. Three semester hours credit.

**FCS 1253 — NUTRITION** — This course is 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 lecture hours. Three semester hours credit.

## **HUMANITIES**

**HUM 1113 — HUMANITIES** — This course is the study of the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities. Humanities I provides an overview of history's most memorable achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Prehistoric Era to the Renaissance. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. Three lecture hours. Three semester hours credit.

## **JOURNALISM**

**JOU 1111 (112, 211, 212) — COLLEGE PUBLICATIONS** — Laboratory courses designed to give practical experience in working with college newspaper and yearbook production.

## **LEADERSHIP**

**LEA 1811 — LEADERSHIP AND ORGANIZATION SKILLS I** — This course is a study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. One semester hour credit.

**LEA 1821 — LEADERSHIP AND ORGANIZATION SKILLS II** — This course is a continued study of LEA 1811, ice breakers; non-verbal communication; role of functions in groups; power; time management; stress

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management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One semester hour credit.

**LEA 2811 — LEADERSHIP AND ORGANIZATIONAL SKILLS III** — This course is a continued study of LEA 1811, LEA 1821; participates fully in class; experiential roles chairing committees and events; lead decision making techniques; consensus; brain storming; observe and give feedback to group on role functions in group; lead planning and goal setting groups; and presentation of leadership topics. One semester hour credit.

**LEA 2821 — LEADERSHIP AND ORGANIZATIONAL SKILLS IV** — This course is the continuation of activities and events of LEA 1811, LEA 1821, and LEA 2811; emphasizing servant leadership. One semester hour credit.

## **LIBRARY SCIENCE**

**LIS 1121 — BASIC LIBRARY RESEARCH** — This course is the study of the skills necessary to navigate various information resources and evaluate materials found. This includes using state-provided resources like MAGNOLIA and MELO. The course will focus on the paper writing process by finding and evaluating sources, discussing plagiarism and copyright, citing information, and annotating bibliographies. One semester hour credit.

## **LEARNING AND LIFESKILLS**

**LLS 1151 — COLLEGE LIFE** — This course is a study of how 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. One semester hour credit.

**LLS 1313 — FIRST YEAR EXPERIENCE** — (The Warrior Path to Success) — This course will be required of all new students beginning fall 2021. ECCC will offer practical and applicable financial-oriented content to first-time college students, concentrating on options for paying for college through the completion of student educational pathways, as well as strategies for lifelong economic well-being. Delivered through a freshman orientation course with credits counting toward graduation, the goal is to prepare students for their college journey and beyond with real-world knowledge gained in an engaging setting with personalized attention. Two lecture hours. Two semester hours credit.

**LLS 1321 — CAREER EXPLORATION** — 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 semester hour credit.

**LLS 1411 — IMPROVEMENT OF STUDY** — 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. One semester hour credit.

**LLS 1423 — COLLEGE STUDY SKILLS** — This course is an advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college level courses, both graduate and undergraduate. Three semester hours credit.

## **MATHEMATICS**

**MAT 1233 - INTERMEDIATE ALGEBRA** - This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three lecture hours. Three semester hours credit. This course does not satisfy degree or program requirements for graduation.

**MAT 1313 – COLLEGE ALGEBRA** – This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher-order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisites: Grade of “C” or better in MAT 1233 or ACT Math Score of 19. Three lecture hours. Three semester hours credit.

**MAT 1323 — TRIGONOMETRY** — This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Pre/Co-requisite: Grade of “C” or better in MAT 1313. Three lecture



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hours. Three semester hours credit.

**MAT 1343 – PRE-CALCULUS** – This course is a review of college algebra and trigonometry in preparation for Calculus I. Topics include algebraic functions, algebraic equations, logarithmic and exponential functions, trigonometric functions, trigonometric equations, and graphs of functions. Prerequisites: ACT math sub score of at least 25 and a grade of “C” or better in Algebra I, Algebra II and Trigonometry in high school OR grade of “C” or better in both MAT 1313 and MAT 1323 OR grade of “C” or better in MAT 1313 with Co-requisite MAT 1323. Three lecture hours. Three semester hours credit.

**MAT 1513 – BUSINESS CALCULUS I** – This course is a study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: Grade of “C” or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

**MAT 1613 – CALCULUS I** – This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; and applications. Prerequisites: Grade of “C” or better in MAT 1313 and MAT 1323 or grade of “C” or better in MAT 1343. Three lecture hours. Three semester hours credit.

**MAT 1623 – CALCULUS II** – This course includes the following topics: antiderivatives, the definite integral, indefinite integrals, techniques of integration, and applications. Grade of “C” or better in MAT 1613. Three lecture hours. Three semester hours credit.

**MAT 1723 – REAL NUMBER SYSTEM** – This course is designed for elementary and special education majors. Topics include set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: Grade of “C” or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

**MAT 1733 – GEOMETRY, MEASUREMENT, AND PROBABILITY** – This course is designed for elementary and special education majors. Topics include geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics, and probability. Prerequisite: Grade of “C” or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

**MAT 1743 – PROBLEM SOLVING WITH REAL NUMBERS** – This course is designed for elementary and special education majors. Topics include logic, applications of real numbers, probability, and statistics. Prerequisite: Grade of “C” or better in MAT 1313 or MAT 1343. Three lecture hours. Three semester hours credit.

**MAT - 1753 - Quantitative Reasoning** - This course is 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. Pre Requisite: ACT Math Score of 16 or higher, SREB math score of 80 or higher, or completion of MAT 1233 with a “C” or better or minimum Accuplacer Score required for MAT 1313.

**MAT 2113 – INTRODUCTION TO LINEAR ALGEBRA** – This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors. Prerequisite: Grade of “C” or better in MAT 1623. Three lecture hours. Three semester hours credit.

**MAT 2323- STATISTICS** – This course is an introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Pre-requisites: MAT 1313 or MAT 1343. Three lecture hours. Three semester hours.

**MAT 2613 – CALCULUS III** – This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite sequences and series; Taylor polynomial, vectors and geometry of space. Prerequisite: Grade of “C” or better in MAT 1623. Three lecture hours. Three semester hours credit.

**MAT 2623 – CALCULUS IV** – This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces, line integrals, and divergence theorem. Prerequisite: Grade of “C” or better in MAT 2613. Three lecture hours. Three semester hours credit.

**MAT 2913 — DIFFERENTIAL EQUATIONS** — This course includes the following topics: solutions of first and higher order differential equations; existence theorems; Laplace transforms; applications. Pre/Co-requisite: Grade of “C” or better in MAT 2623. Three lecture hours. Three semester hours credit.

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### **MODERN FOREIGN LANGUAGE**

**MFL 1213 — SPANISH I** — This course stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Prerequisite: None. Three semester hours credit.

**MFL 1223 — SPANISH II** — This course is a continuation of MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: MFL 1213 or one unit of high school Spanish. Three semester hours credit.

**MFL 2213 — SPANISH III** — This course is a continuation of MFL 1223 with additional materials of literary and cultural value. Prerequisite: MFL 1223 or two units of high school Spanish. Three semester hours credit.

**MFL 2223 — SPANISH IV** — This course is a continuation of MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite: MFL 2213. Three semester hours credit.

**MFL 2513—Occupational Spanish**—This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. This course specializes in medical terminology. This course is not a substitute for Spanish I or Spanish II. It is a Humanities elective that transfers to the university. Three lecture hours. Three hours credit.

### **MUSIC APPLIED**

(Brass, Guitar, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

**MUA 1141 — ELECTIVE BRASS I** — This course is the study of 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 semester hour credit.

**MUA 1151 — ELECTIVE BRASS II** — This course is the study of 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 semester hour credit.

**MUA 1172 — BRASS FOR MUSIC EDUCATION MAJORS I** — This course is the study of brass instruction for music education majors with 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 semester hours credit.

**MUA 1182 — BRASS FOR MUSIC EDUCATION MAJORS II** — This course is the study of brass instruction for music education majors with 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 semester hours credit.

**MUA 1241 — ELECTIVE GUITAR I** — This course is the study of guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One semester hour credit.

**MUA 1251 — ELECTIVE GUITAR II** — This course is the study of guitar instruction for non-music majors and music majors who wish to

take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One semester hour credit.

**MUA 1272 — GUITAR FOR MUSIC EDUCATION MAJORS I** — This course is the study of guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two semester hours credit.

**MUA 1282 — GUITAR FOR MUSIC EDUCATION MAJORS II** — This course is the study of guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and



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performance of standard literature. Two semester hours credit.

MUA 1411 — CLASS PERCUSSION I — This course is the study of percussion 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 interest in playing. One semester hour credit.

MUA 1421 — CLASS PERCUSSION II — This course is the study of percussion 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 interest in playing. One semester hour credit.

MUA 1441 — ELECTIVE PERCUSSION I — This course is the study of percussion instruction for non-percussion/ music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One semester hour credit.

MUA 1451 — ELECTIVE PERCUSSION II — This course is the study of percussion 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 interest in playing. One semester hour credit.

MUA 1472 — PERCUSSION FOR MUSIC EDUCATION I — This course is the study of 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 semester hours credit.

MUA 1482 — PERCUSSION FOR MUSIC EDUCATION II — This course is the study of 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 semester hours credit.

MUA 1511 — CLASS PIANO FOR MUSIC MAJORS I — This course is 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 semester hour credit.

MUA 1521 — CLASS PIANO FOR MUSIC MAJORS II — This course is 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 semester hour credit.

MUA 1541 — PIANO FOR NON-MUSIC MAJORS I — This course is individual piano instruction for non-music majors. One semester hour credit.

MUA 1542 — PIANO FOR VOICE MAJORS I — This course is individual piano instruction for voice majors. Two semester hours credit

MUA 1551 — PIANO FOR NON-MUSIC MAJORS II — This course is individual piano instruction for non-music majors. One semester hour credit.

MUA 1552 — PIANO FOR VOICE MAJORS II — This course is individual piano instruction for voice majors. Two semester hours credit

MUA 1571 — PIANO FOR NON-KEYBOARD MUSIC MAJORS I — This course is individual piano instruction for non-keyboard music majors. One semester hour credit.

MUA 1572 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) I — This course is individual piano instruction including technique, appropriate repertoire, and memorization. Two semester hours credit.

MUA 1581 — PIANO FOR NON-KEYBOARD MUSIC MAJORS II — This course is individual piano instruction for non-keyboard music majors. One semester hour credit.

MUA 1582 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) II — This course is individual piano instruction including technique, appropriate repertoire, and memorization. Two semester hours credit.

MUA 1641 — STRINGS FOR NON-MAJORS (ELECTIVE STRINGS) I — This course is the study of bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. One semester hour credit.

MUA 1651 — STRINGS FOR NON-MAJORS (ELECTIVE STRINGS) II — This course is the study of bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. One semester hour credit.

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- MUA 1673 — STRINGS FOR MUSIC MAJORS I — This course is the study of bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Two semester hours credit.
- MUA 1683 — STRINGS FOR MUSIC MAJORS II — This course is the study of bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Two semester hours credit.
- MUA 1711 — CLASS VOICE I — This course a class course that 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 semester hour credit.
- MUA 1721 — CLASS VOICE II — This course is a voice class that 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 semester hour credit.
- MUA 1741 — VOICE FOR NON-VOCAL MAJORS I — This course is voice class 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 semester hour credit.
- MUA 1751 — VOICE FOR NON-VOCAL MAJORS II — This course is voice class 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 semester hour credit.
- MUA 1772 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS I — This course is 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 semester hours credit.
- MUA 1782 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS II — This course is 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 semester hours credit.
- MUA 1841 — ELECTIVE WOODWINDS I — This course is the study of 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 semester hour credit.
- MUA 1851 — ELECTIVE WOODWINDS II — This course is the study of 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 semester hour credit.
- MUA 1872 — WOODWINDS FOR MUSIC EDUCATION MAJORS I — This course is the study of 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 semester hours credit.
- MUA 1882 — WOODWINDS FOR EDUCATION MAJORS II — This course is the study of 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, exploring moderate to advanced levels of literature, developing the student's interest in playing, and strengthening the student's playing ability. Two semester hours credit.
- MUA 2141 — ELECTIVE BRASS III — This course is the study of brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, exploring moderate levels of literature, and developing the student's interest in playing. One semester hour credit.
- MUA 2151 — ELECTIVE BRASS IV — This course is the study of brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, exploring moderate levels of literature, and developing the student's interest in playing. One semester hour credit.
- MUA 2172 — BRASS FOR MUSIC EDUCATION III — This course is the study of brass instruction for music

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education majors with and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, exploring moderate to advanced levels of literature, and developing the student's interest in playing, and strengthening the student's playing ability. Two semester hours credit.

MUA 2182 — BRASS FOR MUSIC EDUCATION MAJORS IV — This course is the study of brass instruction for music education majors with and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, exploring moderate to advanced levels of literature, developing the student's interest in playing, and strengthening the student's playing ability. Two semester hours credit.

MUA 2241 — ELECTIVE GUITAR III — This course is the study of guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One semester hour credit.

MUA 2251 — ELECTIVE GUITAR IV — This course is the study of guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One semester hour credit.

MUA 2272 — GUITAR FOR MUSIC EDUCATION MAJORS III — This course is the study of guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two semester hours credit.

MUA 2282 — GUITAR FOR MUSIC EDUCATION MAJORS IV — This course is the study of guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. Two semester hours credit.

MUA 2411 — CLASS PERCUSSION III — This course is percussion 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 interest in playing. One semester hour credit.

MUA 2421 — CLASS PERCUSSION IV — This course is percussion 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 interest in playing. One semester hour credit.

MUA 2441 — ELECTIVE PERCUSSION III — This course is percussion 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 interest in playing. One semester hour credit.

