

# NORTHWEST MISSISSIPPI COMMUNITY COLLEGE



2021-22 BULLETIN

# Accreditation

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Questions about the accreditation of Northwest Mississippi Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Associate Degree Nursing program was initially accredited by the National League for Nursing in 1978 and has maintained that accreditation. The program is currently accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (phone number 404-975-5000, [www.acenursing.org](http://www.acenursing.org)) and the Board of Trustees of State Institutions of Higher Learning, State of Mississippi located at 3825 Ridgewood Road, Jackson, MS 39211 (phone number 601-432-6198, <http://www.ihl.state.ms.us/nursing/>).

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

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

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

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

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

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

The Emergency Medical Technology-Paramedic program is sanctioned by the Mississippi State Board of Health, Division of EMS, the State Department of Education, and the Committee on Accreditation of Educational Programs for the EMS Professions. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

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

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

## NWCC Instructional Calendar 2021-2022

- 2021 Fall Sessions

- 2021 Fall Calendar
- 2021-22 Winter Session
- 2021-22 Winter Calendar
- 2022 Spring Sessions
- 2022 Spring Calendar
- 2022 Summer Sessions
- 2022 Summer Calendar

## 2021 Fall Sessions

### Standard Sessions

	Full Term	Term 1	Term 2
<b>Registration</b>	AUG 11-13	AUG 11-13	SEPT 15 - OCT 7
<b>Classes Begin</b>	AUG 16	AUG 16	OCT 12
<b>Deadline to Register</b>	AUG 17	AUG 17	OCT 13
<b>Midterm Grades Submitted</b>	OCT 12	SEPT 13	NOV 8
<b>Deadline to Withdraw</b>	NOV 12	SEPT 24	NOV 19
<b>Final Exams</b>	DEC 6-10	OCT 4-5	DEC 6-7
<b>Final Grade Submitted</b>	DEC 10	OCT 5	DEC 7

### Online Session

	Full Term	Term 1	Term 2
<b>Registration</b>	AUG 16-20	AUG 16-20	OCT 14-15
<b>Classes Begin</b>	AUG 23	AUG 23	OCT 18
<b>Deadline to Register</b>	AUG 25	AUG 24	OCT 19
<b>Midterm Grades Submitted</b>	OCT 18	SEPT 20	NOV 15
<b>Deadline to Withdraw</b>	NOV 5	OCT 1	NOV 26

<b>Final Exams</b>	NOV 18-DEC 3	OCT 11-15	DEC 6-10
<b>Final Grade Submitted</b>	DEC 3	OCT 15	DEC 10

## 2021 Fall Calendar

### July 2021

1	Thursday	FAFSA priority deadline for Fall
1-5	Thursday-Monday	Independence Holidays ( <i>offices closed, online classes continue</i> )
13	Tuesday	Orientation
22	Thursday	Orientation

### August 2021

1	Sunday	SAP Appeal Priority Deadline for Fall 2021
2	Monday	10-month faculty return to campus
3	Tuesday	Orientation
3	Tuesday	Staff Convocation 1:30 p.m.
5	Thursday	Staff Convocation 1:30 p.m.
6	Friday	First day to lock in Fall 2021 schedule. Pay balance and/or apply any aid awarded.
9	Monday	9-month faculty return to campus
9	Monday	Faculty Convocation 8:30 a.m.
9	Monday	Faculty available for online advising
11	Wednesday	Last day to lock in Fall 2021 class schedule. Pay balance and/ or apply any aid awarded.
11-13	Wed.-Fri.	Residence Halls open for registered students

### September 2021

6	Monday	Labor Day Holiday ( <i>offices closed, online classes continue</i> )
15	Wednesday	Priority registration begins for Winter 2021-2022



24 Friday Priority deadline to apply for Fall 2021 graduation

## October 2021

8-11 Friday-Monday Fall Break (*offices closed, online classes continue*)