MUA 2451 — ELECTIVE PERCUSSION IV — This course is percussion 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 interest in playing. One semester hour credit.

MUA 2472 — PERCUSSION FOR MUSIC EDUCATION III — This course is 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 semester hours credit.

MUA 2482 — PERCUSSION FOR MUSIC EDUCATION IV — This course is percussion instruction for music majors and 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 semester hours credit.

MUA 2511 — CLASS PIANO FOR MUSIC MAJORS III — This course is 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 semester hour credit.

MUA 2521 — CLASS PIANO FOR MUSIC MAJORS IV — This course is 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 semester hour credit.

MUA 2541 — PIANO FOR NON-MUSIC MAJORS III — This course is individual piano instruction for non-music majors. One semester hour credit.

MUA 2542 — PIANO FOR VOICE MAJORS III — This course is individual piano instruction for voice majors.

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Two semester hours credit.

MUA 2551 — PIANO FOR NON-MUSIC MAJORS IV — This course is individual piano instruction for non-music majors. One semester hour credit.

MUA 2552 — PIANO FOR VOICE MAJORS IV — This course is individual piano instruction for non-music majors. Two semester hours credit.

MUA 2572 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) III — This course is individual piano instruction including technique, appropriate repertoire, and memorization. Two semester hours credit.

MUA 2582 — PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) IV — This course is individual piano instruction including technique, appropriate repertoire, and memorization. Two semester hours credit.

MUA 2641 — STRINGS FOR NON-MAJORS (ELECTIVE STRINGS) III — This course is the study of bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. One semester hour credit.

MUA 2651 — STRINGS FOR NON-MAJORS (ELECTIVE STRINGS) IV — This course is the study of bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. One semester hour credit.

MUA 2673 — STRINGS FOR MUSIC MAJORS III — This course is the study of bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Two semester hours credit.

MUA 2683 — STRINGS FOR MUSIC MAJORS IV — This course is the study of bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Two semester hours credit.

MUA 2772 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS III — This course is 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 semester hours credit.

MUA 2782 — VOICE FOR VOCAL MUSIC EDUCATION MAJORS IV — This course is 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 semester hours credit.

MUA 2841 — ELECTIVE WOODWINDS III — This course is 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 semester hour credit.

MUA 2851 — ELECTIVE WOODWINDS IV — This course is 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 semester hour credit.

MUA 2872 — WOODWINDS FOR EDUCATION MAJORS III — This course is 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 semester hours credit.

MUA 2882 — WOODWINDS FOR MUSIC EDUCATION MAJORS IV — This course is 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 semester hours credit.

## MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

MUO 1111 — BAND I — This course is designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. One semester hour credit.



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- MUO 1121 — BAND II — This course is designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. One semester hour credit.
- MUO 1131 — SMALL INSTRUMENT ENSEMBLE I (COLLEGIANS) — This course is designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One semester hour credit.
- MUO 1141 — SMALL INSTRUMENT ENSEMBLE II (COLLEGIANS) — This course is designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One semester hour credit.
- MUO 1171 — LARGE JAZZ ENSEMBLE I — This course is 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 semester hour credit.
- MUO 1181 — LARGE JAZZ ENSEMBLE II — This course is 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 semester hour credit.
- MUO 1211 — CHOIR I — This course is for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.
- MUO 1221 — CHOIR II — This course is for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.
- MUO 1241 — SELECT VOICE ENSEMBLE I (VOCE) — This course is for select singers focused on performing from one or more genres of music. One semester hour credit.
- MUO 1251 — SELECT VOICE ENSEMBLE II (VOCE) — This course is for select singers focused on performing from one or more genres of music. One semester hour credit.
- MUO 2111 — BAND III — This course is designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. One semester hour credit.
- MUO 2121 — BAND IV — This course is designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. One semester hour credit.
- MUO 2131 — SMALL INSTRUMENT ENSEMBLE III (COLLEGIANS) — This course is designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One semester hour credit.
- MUO 2141 — SMALL INSTRUMENT ENSEMBLE IV (COLLEGIANS) — This course is designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. One semester hour credit.
- MUO 2171 — LARGE JAZZ ENSEMBLE III — This course is 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 semester hour credit.
- MUO 2181 — LARGE JAZZ ENSEMBLE IV — This course is 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 semester hour credit.
- MUO 2211 — CHOIR III — This course is designed for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.
- MUO 2221 — CHOIR IV — This course is designed for music majors and non-majors focused on performing choral music from a variety of style periods. One semester hour credit.
- MUO 2241 — SELECT VOICE ENSEMBLE III (VOCE) — This course is designed for select singers focused on performing from one or more genres of music. One semester hour credit.
- MUO 2251 — SELECT VOICE ENSEMBLE IV (VOCE) — This course is designed for select singers focused on performing from one or more genres of music. One semester hour credit.

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### **MUSIC FOUNDATIONS**

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION — This course is designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three semester hours credit.
- MUS 1133 — FUNDAMENTALS OF MUSIC — This course is a 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 semester hours credit.
- MUS 1214 — MUSIC THEORY I, LECTURE/LAB — This course is a study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three lecture hours and two hours laboratory. Four semester hours credit.
- MUS 1224 — MUSIC THEORY II, LECTURE/LAB — This course is a continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three lecture hours and two hours laboratory. Four semester hours credit.
- MUS 1911 — RECITAL CLASS I — This course includes 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 semester hour credit.
- MUS 1921 — RECITAL CLASS II — This course includes 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 semester hour credit.
- MUS 2123 — MUSIC SURVEY (MAJORS) — This course is advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three semester hours credit.
- MUS 2214 — MUSIC THEORY III, LECTURE/LAB — This course is a continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three lecture hours and two hours laboratory. Four semester hours credit.
- MUS 2224 — MUSIC THEORY IV, LECTURE/LAB — This course is a 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. Three lecture hours and two hours laboratory. Four semester hours credit.
- MUS 2911 — RECITAL CLASS III — This course includes 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 semester hour credit.
- MUS 2921 — RECITAL CLASS IV — This course includes 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 semester hour credit.

### **BIBLE (PHILOSOPHY)**

- PHI 1113 — OLD TESTAMENT SURVEY — This course is a survey of 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 lecture hours. Three semester hours credit.
- PHI 1133 — NEW TESTAMENT SURVEY — This course is 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 lecture hours. Three semester hours credit.
- PHI 1153 — JESUS AND THE GOSPELS — This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lecture hours. Three semester hours credit.
- PHI 2113 — INTRODUCTION TO PHILOSOPHY I — This course is an introduction to the major themes and



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history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three semester hours credit.

PHI 2143 — ETHICS — This course is an introduction to moral philosophy with the investigation of selected moral problems. Three lecture hours. Three semester hours credit.

PHI 2613 — WORLD RELIGIONS I — This course is an introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three lecture hours. Three semester hours credit.

## PHYSICS

PHY 1111 — INTRODUCTION TO ASTRONOMY LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Co- Requisite PHY 1113. One semester hour credit.

PHY 1113 — INTRODUCTION TO ASTRONOMY — This course is a lecture course that includes surveys of the solar system, our galaxy and the universe. Three semester hours credit.

PHY 2241 — PHYSICAL SCIENCE SURVEY I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243. One semester hour credit.

PHY 2243 — PHYSICAL SCIENCE SURVEY I — This course is a lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Three semester hours credit.

PHY 2244 — PHYSICAL SCIENCE SURVEY I W/LAB — This course is 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 class. Four semester hours credit.

PHY 2251 — PHYSICAL SCIENCE SURVEY II LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253. One semester hour credit.

PHY 2253 — PHYSICAL SCIENCE SURVEY II — This course is a lecture course that includes studies of chemistry, geology, and meteorology. Three semester hours credit.

PHY 2254 — PHYSICAL SCIENCE SURVEY II — This course is a combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class.

PHY 2411 — GENERAL PHYSICS I LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413. One semester hour credit.

PHY 2413 — GENERAL PHYSICS I — This course is a lecture course covering mechanics and conservation laws. This is a non-calculus based course primarily for pre-professional majors. Co-requisite: College Trigonometry (MAT 1323). Three semester hours credit.

PHY 2414 — GENERAL PHYSICS I W/LAB — This course is 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. Four semester hours credit.

PHY 2421 — GENERAL PHYSICS II LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423. One semester hour credit.

PHY 2423 — GENERAL PHYSICS II — This course is a lecture course covering electricity, magnetism, and optics. This is a non-calculus based course primarily for pre-professional majors. Prerequisites: General Physics I (PHY 2413). Three semester hours credit

PHY 2511 — GENERAL PHYSICS I-A LAB — This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513. One semester hour credit.

PHY 2513 — GENERAL PHYSICS I-A — This course is a lecture course covering mechanics and conservation laws. This is a calculus- based course primarily for students of engineering, science, or mathematics. Prerequisites: MAT 1623. Three semester hours credit.

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**PHY 2521 — GENERAL PHYSICS II-A LAB —** This course is a laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523. One semester hour credit.

**PHY 2523 — GENERAL PHYSICS II-A —** This course is a lecture course covering electricity, magnetism, and optics. This is a calculus-based course primarily for students of engineering, science, or mathematics. This is a continuation of PHY 2513. Pre-requisite PHY 2513. Three semester hours credit

## **POLITICAL SCIENCE**

**PSC 1113 — AMERICAN NATIONAL GOVERNMENT —** This course is a survey of the foundations, institutions, and political aspects of American national government. Three lecture hours. Three semester hours credit.

**PSC 1123 — AMERICAN STATE AND LOCAL GOVERNMENT —** This course is the study of relationships among states, national, and local governments. The organization, function, and operation of the three branches with emphasis on state and local government. Three lecture hours. Three semester hours credit.

## **PSYCHOLOGY**

**PSY 1513 — GENERAL PSYCHOLOGY —** This course is 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 lecture hours. Three semester hours credit.

**PSY/EPY 2513 — CHILD PSYCHOLOGY —** This course is a study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three semester hours credit.

**PSY/EPY 2523 — ADOLESCENT PSYCHOLOGY —** This course is a study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. Three semester hours credit.

**PSY/EPY 2533 — HUMAN GROWTH AND DEVELOPMENT —** This course is a study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three semester hours credit.

**PSY 2553 — PSYCHOLOGY OF PERSONAL ADJUSTMENT —** This course aids in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration. Prerequisite: PSY 1513. Three lecture hours. Three semester hours credit.

## **SOCIOLOGY**

**SOC 2113 – INTRODUCTION TO SOCIOLOGY -** This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups. Three lecture hours. Three semester hours credit.

**SOC 2133 – SOCIAL PROBLEMS -** This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three lecture hours. Three semester hours credit.

**SOC 2143 – MARRIAGE AND FAMILY –** This course is the study of the development of marriage and family as social institutions within society. Three lecture hours. Three semester hours credit.

**SOC/ANR 2213 – INTRODUCTION TO ANTHROPOLOGY –** This course is a survey of the four fields and applied anthropology in the comparative study of humanity. Three lecture hours. Three semester hours credit.

**SOC/ANR 2243 – CULTURAL ANTHROPOLOGY –** This course examines human culture and cultural diversity. The student will explore techniques employed by the anthropologist. Three lecture hours. Three semester hours credit.

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### **SPEECH AND THEATRE**

**SPT 1113 — PUBLIC SPEAKING I** — This course is the study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three lecture hours. Three hours credit.

**SPT 2233 — THEATRE APPRECIATION** — This course is 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 lecture hours. Three hours credit.

## **HEALTH-RELATED**

### **ASSOCIATE DEGREE NURSING PROGRAM**

**NUR 1003 — EXTERNSHIP FOR AD NURSING** — This course is designed to provide the nursing student the opportunity to practice basic nursing skills and apply cognitive knowledge in the practice of nursing under the supervision of a preceptor and indirect supervision of a nursing faculty member. The student completes a total of 320 hours. Prerequisites: NUR 1110, NUR 1219/NUR 1116, ENG 1113, ENG 1123, EPY 2533. Three semester credit hours.

**NUR 1110 — FUNDAMENTALS OF NURSING PRACTICE** — This course is designed to provide an introduction to nursing, nursing roles, professionalism, and patient care concepts. Emphasis is on registered nurse scope of practice, theory, and practice skills. An introduction to the nursing process, pharmacology, and Maslow's Hierarchy of Needs provides a decision-making framework to assist students in developing effective clinical judgment skills, including safe medication administration. Co-requisite: NUR 2120, ENG 1113, EPY 2533. Seven hours theory, three hours clinical/clinical simulation/lab. Ten semester credit hours.

**NUR 1203 — STUDENT NURSE ACADEMY I** – This course is designed to allow the student the opportunity to practice learned nursing skills and apply cognitive knowledge of nursing practice in the clinical area. The student will use the nursing process in caring for patients of all ages under the direct supervision of an experienced registered nurse. Prerequisite: NUR 1110, NUR 2120, ENG 1113, EPY 2533. Co-requisite: NUR 1219/ NUR 1116, NUR 2120, ENG 1123. One hundred thirty-five clinical hours. Three semester credit hours.

**NUR 1116 — LPN TO ADN TRANSITION** — This course is designed to assist the Licensed Practical Nurse with transition into the Associate Degree Nursing Program. This course focuses on concepts related to the care of adult and pediatric patients with commonly occurring health alterations in the medical-surgical practice environment. Emphasis is placed on using the nursing process to develop competence in emerging therapeutic relationships and providing and coordinating legal and ethical nursing care. Diverse learning opportunities in the classroom, skills lab, and simulation are used to build intellectual knowledge, promote critical thinking, and develop clinical judgment for the lifelong learner. Upon successful completion, the student will matriculate into semester three of the associate degree program. Four theory hours, Two lab hours. Nineteen semester hours, which includes thirteen semester credit hours by validation and six semester credit hours awarded upon successful completion of the course.

**NUR 1219 — ADULT/CHILD HEALTH NURSING I** — This course focuses on concepts related to the care of adult and pediatric patients with commonly occurring health alterations in the medical-surgical practice environment. Emphasis is placed on using the nursing process to develop competence in emerging therapeutic relationships and providing and coordinating legal and ethical nursing care. Diverse learning opportunities in the classroom, skills lab, simulation, and clinical agencies are used to build intellectual knowledge, promote critical thinking, and develop clinical judgment for the lifelong learner. Co-requisite: NUR 2120. Six hours theory, three hours clinical/ clinical simulation/lab. Nine semester credit hours.

**NUR 2103- STUDENT NURSE ACADEMY II** — This course is designed to allow the student the opportunity to practice learned nursing skills and apply cognitive knowledge of nursing practice in the clinical area. The student will use the nursing process in caring for patients of all ages under the direct supervision of an experienced registered nurse. Prerequisite: NUR 1110, NUR 1219/NUR 1116, NUR 2120, ENG 1113, ENG 1123, EPY 2533. Co-requisite: NUR 2319, NUR 2120, PSY 1513. One hundred thirty-five clinical hours. Three semester credit hours.

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**NUR 2120 — NURSE SEMINAR** — This course is designed to promote active participation in national, state and local student nurse organizations and involvement in community activities. This course consists of meetings where group discussions will be held concerning today's nursing trends. Goals and objectives set by the student nursing association will be implemented by the group. Co-requisite: NUR 1110, NUR 1219, or NUR 2319. Zero semester hour credit for three semesters of participation in a four-semester program and zero semester hour credit for one semester of a three semester program.

**NUR 2121 — NURSE SEMINAR** — This course is designed to promote active participation in national, state and local student nurse organizations and involvement in community activities. This course consists of meetings where group discussions will be held concerning today's nursing trends. Goals and objectives set by the student nursing association will be implemented by the group. Co-requisite: NUR 2410, NUR 2941. One semester hour credit for participation in a four semester program and participation in a two semester program.

**NUR 2202 — STUDENT NURSE ACADEMY III** — This course is designed to allow the student the opportunity to practice learned nursing skills and apply cognitive knowledge of nursing practice in the clinical area. The student will use the nursing process in caring for patients of all ages under the direct supervision of an experienced registered nurse. Prerequisite: NUR 1110, NUR 1219/NUR 1116, NUR 2319, NUR 2120, ENG 1113, ENG 1123, EPY 2533, PSY 1513. Co-requisite: NUR 2410, NUR 2121, NUR 2941, \*SPT 1113, \*Fine Arts/ Humanities Elective. Ninety clinical hours. Two semester credit hours.

**NUR 2319 — ADULT/CHILD HEALTH NURSING II** — This course is designed to focus on the care of adult and pediatric patients with complex medical/surgical and mental/psychiatric health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence based practice, and interprofessional collaboration will be integrated throughout the course. Clinical/clinical simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings. Co-requisite: NUR 2120. Six hours theory. Three hours clinical/clinical simulation/lab. Nine semester credit hours.

**NUR 2410 — ADVANCED CONCEPTS OF NURSING PRACTICE** — This course is designed to focus on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health, as well as an integrative, family-centered approach to the care of mothers, newborns, and children. Focus is also placed on implementing time management and organizational skills while managing the care of patients with multiple needs, collaborating with the interprofessional team, and the transition of the student into the role of a professional nurse in the microsystem of a work unit. Emphasis is placed on patient management, developing the skills of delegation, conflict management, leadership, standards of practice and the significance of functioning according to state regulations. Additional emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders, and the promotion of healthy behaviors in all patients across the lifespan. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical/clinical simulation experiences provide the student an opportunity to apply theoretical concepts, and function in a leadership role, while implementing safe care to patients and groups across the lifespan in a variety of settings. Co-requisite: NUR 2941, NUR 2121. Six hours theory. Four hours clinical/clinical simulation/lab. Ten semester credit hours.

**NUR 2941 — NCLEX REVIEW** — This course is designed to provide a comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. This is a required course for students in the last semester of the nursing program. This course is intended to assist and prepare the student to sit for the NCLEX-RN® exam through use of testing strategies and practice testing. Co-requisite: NUR 2410, NUR 2121. One semester credit hour.

## PRACTICAL NURSING

**PNV 1116 — PRACTICAL NURSING FOUNDATIONS** — This course is designed to explain the structure and function of the body systems and its interrelationship to one another in the provision of safe, effective nursing care. In addition, this course will provide the student with the theory and skills of practical nursing through



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campus lab demonstration, supervised practice, and clinical experiences needed to care for the individual in wellness and illness across the lifespan. (16 scheduled: 9 hr lecture (135), 10 hr. Lab (150), 6 hr. clinical (90)). (Total contact hours: 375)

**PNV 1216 — INTERMEDIATE PRACTICAL NURSING** — This course is designed to provide the student with the basic theory, campus lab demonstrations, supervised practice, and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. This course will include the expanded role of IV therapy as outlined by the Mississippi Board of Nursing Practice Law, Rules, and Regulations, nutritional considerations, and the advanced theory of pharmacology. (16 scheduled: 11 hr. lecture (165), 2 hr. lab (30), 12 hr. clinical (180)) (Total contact hours 375)

**PNV 1412 — ADVANCED PRACTICAL NURSING** — This course will provide the student with the basic knowledge and skills to provide safe, effective care for clients and families during the antepartum, intrapartum, postpartum, and infancy through adolescent periods. Also, the course provides students with a basic knowledge and skills to provide safe, effective care for clients and families experiencing mental health alterations. In addition, it will allow students to gain knowledge to prepare for the role transition from student to practical nurse. (12 scheduled: 10.3 hr. lecture (155), 0 hr. lab (0), 1.675 hr. clinical (75)). (Total contact hours: 230).

## **EMERGENCY MEDICAL TECHNOLOGY**

**EMS 1117 — EMERGENCY MEDICAL TECHNICIAN** — This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. (EMS 1117) Four hours lecture, four hours lab, and 3 hours clinical. Seven semester credit hours.

## **SURGICAL TECHNOLOGY**

**SUT 1113 — FUNDAMENTALS OF SURGICAL TECHNOLOGY**— This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, and biomedical sciences. Three hours lecture. Three semester credit hours.

**SUT 1217 — PRINCIPLES OF SURGICAL TECHNIQUE** — This course is a comprehensive study of aseptic technique, safe patient care, anesthesia, pharmacology, and surgical techniques. Three hours lecture. Eight hours lab. Seven semester credit hours.

**SUT 1223 — MEDICAL TERMINOLOGY FOR THE SURGICAL TECHNOLOGISTS** — This course is a study of medical terminology as it relates to the practice of surgical technology. Three hours lecture. Three semester credit hours.

**SUT 1413 — SURGICAL MICROBIOLOGY** — This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three hours lecture. Three semester credit hours.

**SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, surgical techniques, and safe patient care in general surgery, gynecology, obstetrics, and genitourinary. It requires clinical experience in area hospital surgical suites and related departments. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eighteen semester credit hours.

**SUT 1528 — SPECIALIZED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery; orthopedics; and plastics. This course requires clinical experience in area hospital surgical suite and related departments. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413). Four hours lecture. Twelve hours clinical. Eight semester credit hours.

**SUT 1539 — ADVANCED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of neurosurgery,

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thoracic, peripheral vascular, cardiovascular surgery, employability skills, and all-hazards preparation. This course requires clinical experience in area hospital surgical suites and related departments and a comprehensive final examination. Comprehensive final examination. Prerequisites: Basic and Related Surgical Procedures (SUT 1518). Four hours lecture. Fifteen hours clinical. Nine semester credit hours.

### TECHNICAL COLLISION REPAIR TECHNOLOGY

**ABT 1146 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** — This course will provide skills and practice in structural analysis and repair 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, six hours lab. Six semester hours credit) Co-requisite: ABT 1153 – Structural Analysis and Damage Repair II.

**ABT 1153 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** — This course is a continuation of Structural Analysis and Damage Repair I. This course provides for instruction and practice in the removal and re-installation of structural glass, major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment and attachment (welded or bonded). Two hour lecture, two hours lab. Three semester hours credit. **Prerequisite:** Structural Analysis and Damage Repair I (ABT-1146).

**ABT 1223 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** — This course will provide instruction in the procedures and practices for metal finishing and body filling. Includes: the repair of the sheet metal components of the vehicle body, practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. One hour lecture, four hours lab. Three semester hours credit.

**ABT 1236 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** — This course is a continuation of Non-Structural Analysis and 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, six hours lab. Six semester hours credit. **Prerequisite:** Non-Structural Analysis and Damage Repair I (ABT-1223). Co-requisite: ABT 2243 — Non-Structural Analysis and Damage Repair III.

**ABT 1313 — REFINISHING I** — This course will provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, masking, priming and using basic spray applications. Instruction includes determining imperfections in paint films. Emphasis is placed on personal safety and environmental concerns. One hour lecture, four hours lab. Three semester hours credit.

**ABT 1323 — REFINISHING II** — This course is a continuation of Refinishing I. Included are types of paint defects, paint gun applications, and maintenance procedures. Instruction includes refinish materials and their specific application procedures, preventing painting problems, and solving problems that do occur. One hour lecture, four hours lab. Three semester hours credit. **Prerequisite:** Refinishing I (ABT-1313).

**ABT 1443 — MECHANICAL AND ELECTRICAL COMPONENTS I** — This course is designed to provide theory and practice in the areas of vehicle restraint systems, the fundamentals of electricity, cooling systems, and air conditioning/heating systems. Included are procedures for general shop safety, servicing active or passive restraint systems, air bags, and interior components, headliners, seats, and carpets. Three hour lecture. Three semester hours credit

**ABT 1453 — MECHANICAL AND ELECTRICAL COMPONENTS II** — This course is designed to provide theory and practice in the areas of brakes and electrical systems. Instruction includes basic brake and electrical system service and repair. Three hour lecture. Three semester hours credit. **Prerequisite:** Mechanical and Electrical Components I (ABT-1443).

**ABT 2163 — STRUCTURAL ANALYSIS AND DAMAGE REPAIR III** — This course is a continuation of



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Structural Analysis and Damage Repair II. This course provides instruction and practice in frame and unibody structural inspection, measurement, and repair. Instruction includes analysis of damaged: frames, structural members, suspension, and steering, and the set-up of alignment equipment. Two hour lecture, two hours lab. Three semester hours credit. Prerequisite: Structural Analysis and Damage Repair II (ABT-1153).

ABT 2243 — NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III — This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair replacement, and continues adjustment principles and practices. Provided also is the theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One hour lecture, four hours lab. Three semester hours credit. **Co-requisite:** Non-Structural Analysis and Damage Repair II (ABT-1233.)

ABT 2336 — REFINISHING III — This course is a continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture, eight hours lab. Six semester hours credit. **Prerequisite:** Refinishing II (ABT-1323). **Co-requisite:** ABT 2343 Refinishing IV.

### TECHNICAL ELECTIVES:

ABT 2713 — COLLISION ANALYSIS AND ESTIMATION — 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 of parts, the estimated repair time, and correct use of reference manuals. One hour lecture, four hours lab. Three semester hours credit. Prerequisite: Structural Analysis And Damage Repair II (ABT 1153) and Non-Structural Analysis and Damage Repair II (ABT-1233) and Mechanical and Electrical Components II (ABT-1453).

ABT 2923 — SUPERVISED WORK EXPERIENCE IN COLLISION REPAIR TECHNOLOGY — This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Nine hours externship, 135 contact hours.

## AUTOMOTIVE TECHNOLOGY

ATT 1124 — BASIC ELECTRICAL/ELECTRONIC SYSTEMS — (Prerequisite: ATT 1124 Basic Electrical/Electronic Systems) This course is designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1134 — ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS — This course is 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. Four hours lab. Four semester hours credit.

ATT 1214 — BRAKES — This course is 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 system problems and the repair of brake systems. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1313 — MANUAL DRIVE TRAIN/TRANSAXLE — This course is designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Three hours lab. Four semester hours credit.

ATT 1424 — ENGINE PERFORMANCE I — (Corequisite: ATT 1124- BASIC ELECTRICAL/ELECTRON SYSTEMS) This course is designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1715 — ENGINE REPAIR — This course is designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile 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

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pumps. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 1811 — INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS — This course is 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, one semester hour credit

ATT 2324 — AUTOMATIC TRANSMISSIONS/TRANSAXLES — This course is designed to provide technical skills and knowledge related to the diagnosis and repair of automotive 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. Four hours lab. Four semester hours credit.

ATT 2334 — STEERING AND SUSPENSION SYSTEMS — This course is 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 system components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2434 — ENGINE PERFORMANCE II — (Prerequisite: ATT 1424 – Engine Performance I) This course is 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 with in these areas. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2444 — ENGINE PERFORMANCE III — (Prerequisite: ATT 2434 Engine Performance II) This course is 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. Four hours lab. Four semester hours credit.

ATT 2614 — HEATING AND AIR CONDITIONING — 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. Four hours lab. Four semester hours credit.

## **AUTOMATION AND CONTROL TECHNOLOGY**

IAT 1113 — INTRODUCTION TO AUTOMATION AND CONTROLS — This course is designed to introduce students to the fundamental skills associated with safety, basic tools, special tools, and equipment. Two hours lecture, two hours lab. Three semester credit hours.

IAT 1123 — ELECTRICAL WIRING FOR AUTOMATION AND CONTROLS — This course will cover basic electrical wiring for automation and controls including safety practices; installation and maintenance of raceways, conduit, and fittings; and three-phase service entrances, metering devices main panels, raceways or ducts, subpanels, feeder circuits and branch circuits according to electrical codes. Two hours lecture, two hours lab. Three semester credit hours.

IAT 1133 — AC AND DC CIRCUITS FOR AUTOMATION AND CONTROL — This course will cover principles and theories with DC and AC circuits used in the automation trade will be covered. Also includes the study of electronic circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two hours lecture, two hours lab. Three semester credit hours.

IAT 1143 — FLUID POWER FOR AUTOMATION AND CONTROLS — This course provides basic instruction in hydraulics and pneumatics. This course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Two hours lecture, two hours lab. Three semester credit hours.

IAT 1153 — MOTOR CONTROL SYSTEMS FOR AUTOMATION AND CONTROLS — This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture, two hours lab. Three semester credit hours.

IAT 1163 — MANUFACTURING SKILLS FOR AUTOMATION AND CONTROLS — This course is designed to provide the student with the basic skills needed to be successful in a high performance manufacturing environment. The course covers 5 major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Blueprint

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Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, SS, Teamwork and Problem-solving. Two hours lecture, two hours lab. Three semester credit hours.

**IAT 1173 — CONTROL SYSTEMS I FOR AUTOMATION AND CONTROLS** — This course is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. . Two hours lecture, two hours lab. Three semester credit hours.

**IAT 2113 — PROGRAMMABLE LOGIC CONTROLLERS FOR AUTOMATION AND CONTROLS** — This course provides instruction in the use of programmable logic controllers (PLCs) in modern industrial settings. The operating principles, installation and basic programming of PLCs will be covered. Two hours lecture, two hours lab. Three semester credit hours.

**IAT 2123 — CONTROL SYSTEMS II FOR AUTOMATION AND CONTROLS** — This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. The student will be given a process to develop the appropriate instruments and needed diagrams, utilizing various controlling processes and demonstrating loop troubleshooting techniques. Two hours lecture, two hours lab. Three semester credit hours.

**IAT 2133 — SOLID STATE MOTOR CONTROLS FOR AUTOMATION AND CONTROLS** — This course provides knowledge of the principles and operation of solid state motor control, and variable frequency drives. The design, installation, and maintenance of different solid state devices for motor control will be introduced. Two hours lecture, two hours lab. Three semester credit hours.

**IAT 2413 — SPECIAL PROJECTS IN AUTOMATION AND CONTROLS** — This course provides students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours lab. Three semester credit hours.

**ELT 1353 — FUNDAMENTALS OF ROBOTICS** — This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming. Two hours lecture. Two hours lab. Three semester hours credit.

**ELT 2153 — INDUSTRIAL ROBOTICS** — This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial grade robots are used to train the student in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. Two hours lecture. Two hours lab. Three semester hours credit.

## **BUSINESS AND OFFICE TECHNOLOGY**

**BOT 1013 — INTRODUCTION TO KEYBOARDING** — (Prerequisite: None) This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture. Three semester hours credit.

**BOT 1233 — MICROSOFT® WORD® I** — This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. Three semester hours credit. Two hours lecture, two hours lab.

**BOT 1243 — MICROSOFT® WORD® II** — (Prerequisite: BOT 1233 Microsoft® Word® I) 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 semester hours credit. Two hours lecture, two hours lab.

**BOT 1273 — INTRODUCTION TO MICROSOFT® OFFICE®** — This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 1313 — APPLIED BUSINESS MATH** — (Prerequisite: None) This course is designed to develop competency in mathematics for business use. Ten-key touch method on electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

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- BOT 1433 — BUSINESS ACCOUNTING —** (Prerequisite: None) This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.
- BOT 1493 — SOCIAL MEDIA MANAGEMENT & MARKETING —** (Prerequisite: BOT 1243 Microsoft® Word® II ) 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, videos-sharing sites, podcasts, widgets, virtual worlds, and more. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 1613 — MEDICAL TERMINOLOGY I —** (Prerequisite: None) This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three semester hours credit.
- BOT 1623 — MEDICAL TERMINOLOGY II —** (Prerequisite: BOT 1613 Medical Terminology I) This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to medical office. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 1763 — COMMUNICATION ESSENTIALS —** 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. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 1823 — MICROSOFT® EXCEL® I —** This course focuses on application Microsoft® Excel® as an aid to management decision making. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 1853 — MICROSOFT® EXCEL® II —** (Prerequisite: BOT 1823 Microsoft® Excel® I) This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2133 — DESKTOP PUBLISHING —** (Prerequisite: BOT 1233 Microsoft® Word® I). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2183 — CAREER READINESS —** 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. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2333 — MICROSOFT® ACCESS® —** This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2433 — QUICKBOOKS® —** This course applies basic accounting principles using QuickBooks®. Two hours lecture, two hours lab. Three semester hours credit.
- BOT 2523 — MEDICAL MACHINE TRANSCRIPTION I —** (Prerequisites: BOT 1113-Documents Formatting & Production and BOT 1613-Medical Terminology I and BOT 1623-Medical Terminology II ). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.
- BOT 2643 — CPT CODING —** (Prerequisites: BOT 1613 Medical Terminology I and BOT 1623 Medical Terminology II) (Corequisite: BOT 2653 ICD Coding) This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2653 — ICD CODING —** (Prerequisites: BOT 1613 Medical Terminology I, and BOT 1623 Medical Terminology II) (Corequisite: BOT 2643 CPT Coding) This course is an introduction to the field of diagnostic coding. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2673 — MEDICAL INSURANCE BILLING —** This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and



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government health insurance programs. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2743 — MEDICAL OFFICE CONCEPTS —** (Prerequisites: BOT 1233 Microsoft® Word® I) This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.

**BOT 2763 ELECTRONIC HEALTH RECORDS —** (Prerequisite: BOT 1613 — Medical Terminology I ) This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2923 BOT EXTERNSHIP AND SEMINAR —** This course will provide students an opportunity to serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2463 PAYROLL ACCOUNTING —** This course provides an in-depth study of payroll accounting. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2613 ENTREPRENEURIAL PROBLEM SOLVING —** (Prerequisite: BOT 1233 Microsoft® Word® I) 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. Two hours lecture, two hours lab. Three semester hours credit.

**BOT 2233 — HUMAN RESOURCE MANAGEMENT —** 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. Two hours lecture, two hours lab. Three semester hours credit.

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

**CDT 1113 — EARLY CHILDHOOD PROFESSION —** This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. Two hours lecture. Two hours lab. Three semester hours credit.

**CDT 1213 — INFANT AND TODDLER DEVELOPMENT —** This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. Three hours credit, two hours lecture, two hours lab.

**CDT 1223 — PRESCHOOL AND PRIMARY DEVELOPMENT —** This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8) Three hours credit, two hours lecture, two hours lab.

**CDT 1313 — CREATIVE ARTS FOR YOUNG CHILDREN —** 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. Three semester hours credit.

**CDT 1343 — CHILD, HEALTH, SAFETY AND NUTRITION —** 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 semester hours, three hours lecture.

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



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- CDT 2233 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning 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. Three semester hours credit.
- CDT 2413 — DEVELOPMENT OF THE EXCEPTIONAL CHILD — 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 Scale Revised (ECERS-R). Three hours credit, two hours lecture, two hours lab.
- CDT 2513 — FAMILY DYNAMICS AND COMMUNITY 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 (ages birth to 8 years). Three hours credit. Three hours lecture.
- CDT 2613 — METHODS AND MATERIALS — This course will introduce Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) to develop classroom curricula in an indoor and outdoor learning environment. Lab activities with the children are implemented during Student Teaching I and II. Three hours lecture. Three semester hours credit.
- CDT 2713 — SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN — 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 hour lecture. Four semester hours credit.
- CDT 2813 — ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN — 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. Three semester hours credit.
- CDT 2915 — INITIAL PRACTICUM — This course is a 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. Five hours credit, eight hours lab.
- CDT 2944 — ADVANCED PRACTICUM — This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved infant and toddler 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. Four hours credit, eight hours lab.

## COMPUTER NETWORKING & COMPUTER INFORMATION SYSTEMS TECHNOLOGY

- IST 1124 — IT FOUNDATIONS — 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. Four semester hours: two-hour lecture, four hour lab.
- IST 1134 — FUNDAMENTALS OF DATA COMMUNICATIONS — This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Four semester hours: two hours lecture, four hours lab.
- IST 1143 — PRINCIPLES AND INFORMATION SECURITY — This course is an introduction to the various

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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. Three semester hours: two hour lecture, two hour lab.

IST 1154 — WEB AND PROGRAMMING CONCEPTS — This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Four semester hours: two-hour lecture, four hour lab.

IST 1163 — DATABASE & SQL CONCEPTS — 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. Three semester hours: two hour lecture, two hour lab.

IST 1213 — CLIENT INSTALLATION AND CONFIGURATION — 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. Three semester hours: two hour lecture, two hour lab.

IST 1223 — NETWORK COMPONENTS — This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Three semester hours: two hour lecture, two hour lab. Prerequisite: IST 1134 Fundamentals of Data Communications or CNT 1414.

IST 1234 — NETWORK ADMINISTRATION USING NOVELL — This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.

IST 1244 — NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER — This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Four semester hours: two-hour lecture, four hour lab.

IST 1254 — NETWORK ADMINISTRATION USING LINUX — This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Four semester hours: two-hour lecture, four hour lab.

IST 1314 — VISUAL BASIC PROGRAMMING LANGUAGE — This course is an introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Four semester hours: two-hour lecture, four hour lab.

IST 1514 — SQL PROGRAMMING — This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Four semester hours: two-hour lecture, four hour lab.

IST 1613 — COMPUTER FORENSICS — This course is an introduction to the various technical and administrative aspects of computer forensics and the laws pertaining to the 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 (3 sch: 2 hr lecture, 2 hr lab).

IST 1624 — NETWORK SECURITY FUNDAMENTALS — This course provides the fundamental understanding of network security principles, implementations and the technologies and principles involved in creating a secure computer network environment. Topics include authentication, types of attacks and malicious code against Web applications, e-mail, and file and print services (4 sch: 2 hr lecture, 2 hr lab). (Prerequisite: IST 1143).

IST 1633 — WIRELESS SECURITY AND PRIVACY — This course provides the fundamental understanding of

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wireless architecture, security principles, and the technologies and principles involved in creating a secure wireless computer network environment. Topics include wireless hardware, protocols, encryption, and how to prevent weaknesses in wireless technology (3 sch: 2 hr lecture, 2 hr lab). (Prerequisite: Instructor Approved).

IST 1643 — NETWORK DEFENSE AND COUNTERMEASURES — This course provides a solid foundation of network security and the understanding of the process to create a network defense and countermeasure policy obtained from intrusion detection. Topics include Network Address Translation, packet filtering, proxy servers, firewalls, and Virtual Private Networks used to design a network defense strategy (3 sch: 2 hr lecture, 2 hr lab). (Prerequisite: IST 1143).

IST 1723 — PROGRAMMING IN PYTHON — This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises (3 sch: 2 hr lecture, 2 hr lab). (Prerequisite: Instructor Approved).

IST 2213 — NETWORK SECURITY — This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Three semester hours; two hours lecture, two hour lab. Prerequisites: IST 1143 Security Principles and Policies.

IST 2224 — NETWORK PLANNING AND DESIGN — This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1223 Network Components or CNT 1523 and IST 1234 Network Administration Using Novell or CNT 1614 or IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624 or IST 1254 Network Administration using Linux.

IST 2234 — NETWORK IMPLEMENTATION — This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Four semester hours: two-hour lecture, four hour lab. Co-requisite: IST 2224 Network Planning and Design or CNT 2534.

IST 2244 — ADVANCE NETWORK ADMIN. USING NOVELL — This course is a continuation of Network Administration Using Novell. Emphasis is place on installation, configuration, and implementation of a Novell network. Four semester hours: two-hour lecture, four hour lab. Prerequisite: IST 1234 Network Administration Using Novell or CNT 1614.

IST 2254 — ADVANCED NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER — This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1244 Network Administration Using Microsoft Windows Server or CNT 1624.

IST 2264 — ADVANCED NETWORK ADMINISTRATION USING LINUX—This course is a continuation of Network Administration Using Linux (IST 1254). This is an advanced administration course in network services for Linux users who wish to increase their skills. Students will learn how to apply security to network users, and resources, manage and compile the Linux kernel, manage network clients, and troubleshoot network processes and services. Four semester hours: two-hour lecture, four hour lab. Prerequisites: IST 1254 Network Administration Using Linux.

IST 2324 — SCRIPT PROGRAMMING LANGUAGE — This course is an introduction to the use of integrating script to add functionality to web pages. Four semester hours: two-hour lecture, four hour lab.

IST 2464 — POWERSHELL PROGRAMMING — This course is designed to introduce the student to the PowerShell command line language and its use in monitoring and maintaining Microsoft networks. The student will become familiar with the syntax of the command (4 sch: 3 hr lecture, 2 hr lab). (Prerequisite: Instructor Approved).

IST 2614 — WINDOWS SECURITY — This course provides the knowledge and fundamental understanding of Windows security, how to harden current Windows operating systems, and how to defend against attacks. Topics include designing Active Directory, authentication for Windows, group security and policy, service

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security, remote access security, planning a public key infrastructure, securing file resources, Internet Protocol Security, and additional Windows security tools (3 sch: 2 hr lecture, 2 hr lab). (Prerequisites: Network Admin. Using Microsoft Windows Server (IST 1244)).

IST 2634 — SECURITY TESTING AND IMPLEMENTATION — This course provides an in-depth exploration of various methods for gaining unauthorized access and explores network security concepts from the point of view of hackers and their methodologies. Topics include hackers, crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crimes and industrial espionage (4 sch: 2 hr lecture, 4 hr lab). (Prerequisite: IST 1643).

## CRIMINAL JUSTICE TECHNOLOGY

CJT/CRJ 1313 — INTRODUCTION TO CRIMINAL JUSTICE — This course contains the history, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 1323 — POLICE ADMINISTRATION AND ORGANIZATION — This course contains the principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 1343 — POLICE AND COMMUNITY RELATIONS — This course is a study of current issues between police and community. The role and influence of officers in community relations; tensions and conflict; and the problem areas of race and juveniles will be covered. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 1363 — INTRODUCTION TO CORRECTIONS — This course contains an overview of the correctional field; its origins, historical and philosophical background development, current status; and relationship with other facets of the criminal justice system and future prospects. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 1383 – CRIMINOLOGY — This course includes the study and practice the nature and significance of criminal behavior. It also explores the theories, statistics, trends, and programs concerning criminal behavior. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2213 — TRAFFIC LAW — This course will provide an overview of traffic law and its components. A major focus of this course will be the history, development, and philosophy of law enforcement in a democratic society, introduction to the traffic law, and overview of enforcement. Specifically, this course will cover such topics as examining the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2313 — POLICE OPERATIONS AND ETHICS — This course is a study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2323 — CRIMINAL LAW — This course presents basic elements of criminal law under the Constitution of the United States, state Constitutions, and federal and state statutes. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2333 — CRIMINAL INVESTIGATION I — This course includes fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2353 — DRUGS AND SOCIETY — This course is designed to introduce the student to the social reality of drug use and drug users. We will study the historical significance and social construction of drug use, users, abuse and addiction. Additionally, the course focuses on drug use and abuse as a social--rather than as a medical or psychopathological--phenomenon. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2393 — SURVEY OF CRIMINALISTICS — This course provides a study of scientific crime detection methods, modus operandi, crime scene search, preservation of evidence, research projects and other topics related to criminalistics. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2513 — JUVENILE JUSTICE — This course identifies the role of police in juvenile delinquency and control. It covers organization, functions, and jurisdiction of juvenile agencies as well as processing.



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detention, and disposition of cases. Statutes and court procedures applied to juveniles will also be covered in this course. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2613 — COMPUTER SECURITY — This course introduces the student to the student to current technological advances in the field of forensic science as well as some novel concepts in crime scene investigation. This class will also cover what the future may hold for forensic science in terms of new ideas, technology, and instrumentation. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2623 — ASSET PROTECTION — This course entails security awareness of management and employees; vulnerability training; internal/external theft and fraud; disaster control; physical security planning; investigation; guard protection; and alcohol and drug abuse in work place. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2723 — INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT — This course is designed to develop an understanding of how intelligence assists in maintaining national security, the laws, guidelines, executive directives and oversight relating to intelligence as well as the methodologies used in the intelligence community. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2733 — TRANSPORTATION AND BORDER SECURITY — This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U. S. policies regarding the safety of the U. S. Transportation System. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2743 — FOUNDATIONS OF HOMELAND SECURITY AND TERRORISM — This course is a study of the issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2813 — CRIMINAL PROCEDURES — This course provides an in-depth study of the criminal case within the state and federal court systems. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2823 — CRIMINAL INVESTIGATION II — This course introduces the student to advanced concepts specific to crime scene processing. Beyond the identification, documentation, and collection of evidence on a crime scene lies the true field of crime scene analysis. The ability to give interpretive value to data gained from a crime scene is what makes a crime scene technician an expert on the witness stand. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2833 — FINGERPRINT ANALYSIS AND COMPARISON — This course introduces the student to concepts and technologies associated with fingerprint analysis and comparison. A quality crime scene investigator should have advanced knowledge in developing fingerprints on a variety of surfaces as well as how to search fingerprint databases and identify fingerprints to individuals. This is an important skill that will be used daily in the field of crime scene processing and investigations. By the end of this class the student will be able to process a variety of items for prints, explain how a fingerprint would be searched against databases, and understand the concepts behind identifying an individual with fingerprint evidence. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2843 — DEATH INVESTIGATION — This course introduces the student to intermediate concepts specific to crime scene processing. Using physical evidence to develop leads in an investigation begins with crime scene investigation. Much more goes in to crime scene investigation than documenting and collecting evidence. This class will build on Crime Scene Investigation I by reviewing particular scene types and techniques for analyzing each specific scene type. Three Hours Lecture. Three Semester Hours Credit

CJT/CRJ 2853 — CRIMINAL INVESTIGATION III — This course introduces the student to advanced concepts specific to crime scene processing. Beyond the identification, documentation, and collection of evidence on a crime scene lies the true field of crime scene analysis. The ability to give interpretive value to data gained from a crime scene is what makes a crime scene technician an expert on the witness stand. Three Hours Lecture. Three Semester Hours Credit

## CULINARY ARTS TECHNOLOGY

CUT 1114 — CULINARY PRINCIPLES I — This course focuses on the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Co-requisites: Sanitation and Safety (HRT 1213) or by permission of instructor.



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Two hours lecture, four hours lab. Four semester credit hours.

**CUT 1123 — CULINARY PRINCIPLES II** — This course focuses on the 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. Prerequisites: Culinary Principles I (HRT 1213/CUT 1114). One hour lecture, four hours lab. Three semester credit hours.

**CUT 1133 — PRINCIPLES OF BAKING** — This course focuses on the fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Prerequisites: Culinary Principles I (HRT 1213/CUT 1114). Two hours lecture, two hours lab. Three semester credit hours.

**CUT 1513 — GARDE MANGER** — This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It also explores the various duties of the modern garde manger. Prerequisites: Culinary Principles I (HRT 1213/CUT 1114). One hour lecture, four hour lab. Three semester credit hours.

**CUT 2223 — MENU PLANNING AND FACILITIES DESIGN** — This course introduces the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Prerequisites: None . Three hours lecture. Three semester credit hours.

**CUT 2243 — DINING ROOM MANAGEMENT** — This course introduces the management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray service, and catering. Emphasis will be place on staffing, scheduling controls and skills required to effectively supervise a dining room operations. Prerequisites: None. Three semester hours, one hour lecture and four hour lab.

**CUT 2313 — AMERICAN REGIONAL CUISINE** — This course will explore the American Cuisine concept emphasizing 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. Prerequisites: CUT 1114 Culinary Principles I, CUT 1124 Culinary Principles II. Three semester hours, one hour lecture, four hours lab.

**CUT 2423 — INTERNATIONAL CUISINE** — This course is a study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. Prerequisites: CUT 1114 Culinary Principles I, CUT 1124 Culinary Principles II. Four semester hours, one hour lecture, four hour lab.

**CUT 2926 — SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY** — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisite: Consent of instructor. Six semester hours, 18 hours externship.

## **GENERAL ENGINEERING TECHNOLOGY**

**DDT 1163 — ENGINEERING GRAPHICS** — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1173 — MECHANICAL DESIGN I** — (Prerequisite: DDT 1163 Engineering Graphics or GRA 1143 Graphic Communication I) This course emphasizes methods, techniques and procedure in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1213 — CONSTRUCTION STANDARDS AND MATERIALS** — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacturer. Three hours lecture, two hours laboratory. Three semester hours credit.

**DDT 1313 — COMPUTER-AIDED DESIGN I** — This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two hours lecture, two hours laboratory. Three

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semester hours credit.

- DDT 1323 — COMPUTER-AIDED DESIGN II — (Prerequisite: DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I). This course is designed as a continuation of Computer-Aided Design I. Subject areas will include dimensions, sectional views, and symbols. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1413 — ELEMENTARY SURVEYING — This course provides instruction in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisites: DDT 1163 Engineering Graphics I and DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I in lieu of DDT 1313 Computer-Aided Design I). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2153 — CIVIL PLANNING AND DESIGN — (Prerequisite: DDT 1413 Elementary Surveying and DDT 1323 Computer-Aided Design II) This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory. Three semester hours credit.
- DDT 2213 — STRUCTURAL DETAILING I — (Prerequisite: DDT 1163 Engineering Graphics I and DDT 1313 Computer-Aided Design I or GRA 1143 Graphic Communication I). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2243 — COST ESTIMATING — This course includes preparation of material lists and quantity surveys from actual working drawings and specifications. Two hours lecture and two hours laboratory. Three semester hours credit.
- DDT 2373 — 3D MODELING — (Prerequisite: DDT 1323 Computer-Aided Design II). This course is an advanced course in the use of CAD software with emphasis on the user coordinate system and 3-D modeling. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2423 — MAPPING AND TOPOGRAPHY — (Prerequisite: DDT 1413 Elementary Surveying and DDT 1323 Computer-Aided Design II). This course is a laboratory setting that will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2433 — LEGAL PRINCIPLES OF SURVEYING — This course is a study of the legal aspects of boundary controls for the survey and resurvey of real property. Two hours lecture, two hours lab. Three semester hours credit.
- DDT 2443 — BOUNDARY SURVEYING — Practical applications of boundary surveying as per State of Mississippi regulations. Course includes methods of determining boundary location and legal descriptions, research record survey / description information, data collection, and boundary stake-out. One hour lecture, four hours lab.
- DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: DDT 1613 Architectural Design I and DDT 1323 Computer-Aided Design II). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2633 — PRE-ENGINEERED METAL STEEL BUILDING DRAFTING — (Prerequisite: Architectural Design I) This course provides a basic understanding of a metal building system design and its incorporation into architectural engineering documents. Two hours lecture and two hours laboratory. Three semester hours credit.

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**DDT 2123 — FUNDAMENTALS OF GIS (Geographical Information Systems)** — This course includes the use of mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information system techniques, approaches and applications. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 2813 — INVENTOR 3D MODEL AND ANIMATION** — (Prerequisite: DDT 2373 3D Modeling and DDT 1173 Mechanical Design I) 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. Two hours lecture, two hours laboratory. Three semester hours credit.

**DDT 2913 — SPECIAL PROJECT** — This course provides practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Six hours lab. Three semester hours credit.

## **DIESEL EQUIPMENT TECHNOLOGY**

**DET 1114 — FUNDAMENTALS OF EQUIPMENT MECHANICS** — This course is designed to provide review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; and operating principles of diesel engines. Four semester hours. Three hours lecture, two hours lab.

**DET 1223 — ELECTRICAL/ELECTRONIC SYSTEMS I** — This course is designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction in general systems diagnosis, starting and charging systems. Three semester hours. Two hours lecture, two hours lab.

**DET 1263 — ELECTRICAL/ELECTRONIC SYSTEMS II** — This course is designed to provide 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. Three semester hours. One hour lecture, four hours lab.

**DET 1364 — DIESEL SYSTEMS I** — This course is designed to provide diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. . Four semester hours. Two hours lecture, four hours lab.

**DET 1373 — DIESEL SYSTEMS II** — This course is designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. Three semester hours. Two hours lecture, two hours lab.

**DET 1513 — HYDRAULICS I** — This course is designed to provide knowledge of basic operation and maintenance of hydraulic systems associated with diesel powered equipment, includes instruction in safety, system components, operation, and repair. . Three semester hours. One hour lecture, four hours lab.

**DET 1614 — PREVENTIVE MAINTENANCE AND SERVICE** — This course is designed to provide practice in the preventive maintenance of diesel powered equipment, includes instruction in general preventive maintenance of vehicles and equipment. Four semester hours. Two hours lecture, four hours lab.

**DET 1713 — TRANSPORTATION POWER TRAIN** — This course is designed to provide diagnosis, service, maintenance, and repair of power train units on transportation equipment, includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Three semester hours. Two hours lecture, two hours lab.

**DET 1813 — AIR CONDITIONING AND HEATING SYSTEMS** — This course is 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. Three semester hours. One hour lecture, four hours lab.

**DET 2253 — STEERING AND SUSPENSION SYSTEMS** — This course is designed to provide advanced skills and knowledge related to the 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. Three semester hours. One hour

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lecture, four hours lab.

DET 2273 — ELECTRICAL/ELECTRONIC SYSTEMS III — This course is designed to provide advanced skills and knowledge associated with the diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction in electronic fuel management systems. Three semester hours. One hour lecture, four hours lab.

DET 2383 — DIESEL SYSTEMS III — This course is a basic course to provide students with an opportunity to diagnosis, service, and repair of general engine operations and fuel system operations. Three semester hours. Two hours lecture, two hours lab.

DET 2523 — HEAVY EQUIPMENT POWER TRAINS — This course will provide students with basic maintenance and repair of fluid power and hydrostat transmissions used on heavy equipment to include operation and diagnosis and repair of system components. Three semester hours. One hour lecture, four hours lab.

DET 2623 — ADVANCED BRAKE SYSTEMS — This course will provide students with instruction and practice in the basic maintenance and repair of air brake systems commonly used on commercial diesel powered transportation and heavy equipment, includes instruction in maintenance and repair of the air supply system, mechanical system, antilock braking system, and traction control system. Three semester hours. Two hours lecture, two hours lab.

## ELECTRICAL TECHNOLOGY

ELT 1123 — COMMERCIAL WIRING — (Prerequisite: ELT 1113 Residential/Light Commercial Wiring and ELT 1193 Fundamentals of Electricity, or equivalent). This course will provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1143 — AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). This course will provide principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits Four semester hours. Two hours lecture, two hours lab.

ELT 1183 — INDUSTRIAL WIRING — This course includes instruction and practice in the installation of industrial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks. Three semester hours credit, two hours lecture, two hours lab.

ELT 1193 — FUNDAMENTALS OF ELECTRICITY — This course is designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. Two lecture hours and two lab hours. Two semester hours credit.

ELT 1213 — ELECTRICAL POWER — (Co-requisite: Fundamentals of Electricity, ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration) This course will provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING — (Prerequisite: ELT 1193 Fundamentals of Electricity or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). This course will familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1253 — BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATION — (Prerequisite: ELT 1113 Residential/Light Commercial Wiring). This course will teach calculating circuit sizes for all branch circuits and service entrances in residential installation. Two hours lecture. Two hours lab. Three semester hours credit

ELT 1263 — ELECTRICAL DRAWING AND SCHEMETICS — (Co-requisite: Fundamentals of Electricity,



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- ELT 1193 or ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration). This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1273 — SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL — This course provides an introduction to various methods by which switches and control devices are installed. It includes installation and operation of residential commercial automation systems. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 1283 — COST ESTIMATION FOR ELECTRICAL INSTALLATIONS — This course gives students the knowledge and ability to estimate the cost of an electrical installation using specifications for various structures. Two hours lecture, two hours lab.
- ELT 1413 — MOTOR CONTROL SYSTEMS — (Prerequisite: ELT 1193 Fundamentals of Electricity, or equivalent). This course will provide instruction in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.
- ELT 2114 — EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR — This course includes maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One hour lecture. Six hours lab. Four semester hours credit.
- ELT 2424 — SOLID STATE MOTOR CONTROL — (Prerequisite: ELT 1413 Motor Control Systems and and Co-Requisite: ELT 2613 Programmable Logic Controllers). This course will introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.
- ELT 2614 — PROGRAMMABLE LOGIC CONTROLLERS — (Prerequisite: ELT 1413 Motor Control Systems). This course will provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. One hour lecture. Four hours lab. Four semester hours credit.
- ELT 2913 — SPECIAL PROJECT I — (Prerequisite: Consent of Instructor). This course will cover practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours lab. Three semester hours credit.
- ELT 2933 — SPECIAL PROJECTS II — 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 lab. Three semester hours credit.

## **ENTREPRENEURSHIP**

- MMT 2513 — ENTREPRENEURSHIP — This course provides an overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered include planning, location, analysis, financing, and development of a business plan. Three lecture hours. Three semester hours credit.

## **HEATING AND AIR CONDITIONING TECHNOLOGY**

- ACT 1003 — INTRODUCTION TO HEATING AND AIR CONDITIONING TECHNOLOGY — 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. Three semester hours credit, two hours lecture, two hours lab.



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- ACT 1124 — BASIC COMPRESSION REFRIGERATION — This course is an introduction to the field of refrigeration and air conditioning. Emphasis is placed on the principles of safety, thermodynamics, and heat transfer. Two hours lecture. Four hours lab. Four semester hours credit.
- ACT 1133 — TOOLS AND PIPING — This course introduces various tools and pipe connection techniques. Covers tools and test equipment required in heating, ventilation, air conditioning and refrigeration. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 1213 — CONTROLS — This course will introduce fundamentals of gas, fluid, electrical and programmable controls. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 1313 — REFRIGERATION SYSTEM COMPONENTS — This course is an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 1713 — ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION — This course introduces basic knowledge of electricity power distribution, components, solid state devices and electrical circuits. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 2323 — COMMERCIAL REFRIGERATION — This course is a study of various commercial refrigeration systems. It includes installation, servicing and maintaining systems. Two hours lecture. Four hours lab. Four semester hours credit.
- ACT 2413 — AIR CONDITIONING I — This course introduces various types of residential and commercial air conditioning, including hydronic, absorption and desiccant systems. Two hours lecture. Four Hours lab. Four semester hours credit.
- ACT 2423 — AIR CONDITIONING II — An in-depth course in the installation, start-up, maintenance and air quality of complete heating and air conditioning systems. Two hours lecture. Four hours lab. Four semester hours credit.
- ACT 2433 — REFRIGERANT, RETROFIT AND REGULATIONS — This course details the regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 2513 — HEATING SYSTEMS — This course introduces the various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. Two hours lecture. Two hours lab. Three semester hours credit.
- ACT 2623 — HEAT LOAD AND AIR PROPERTIES — This course is an 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 register, types of fans, air velocity and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture. Four hours lab. Four semester hours credit.
- ACT2913 — SPECIALPROJECT I IN HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION TECHNOLOGY — This course is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to ensure that the selection of a project will enhance the student's learning experience. Six hours lab, three hours credit.
- ACT2942 — SPECIALPROJECT II IN HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION TECHNOLOGY — This course includes is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to ensure that the selection of a project will enhance the student's learning experience. Two semester hours credit.

## **HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY**

- HRT 1123 — INTRODUCTION TO HOSPITALITY MANAGEMENT — This course is 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. Three semester hours credit.
- HRT 1213 — SANITATION AND SAFETY — This course will provide basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the implementation of sanitation

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procedures, cost control, risk reduction standards in a hospitality operation. ServSafe Sanitation Certification from the National Restaurant Association is offered as a part of this course. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 1224 — RESTAURANT AND CATERING — This course introduces the principles of organizing and managing a food and beverage operation. Two hours lecture. Four hours lab. Four semester hours credit.

HRT 1413 — ROOMS DIVISION MANAGEMENT — This course introduces an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 1511 — HOSPITALITY SEMINAR — This course will introduce leadership and management skills necessary for success in hospitality and tourism management to the student. One hour lecture. One semester hour credit.

HRT 1813 — TOURISM SPECIALIST — This course covers activities associated with organizing, booking, and conducting tours. Three hours lecture. Three semester hours credit.

HRT 2233 — HOSPITALITY COST CONTROL — This course focuses on the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2423 — HOSPITALITY SECURITY MANAGEMENT AND LAW — This course details the issues surrounding the need for individualized security programs. Examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2613 — HOSPITALITY SUPERVISION — This course introduces supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture. Two hours lab. Three semester hours credit.

HRT 2623 — HOSPITALITY HUMAN RESOURCE MANAGEMENT — This course introduces the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Three hours lecture. Three semester hours credit.

HRT 2853 — CONVENTION AND MEETING PLANNING — This course will focus on planning, promotion, and management of meetings, conventions, expositions, and events. Three hours lecture. Three semester hours credit.

## **PRECISION MANUFACTURING AND MACHINING TECHNOLOGY**

MST 1115 — POWER MACHINERY I — 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 hour lecture, six hour lab. Five semester credit hours.

MST 1125 — POWER MACHINERY II — (Prerequisite: Power Machinery I -MST 1115) This course is a continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture. Four hours lab. Five semester hours credit.

MST 1313 — MACHINE TOOL MATHEMATICS — This course is an applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations. Two hours lecture. Two hours lab. Three semester hours credit.

MST 1413 — BLUEPRINT READING — This course introduces plans and specifications interpretation designed for machinists. Includes instruction and practice in reading and applying specifications. Two hours lecture. Two hours lab. Three semester hours credit.

MST 1423 — ADVANCED BLUEPRINT READING — (Prerequisite: Blueprint Reading-MST 1413). This course is a continuation of Blueprint Reading with emphasis on advanced feature of plans & specifications. Includes instruction on the identification of various projections and views and on different assembly components. Two hours lecture. Two hours lab. Three semester hours credit.

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**MST 1613 — PRECISION LAYOUT** — This course details precision layout for machining operations which includes instruction and practice in the use of layout instruments. Two hours lecture. Two hours lab. Three semester hours credit.

**MST 2134 — POWER MACHINERY III** — (Prerequisite: Power Machinery II, MST 1124). This course is a continuation of the Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture. Four hours lab. Five semester hours credit.

**MST 2144 — POWER MACHINERY IV** — (Prerequisites: Power Machinery III, MST 2134). This course is a continuation of Power Machinery III with emphasis on highly advanced safety operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two hour lecture. Four hours lab. Three semester hours credit.

**MST 2715 — COMPUTER NUMERICAL CONTROL OPERATIONS I** — This course is an introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Two hours lecture. Six hours lab. Four semester hours credit.

**MST 2724 — COMPUTER NUMERICAL CONTROL OPERATIONS II** — (Prerequisites: Computer Numerical Control Operations I, MST 2714). This course is 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 hour lecture. Four hours lab. Three semester hours credit.

**MST 2733 — FUNDAMENTALS OF CAD/CAM** — This course is designed to provide the students with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology. Three hours lecture. Three semester hours credit.

### **WORK-BASED LEARNING**

**WBL 191(1-3), 192(1-3), 291(1-3) & 292(1-3) — WORK-BASED LEARNING** — This Work-Based Learning course is designed for students enrolled in career-technical programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon a model course curriculum, defined workplace requirements, and specific objectives addressing competent workplace performance. Three semester hours credit is based upon 270 approved contact hours of work experience.

### **TECHNICAL EVENING CLASSES**

Regular college courses are offered on campus during the day and evenings and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, and Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

## **CAREER-TECHNICAL SUPPORT SERVICES**

The Test of Adult Basic Education (TABE) will be administered to all career students upon entering school. Results from this test will be used to identify students that need help in reading, math and language. Any student needing help in these areas will be assigned to the Career-Technical Support Services Center until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be used for technical students:

1. Technical students who are recommended for Intermediate Algebra (through the assessment process) will be scheduled for the Support Services program.
2. Technical students who are recommended for Intermediate English (through the assessment process) will be scheduled for the Support Services program.
3. After completing course requirements and exiting the mathematics portion of the Support Services

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program, technical students will schedule Intermediate Algebra.

4. After completing course requirements and exiting the reading/ language portion of the Support Services program, technical students will schedule Intermediate English (as needed) or English Composition I.

### CARPENTRY TECHNOLOGY

**CCT 1116 — FOUNDATIONS** — This course introduces the different types of foundations used in residential construction. Lay-out and setup of a conventional foundation for a residential dwelling. Two hours lecture. Eight hour lab. Six semester hours.

**CCT 1133 — BLUEPRINT READING** — (Prerequisites: CCT 1116, CCT 1163 and CCT 1236) This course is the study of the different plans in a set of house plans and the symbols used in each of them to identify the parts of a structure. Two hours lecture. Two hours lab. Three semester hours.

**CCT 1163 — CONSTRUCTION MATHEMATICS** — This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce. Three semester hours credit. One hour lecture, four hours lab.

**CCT 1213 — CONSTRUCTION MATERIALS** — This course examines the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. Three semester hours, two hours lecture, two hours lab.

**CCT 1236 — FLOOR & WALL FRAMING** — This course provides theory and practical work experience in estimating, cutting, and installing floor and wall framing members. Two hours lecture. Eight hour lab. Six semester hours.

**CCT 1244 — CEILING & ROOF FRAMING** — (Prerequisites: CCT 1116, CCT 1236, and CCT 1163) This course provides theory and practical work experience in estimating materials for ceiling and roof framing members. Hands-on experience in measuring, cutting, and the installation of different types of ceiling and roof framing members. One hour lecture. Eight hours lab. Four semester hours.

**CCT 1315 — INTERIOR/EXTERIOR FINISHING & CABINET INSTALLATION** — (Prerequisites: CCT 1116, CCT 1236, and CCT 1163) This course is the study of all areas of interior wall, ceiling and floor finishing and cabinet making. Two hours lecture. Eight hour lab. Five semester hours.

**CCT 291(1-3) — SPECIAL PROBLEMS IN CARPENTRY** — A course to provide students with an opportunity to utilize skills and knowledge gain in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

### COSMETOLOGY

**COV 1122 — COSMETOLOGY ORIENTATION** — This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Two semester hours credit.

**COV 1245 — COSMETOLOGY SCIENCES I** — This course consists of the study of bacteriology, sterilization and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Six hours lab. Five semester hours credit.

**COV 1255 — COSMETOLOGY SCIENCES II** — This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Four hours lab. Five semester hours credit.

**COV 1263 — COSMETOLOGY SCIENCES III** — This course consists of the application and demonstration of chemistry, and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Three hours lab. Three semester hours credit.



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- COV 1426 — HAIR CARE I — This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1436 — HAIR CARE II — This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours lab. Six semester hours credit.
- COV 1443 — HAIR CARE III — This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services, and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three semester hours credit. Nine hours lab.
- COV 1522 — NAIL CARE I — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1532 — NAIL CARE II — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1542 — NAIL CARE III — This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.
- COV 1622 — SKIN CARE I — This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester hours credit.
- COV 1632 — SKIN CARE II — This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours lab. Two semester credit hours.
- COV 1642 — SKIN CARE III — This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours lab. Two semester hours credit.
- COV 1722 — SALON BUSINESS I — This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.. One hour lecture. Three hours lab. Two semester hours credit
- COV 1732 — SALON BUSINESS II — This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One



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hour lecture. Three hours lab. Two semester hours credit.

### **COSMETOLOGY TEACHER TRAINING**

COV 2816 — COSMETOLOGY TEACHER TRAINING I — (Pre/co requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.) This course provides instruction in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

COV 2826 — COSMETOLOGY TEACHER TRAINING II — (Pre/co requisites: COV 2816 Cosmetology Teacher Training I) This course provides instruction in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

COV 2836 — COSMETOLOGY TEACHER TRAINING III — (Pre/co requisite: Cosmetology Teacher Training II COV 2826) This course provides professional application and training including: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three lecture hours. Nine hours lab. Three semester hours credit.

COV 2846 — COSMETOLOGY TEACHER TRAINING IV — (Pre/co requisite: COV 2836 Cosmetology Teacher Training III) This course provides instruction in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three hours lecture. Nine hours lab. Six semester hours credit.

### **WELDING AND CUTTING**

WLT 1115 — SHIELDED METAL ARC WELDING I — This course is designed to teach students introductory welding techniques using the SMAW process. One-hour lecture, eight hours lab. Five semester hours credit.

WLT 1125 — (Prerequisite: WLT 1172, WLT 1313) GAS METAL ARC WELDING (GMAW) — This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. One hour lecture, eight hours lab. Four semester hours credit.

WLT 1135 — (Prerequisite: WLT 1172, WLT 1313) GAS TUNGSTEN ARC WELDING (GTAW) — This course is designed to give the student experience in various welding applications using the GTAW process. One hour lecture, eight hours lab. Six semester hours credit.

WLT 1143 — (Prerequisite: WLT 1172, WLT 1313) FLUX CORED ARC WELDING (FCAW) — This course is designed to give the student experience using the FCAW process. One hour lecture, four hours lab. Three semester hours credit.

WLT 1172 — INTRODUCTION TO WELDING AND SAFETY — This course is designed to give students an introduction to the welding profession and experience in safety procedures related to welding. One hour lecture, two-hour lab. Two semester hour credit.

WLT 1225 — SHIELDED METAL ARC WELDING II — This course is designed to teach students advanced welding techniques using the SMAW process. One hour lecture, eight hours lab. Five semester hours credit.

WLT 1232 — (Prerequisite: WLT 1172, WLT 1313) BLUE PRINT READING, WELDING SYMBOLS, AND METALLURGY — This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. One hour lecture, two hours lab. Two semester hours credit.

WLT 1313 — CUTTING PROCESSES — This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. One hour lecture. Four hours lab. Three semester hours credit.

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### ADMINISTRATION

BRENT GREGORY..... PRESIDENT (2020)  
A.A., East Central Community College; B.S., M.S., University of Southern Mississippi; Ph.D.,  
Mississippi State University

DAVID CASE.....EXECUTIVE VICE PRESIDENT (2014)  
B.S., University of Mississippi; M.B.A., Millsaps College; further work at the University of Alabama

LUCAS CALVERT.....VICE PRESIDENT FOR EXTERNAL RELATIONS (2021)  
A.A., East Central Community College; B.S., Mississippi State University; M.S., Arkansas State  
University

STACEY HOLLINGSWORTH.....EXECUTIVE DIRECTOR OF THE FOUNDATION (1997)  
A.A., East Central Community College; B.B.A., University of Mississippi; M.B.A., Mississippi State  
University, Meridian; Ph.D., Mississippi State University

JAMES MILLER.....VICE PRESIDENT FOR STUDENT SERVICES (2005)  
B.S., Nicholls State; M.Ed., University of West Alabama

MARIE ROBERTS.....VICE PRESIDENT FOR ENROLLMENT MANAGEMENT (2022)  
B.A., M.Ed., University of Southern Mississippi; Ed.D., Delta State University

MICKEY W. VANCE.....VICE PRESIDENT FOR BUSINESS OPERATIONS (1999)  
A.S., East Central Community College; B.S., M.P.A., University of Southern Mississippi

DONNA EVERETT.....DEAN OF HEALTHCARE EDUCATION (2018)  
A.S., Meridian Community College; B.S., University of Southern Mississippi; M.S., William Carey  
University

DEREK PACE.....DEAN OF INFORMATION TECHNOLOGY (1996)  
B.S., University of Southern Mississippi

ARTIE FOREMAN.....DIRECTOR FOR FACILITIES PLANNING & PROJECT MANAGER (1993)  
A.A.S., East Central Community College

## EAST CENTRAL COMMUNITY COLLEGE

### PROFESSIONAL STAFF

DYLAN BARNETT.....	HEAD MEN'S & WOMEN'S TENNIS COACH (2022)
A.A., East Central Community College; B.S., Florida Southern College	
JERAMI BEARD.....	FINANCIAL AID SPECIALIST (2016)
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ALICIA BEASLEY.....	DIRECTOR OF INSTITUTIONAL EFFECTIVENESS & INSTRUCTIONAL SUPPORT (2019)
A.S., East Central Community College; B.S., Mississippi State University; M.S., Belhaven University, Ed.S., Walden University	
REGENA BOYKIN.....	DIRECTOR OF INFORMATION SYSTEMS (2003)
A.A.S., East Central Community College	
NYKEMIA BROWN.....	WORKFORCE PLACEMENT COORD./WIOA CASE MGR (2022)
B.S., Liberty University	
SHERRELL BROWN.....	INSTRUCTIONAL COUNSELOR (2012)
A.A., East Central Community College; B.A., Mississippi State University; M.S., Mississippi State University-Meridian	
LYNNE CAREY.....	INDUSTRIAL WORKFORCE DEVELOPMENT COORD/TRAINER (2022)
A.A., Meridian Community College	
VICTOR COKER .....	INFORMATION SYSTEMS DATA COORDINATOR (2021)
A.S., East Central Community College	
CHRIS CRAVEN .....	DIRECTOR OF NETWORK SYSTEMS (2020)
B.S., Mississippi State University	
MATTHEW CROWDER.....	ASSISTANT BASEBALL COACH (2022)
A.A., Hinds Community College; B.S., M.B., Blue Mountain College	
ALLEN DAVIS.....	LIBRARIAN II - INSTRUCTIONAL LIBRARIAN (2022)
B.S., Mississippi State University; M.S., University of Southern Mississippi	
JANET ESTES .....	CAREER TECH EDUCATION NAVIGATOR (2021)
A.S., East Central Community College; B.S., Mississippi State University; M.S., Mississippi State University	
LACIE FLAKE.....	DIRECTOR OF PNCCTC (2016)
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DEVIN FOSSELMAN.....	ASSISTANT FOOTBALL COACH (2023)
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CAROL GERMANY.....	ADMINISTRATIVE ASSISTANT TO THE PRESIDENT (1995)
A.A., East Central Community College; further work at Mississippi State University - Meridian	
BAILEY GIBSON.....	WARRIOR WELLNESS COORDINATOR/CHEERLEADING COACH (2020)
B.S., University of Mississippi	
KATELYN GRUICH.....	ASSISTANT SOFTBALL COACH (2022)
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## EAST CENTRAL COMMUNITY COLLEGE

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JOHN HARRIS .....	CAMPUS POLICE CHIEF (2012) State of Ms. Certificate No. 6661-Law Enforcement Officer; further coursework at the University of Indianapolis, Meridian Community College, FedEx Quality University, and Trinity College Seminary
CASSIE HICKMAN.....	CAREER COACH – YOUTH (SMPDD) (2020) A.S., East Central Community College; B.S., Mississippi State University
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ELIZABETH MINTER.....	LIBRARIAN I (2010) B.A., University of South Alabama; M.L.I.S., University of Southern Mississippi
KIMBERLY MOTT.....	ASSISTANT DIRECTOR OF FINANCIAL AID (LOANS) (2002) A.A., Meridian Community College; B.S., Mississippi State University; M.S., University of Southern Mississippi
SEAN MOWDY .....	DIRECTOR OF THE PHYSICAL PLANT (1996)
PAUL NIXON.....	DIRECTOR OF ATHLETICS (2018)

## EAST CENTRAL COMMUNITY COLLEGE

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ASHLEY PATTERSON.....ACCOUNTANT II (2014)  
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B.S., Dallas Christian College; M.A.T., Liberty University

LEVAR ROBINSON.....CAREER COACH – SMPDD (2020)  
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A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.S., Mississippi State University

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BRANDI WADDELL ..... CAREER TECH COUNSELOR (PNCCTC) (2023)



## EAST CENTRAL COMMUNITY COLLEGE

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- AMANDA WALTON.....DIRECTOR OF STUDENT SUCCESS (2007)  
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- LOGAN WALTON.....NETWORK SYSTEMS TECHNICAL SPECIALIST (2021)  
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- LEIGH WHITE ..... HEAD WOMEN’S SOFTBALL COACH (2019)  
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- JORDAN WHITTINGTON.....ASSISTANT MEN’S BASKETBALL COACH (2022)  
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- ALAN WIEDERHOLD-SOHN.....SPORTS INFORMATION DIRECTOR (2023)  
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- ELYSE WILLIS-ETHRIDGE.....ASSISTANT WOMEN’S BASKETBALL COACH (2022)  
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- TYLER YATES.....BUSINESS OFFICE ACCOUNTANT POSITION I (2019)  
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## FACULTY

- GEORGE ALEXANDER.....BIOLOGY INSTRUCTOR (2011)  
B.S., M.A.T., University of Southern Mississippi
- SHERI ANDERS.....EARLY CHILDHOOD EDUCATION INSTRUCTOR (2011)  
B.S., M.S., EdS., Mississippi State University
- LASHONDA BODDIE.....NURSING INSTRUCTOR (2017)  
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- RENEE BOGGAN.....MATHEMATICS INSTRUCTOR (2015)  
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- CHRISTINA BOLES.....TEACHER ACADEMY INSTRUCTOR (PNCCTC) (2020)  
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- JAMES BOYKIN.....CARPENTRY TECHNOLOGY INSTRUCTOR (2004)  
Certificate in Advanced Carpentry, East Central Community College; A.A.S., Hinds Community College
- PAIGE CASE.....ENGLISH INSTRUCTOR (2015)  
B.A., Millsaps College; M.A.T., University of West Alabama
- DEKOTA CHEATHAM ..... BIOLOGY INSTRUCTOR (2020)  
A.S., East Central Community College; B.S., M.S., Mississippi State University
- SHERRI CLIBURN.....SPECIAL POPULATIONS INSTRUCTOR (READING) (2000)  
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## EAST CENTRAL COMMUNITY COLLEGE

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Carey University

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AMY DENSON.....CHEMISTRY INSTRUCTOR (2013)  
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University

CHRISTY DUBUISSON.....NURSING INSTRUCTOR (2022)  
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TIFFANY ELKINS.....DIRECTOR OF BANDS/INSTRUCTOR (2022)  
B.S., University of North Alabama; M.M.P. , University of Florida; M.A., University of North  
Alabama

KEN ETHRIDGE.....COMPUTER SCIENCE INSTRUCTOR (2015)  
A.A., University of Maryland; B.S., Colorado Technical University; M.S., Mississippi State  
University

CHAS EVANS.....MUSIC INSTRUCTOR/GUITAR (2013)  
A.A., East Central Community College; B.M., M.M., University of Southern Mississippi

JOHN B. EVERETT.....ELECTRICAL TECHNOLOGY INSTRUCTOR (1999)  
A.A.S., East Central Community College

BRANDON FELTON .....CRIMINAL JUSTICE TECHNOLOGY INSTRUCTOR (2021)  
A.A., Meridian Community College; B.A., Mississippi State University

CHRISTY H. FERGUSON.....BUSINESS TECHNOLOGY INSTRUCTOR (1999)  
A.A., East Mississippi Community College; B.S., M.S., Mississippi State University

DONALD FLAKE.....AUTOMOTIVE SERVICE TECHNOLOGY INSTRUCTOR (2018)  
Expert Citizen's Educator License

TERESA GORDON.....MATHEMATICS INSTRUCTOR (2015)  
B.P.A., University of Mississippi; M.S., Mississippi State University

LISA GORGAS.....NURSING INSTRUCTOR (1997)  
A.A., Meridian Community College; M.S.N., University of Southern Mississippi

RUTH GREGORY.....ACCOUNTING/BUSINESS INSTRUCTOR (2004)  
A.A., East Central Junior College; B.S., M.Ed., University of Southern Mississippi

SCOTT HALE.....DIESEL EQUIPMENT TECHNOLOGY INSTRUCTOR (2021)  
A.A., Meridian Community College

DONALD HARDIN.....PRECISION MANUFACTURING/  
MACHINE TECHNOLOGY INSTRUCTOR (2022)  
A.A.S., EAST CENTRAL COMMUNITY COLLEGE

ROBERT HEBERT.....INFORMATION SYSTEMS TECHNOLOGY INSTRUCTOR (2018)  
A.A.S., East Central Community College

## EAST CENTRAL COMMUNITY COLLEGE

- DONNA HEMPHILL.....DIRECTOR /NURSING FACULTY FOR THE  
ASSOCIATED DEGREE NURSING PROGRAM (2022)  
A.S., East Central Community College; B.S.N., University of Mississippi Medical Center; M.S.N.,  
William Carey University
- SCOTT HILL ..... PHYSICAL EDUCATION INSTRUCTOR (2003)  
A.A., East Central Community College; B.S., M.S., Mississippi State University
- JEFFREY HODGES.....ART INSTRUCTOR (2015)  
A.A., Hinds Community College; B.F.A., Memphis College of Art; M.F.A., University of South Carolina
- GREG HOLEKAMP.....AUTOMOTIVE TECHNOLOGY INSTRUCTOR (2012)  
A.A.S., East Mississippi Community College
- HAROLD HOLLINGSWORTH III.....HEATING AND AIR CONDITIONING  
TECHNOLOGY INSTRUCTOR (2014)  
A.A.S., East Central Community College
- AUBRIE HOWELL ..... COSMETOLOGY INSTRUCTOR (2017)  
A.A., Certificate in Cosmetology, Instructor Training Certificate in Cosmetology, East Central  
Community College
- LUKE HOWELL.....COLLISION REPAIR TECHNOLOGY INSTRUCTOR (2010)  
B.A.A., A.A.S., East Central Community College
- JOSEPH D. IRBY.....METAL TRADES INSTRUCTOR (PNCCTC) (1999)  
“Educator License”; Attended East Central Community College
- GERALD JORDAN.....WELDING INSTRUCTOR (1998)  
A.A., East Central Junior College; further work at Mississippi State University; Jackson State  
University; University of Southern Mississippi
- BARRY KARRH .....CULINARY INSTRUCTOR (2012)  
B.S., Mississippi University for Women; M.A., University of Adelaide (Australia)
- BRANDI KEITH.....NURSING INSTRUCTOR (2017)  
A.S., East Central Community College; B.S.N., University of Mississippi Medical Center, M.S.N.,  
Mississippi University for Women
- DAWN KIKER.....NURSING INSTRUCTOR (2019)  
B.S.N., Delta State University; M.S.N., University of Southern Mississippi
- RACHEL LAIRD.....ENGLISH INSTRUCTOR (2023)  
A.A., East Central Community College; B.S., M.A., Mississippi State University
- LISA LAMPTON.....HOTEL/RESTAURANT MANAGEMENT TECHNOLOGY INSTRUCTOR (2005)  
A.A., Southwest Mississippi Community College; B.S., University of Southern Mississippi
- LORI LUKE.....NURSING INSTRUCTOR (2001)  
A.S., East Central Community College; B.S., University of Southern Mississippi; M.S.N, Alcorn  
State University
- CATHRYN MAY.....MATHEMATICS INSTRUCTOR (2010)  
B.S., M.S.,The University of Mississippi
- TONYA MCGEE.....SPECIAL POPULATIONS INSTRUCTOR (MATHEMATICS) (2019)  
A.A., East Central Community College; B.S., Mississippi State University; M.E., William Carey University
- MICHAEL MILES.....MATHEMATICS INSTRUCTOR (2014)  
B.S., Mississippi State University; M.S., Mississippi College

## EAST CENTRAL COMMUNITY COLLEGE

RHONDA MORROW.....SOCIOLOGY INSTRUCTOR (2022)  
A.A., JONES COUNTY JUNIO COLLEGE; B.A., UNIVERSITY OF MISSISSIPPI; M.S., MISSISSIPPI COLLEGE

MELANI MOSELEY.....BIOLOGY INSTRUCTOR (2018)  
A. A., Meridian Community College; B.S., M.S., Mississippi College

STACY PARKES.....BUSINESS TECHNOLOGY INSTRUCTOR (2023)  
A.A., East Central Community College; B.A., M.A.T., Mississippi State University

DEBRA PAYTON.....EARLY CHILDHOOD EDUCATION INSTRUCTOR /  
DIRECTOR OF CHILDCARE CENTER (2009)  
A.A.S., Hinds Community College, B.S., M.Ed., Jackson State University

DYLAN PETTIS ..... BIOLOGY INSTRUCTOR (2021)  
A.A., Holmes Community College; B.S., Mississippi State University; M.S., University of West Alabama

KRISTIE PILGRIM.....INSTRUCTOR FOR SURGICAL TECHNOLOGY PROGRAM (2001)  
A.A.S., East Central Community College

JILL POWE.....EARLY CHILDHOOD EDUCATION INSTRUCTOR (PNCCTC) (1996)  
A.A.S., East Central Community College; B.S., University of Southern Mississippi

MADISON PRICE.....HISTORY INSTRUCTOR (2014)  
A.A., Mississippi Gulf Coast Community College; B.A, M.A., Mississippi State University

MANDY QUINN.....ASSISTANT BAND DIRECTOR/INSTRUCTOR (2020)  
B.S., University of North Alabama; M.A., University of Central Florida

BRADLEY ROBBINS.....ENGLISH INSTRUCTOR (2023)  
B.S., Mississippi State University; M.A.T., The University of West Alabama; Ed.S., The University of Mississippi

JORDAN ROBINSON.....AUTOMATION & CONTROL TECHNOLOGY INSTRUCTOR (2015)  
A.A.S., East Central Community College

CHRIS RYALS.....ASST. DIRECTOR OF CAREER & TECHNICAL EDUCATION /  
DRAFTING & DESIGN TECHNOLOGY INSTRUCTOR (2017)  
A.A.S., East Central Community College; B.S./M.S., Mississippi State University

KEVIN RYALS.....SPEECH INSTRUCTOR (2004)  
B.A., Mississippi State University; M.S., University of Southern Mississippi

CAROL S. SHACKELFORD.....ENGLISH INSTRUCTOR (1998)  
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi State University

JUSTIN SHARP.....MUSIC / KEYBOARD INSTRUCTOR (2015)  
A.A., East Central Community College; B.M., Mississippi College; M.M., D.M.A., University of Texas

LEANN SHIRLEY.....DIRECTOR/INSTRUCTOR SURGICAL TECHNOLOGY PROGRAM (2001)  
A.A.S., East Central Community College

ROBERT "CURT" SKIPPER.....BIOLOGY INSTRUCTOR (2006)  
A.A., A.A.S., East Mississippi Community College; B.S., Mississippi State University; M.A.T., University of West Alabama

CHANDLER SMITH.....CHORAL / VOICE MUSIC INSTRUCTOR (2023)  
A.A., East Central Community College; B.M., Delta State University; M.M., Mississippi College

MONICA STENNIS.....NURSING INSTRUCTOR (2018)  
B.S.N., Delta State University, M.S.N., University of Southern Mississippi

## EAST CENTRAL COMMUNITY COLLEGE

MARTHA STOKES.....ALLIED HEALTH INSTRUCTOR (PNCCTC) (1998)  
A.D.N., Meridian Community College

RACHEL TYSON.....WARRIOR PATH TO SUCCESS INSTRUCTOR (2011)  
B.S., William Carey College; M.S., University of Southern Mississippi

MARSHALL VAN ZIJLL.....PHYSICAL SCIENCE/ PHYSICS INSTRUCTOR (2020)  
B.S. Brigham Young University; Ph.D., University of California

MARTIE VAUGHN.....NURSING INSTRUCTOR (2007)  
A.A., Hinds Community College; B.S.N., M.S.N, University of Mississippi School of Nursing

DELANA WADDELL.....LAW AND PUBLIC SAFETY INSTRUCTOR (2021)  
Mississippi Law Enforcement Training Academy

STACIE WEIR.....PSYCHOLOGY INSTRUCTOR (2023)  
A.A., East Central Community College; B.S., Delta State University; M.Ed., Ed. S., Mississippi State University

BRIAN WHITE.....HISTORY INSTRUCTOR (2016)  
A.A., Meridian Community College; B.S., M.A., Ed.S., Mississippi State University - Meridian

TYLER WOODS.....BUILDING TRADES INSTRUCTOR (PNCCTC) (2023)

## ADMINISTRATIVE SUPPORT STAFF

WHITNEY AMIS.....COLLEGE AND CAREER NAVIGATOR (2015)

GENEVA BARKER.....ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PNCCTC (1986)

KELI BARRETT.....ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES/  
HOUSING COORDINATOR (2012)

ANNA CAIN ..... ADULT EDUCATION ASSESSMENT COORDINATOR (2020)

BRENDA CHEATHAM.....ADMINISTRATIVE ASSISTANT FOR  
ENROLLMENT MANAGEMENT (2005)

CRYSTAL COOLEY.....ADMINISTRATIVE ASSISTANT FOR  
THE OFFICE OF HEALTHCARE EDUCATION (2019)

LYNN FRENCH.....BUSINESS OFFICE CLERK - PAYROLL (2010)

VICTORIA HARRIS.....ADULT EDUCATION FACILITATOR (2018)

MELISSA HOLEKAMP .....ADMISSIONS AND RECORDS CLERK-  
TRANSCRIPT SPECIALIST / VA ENROLLMENT SERVICES (2019)

APRYL JOHNSON ..... ADULT EDUCATION ACADEMIC ASSISTANT (2020)

CHRISTY JONES.....ADULT EDUCATION DATA MANAGER/  
INTAKE SPECIALIST / ADMINISTRATIVE ASSISTANT (2019)

TONYA KELLEY.....ADULT EDUCATION ACADEMIC ASSISTANT (2022)

TERI KILLENS.....ADMINISTRATIVE ASSISTANT-WFD/ITT (2000)

LESLEY THOMPSON.....ADULT EDUCATION LEAD INSTRUCTIONAL FACILITATOR/  
MENTOR (2018)

DEBORAH LUCROY.....ADMINISTRATIVE ASSISTANT PHYSICAL PLANT (2007)

LORI MCMULLAN.....ADMINISTRATIVE ASSISTANT TO THE  
DIRECTOR OF HUMAN RESOURCES (2006)



## EAST CENTRAL COMMUNITY COLLEGE

TIFFANY MORRISON.....ADMINISTRATIVE ASSISTANT TO THE  
DIRECTOR OF ATHLETICS (2016)

MARGARET MOTT.....BUSINESS OFFICE CLERK – PURCHASING (2019)

KELLIE PENSON..... ADMINISTRATIVE ASSISTANT FOR ELEARNING /  
COORDINATOR (2016)

KAREN ROBERTSON.....ADMINISTRATIVE ASSISTANT FOR EXTERNAL RELATIONS(1994)

KATHY SANDERS.....ADMINISTRATIVE ASSISTANT TO THE  
EXECUTIVE VICE PRESIDENT (2003)

VIRGIE THAMES..... ADMINISTRATIVE ASSISTANT TO THE  
EXECUTIVE VICE PRESIDENT (1995)

LESLEY THOMPSON.....ADULT EDUCATION LEAD  
INSTRUCTIONAL FACILITATOR/MENTOR (2018)

SHALONDA TRIPLETT.....ADULT EDUCATION FACILITATOR (2022)

LINDA J. VANCE.....ADMINISTRATIVE ASSISTANT FOR  
CAREER & TECHNICAL DIVISION (1994)

CHRISTI WHITE.....ADULT EDUCATION FACILITATOR (2020)

KATHERINE WINDHAM.....ADULT EDUCATION FACILITATOR (2019)

JENNETTE WINHAM.....ADMISSIONS & RECORDS CLERK /  
APPLICATIONS SPECIALIST (2021)

## INSTITUTIONAL SUPPORT STAFF

ERIC BUNTYN.....GROUNDSKEEPER (2012)

WESLEY BUNTYN.....CUSTODIAN (2022)

LAWRENCE CARD.....CAMPUS POLICE OFFICER (2022)

MARTY CRAWFORD.....CARPENTER/PLUMBER (2014)

BOBBY CURRY ..... CUSTODIAN (2020)

MARILYN CURRY.....CUSTODIAN (2015)

JAMES DAVIS .....CUSTODIAN - PNCCTC (2020)

STEPHEN DOVE ..... CAMPUS POLICE OFFICER (2020)

COLIN GALLASPY .....CUSTODIAN (2022)

LINDA GENTRY.....BOOKSTORE CLERK (2021)

JESSIE GILL.....GROUNDSKEEPER (2019)

SARA GOSS ..... CUSTODIAN (2020)

CLIFFORD HARVILLE.....GROUNDS/TRANSPORTATION SUPERVISOR (2012)

TANJA HENDON.....DORMITORY SUPERVISOR WOMEN (2017)

IDA JOHNSON.....DORMITORY SUPERVISOR WOMEN (2014)

MARY KELLY ..... CUSTODIAN (2020)

JEREMY MARBLE.....HVAC TECHNICIAN (2019)

JOHNNY MARTIN.....CAMPUS POLICE OFFICER (2017)

## EAST CENTRAL COMMUNITY COLLEGE

MICHAEL MCWHIRTER.....CAMPUS POLICE DISPATCHER (1996)  
LATONYA MILSAP.....CHILDCARE ATTENDANT (2014)  
STACY MONK .....CARPENTER/PLUMBER (2016)  
CAROLYN MOORE.....DORMITORY SUPERVISOR WOMEN (2014)  
SANDRA MOORE.....CHILDCARE ATTENDANT (2016)  
GEORGE MORGAN ..... CAMPUS POLICE OFFICER (2020)  
RYAN MORRISON.....CUSTODIAN (2023)  
GINA MOWDY.....CUSTODIAN (2008)  
CHRISTOPHER NEESE.....UTILITY FLOATER (2018)  
TIMOTHY PILGRIM.....MAINTENANCE SUPERVISOR (2011)  
TIMMY PRITCHETT ..... CAMPUS POLICE OFFICER (2020)  
CHRISTA ROBINSON.....CHILDCARE ATTENDANT (2003)  
KEVIN RUSSELL.....CAMPUS POLICE OFFICER (2023)  
MELISSA SHACKELFORD.....CAMPUS POLICE OFFICER (2022)  
GREGORY SHARP ..... CUSTODIAN (2020)  
JIMMY SHELWOOD.....GROUNDKEEPER (2023)  
JASON SHIELDS.....GROUNDSKEEPER (2022)  
KEYASIA SHOEMAKER.....CUSTODIAN (2023)  
AARON SIBLEY.....HVAC/ELECTRICIAN (2009)  
MICHAELLE SMITH.....BOOKSTORE MANAGER (2002)  
BRITTANY TOWNSEND.....CUSTODIAL SUPERVISOR (2022)  
STACY WILKINSON.....GROUNDSKEEPER (2021)  
ASHLEY WILSON..... CUSTODIAN (2023)  
ROCKY WINDHAM ..... CUSTODIAN (2020)

EAST CENTRAL COMMUNITY COLLEGE

## COUNCIL & COMMITTEE ASSIGNMENTS

Executive Council (also serves as the SACSCOC Leadership Team)

Athletic Advisory Council (Ad Hoc)

Finance Council

Institutional Research & Effectiveness Council

Instructional Council

Public Information Council

Student Services Council

Committees Reporting to the Finance Council

Budget Committee

Human Resources Committee

Facilities & Grounds Committee

Committees Reporting to the Institutional Research & Effectiveness Council

SACSCOC Quality Enhancement Plan Committee

Technology Planning Committee (Ad-Hoc)

Committees Reporting to the Instructional Council

Constitution Committee

Curriculum Committee

eLearning Committee

Faculty/Staff Development Committee

Learning Resources Committee

Literacy Committee

Success Center Advisory Committee

Workforce Committee

Committees Reporting to the Public Information Council

Beauty Pageant Committee

Homecoming Committee (All college employees serve in some capacity on sub-committees)

Committees Reporting to the Student Services Council

Admissions Committee (Ad-Hoc)

Discipline Committee (Ad-Hoc)

Emergency Preparedness Committee (Ad-Hoc)

Financial Aid Appeals Committee (Ad-Hoc)

Recruitment and Retention Committee (Ad-Hoc)

Safety Committee

Scholarship Committee

Student Activities Committee