15 Friday Last day to apply for Fall 2021 graduation

18-29 Monday-Friday Residence Hall Room Reclaim

## November 2021

1 Monday Priority registration begins for Spring 2022

1 Monday FAFSA Priority Deadline for Spring 2022

19 Friday Residence halls close for Thanksgiving holidays at 4:00 p.m.

22-26 Monday-Friday Thanksgiving Holidays (*offices closed, online classes continue*)

28 Sunday Residence halls open at 4:00 p.m.

## December 2021

1 Wednesday Priority SAP appeal deadline for Spring 2022

9 Thursday Residence halls close at 4:00 p.m.

10 Friday Fall 2021 Commencement

15 Wednesday All offices close at noon

31 Friday First day to lock in Spring 2022 schedule. Pay balance and/or apply any aid awarded.

## 2021-2022 Winter Session

### Online Sessions

	<b>4 Week Term</b>
<b>Registration</b>	SEPT. 15 -DEC. 10
<b>Classes Begin</b>	DEC. 13

<b>Deadline to Register</b>	DEC. 14
<b>Midterm Grades Submitted</b>	DEC. 27
<b>Deadline to Withdraw</b>	DEC.31
<b>Final Exams</b>	JAN. 6-7
<b>Final Grade Submitted</b>	JAN. 7

## 2021-2022 Winter Calendar

### December 2021

- 15    Wednesday      All offices close at noon (*offices closed, online classes continue*)
- 26    Friday              Christmas Holiday (*offices closed*)

### January 2022

- 4      Tuesday            All staff and faculty return and offices open
- 4      Tuesday            Faculty available for online advising
- 4      Tuesday            Financial Aid and Housing appeals
- 5      Wednesday        Last day to lock in Spring 2022 schedule. Pay balance and/or apply any aid awarded.
- 17    Monday                Martin Luther King Jr. Holiday (*offices closed*)

## 2022 Spring Sessions

### Standard Sessions

	<b>Full Term</b>	<b>Term 1</b>	<b>Term 2</b>
<b>Registration</b>	NOV 1 - JAN. 7	NOV 1 - JAN 7	NOV 1 - MAR 4
<b>Classes Begin</b>	JAN 10	JAN 10	MAR 7
<b>Deadline to Register</b>	JAN 11	JAN 11	MAR 8

<b>Midterm Grads Submitted</b>	MAR 11	FEB 7	APR 11
<b>Deadline to Withdraw</b>	APR 19	FEB 18	APR 22
<b>Final Exams</b>	MAY 2-6	FEB 28-MAR 1	MAY 2-3
<b>Final Grade Submitted</b>	MAY 6	MAR 1	MAY 3

## Online Sessions

	<b>Full Term</b>	<b>Term 1</b>	<b>Term 2</b>
<b>Registration</b>	NOV 1 - JAN 14	NOV 1 - JAN 14	NOV 1 - MAR 11
<b>Classes Begin</b>	JAN 18	JAN 18	MAR 14
<b>Deadline to Register</b>	JAN 19	JAN 19	MAR 15
<b>Midterm Grades Submitted</b>	MAR 14	FEB 14	APR 11
<b>Deadline to Withdraw</b>	APR 1	FEB 25	APR 29
<b>Final Exams</b>	APR 21-29	MAR 7-11	MAY 2-6
<b>Final Grade Submitted</b>	APR 29	MAR 11	MAY 6

## 2022 Spring Calendar

### January 2022

- 4    Tuesday        All staff and faculty return and offices open
- 4    Tuesday        Faculty available for online advising
- 4    Tuesday        Financial Aid and Housing appeals
- 5    Wednesday      Last day to lock Spring 2022 class schedule. Pay balance and/or apply any aid awarded.
- 5-7   Wednesday-  
Friday            Residence Halls open for registered students
- 17   Monday         Martin Luther King Jr. Holiday (*offices closed*)

## February 2022

- |    |        |  |
|----|--------|--|
| 21 | Monday | President's Day Holiday ( <i>offices closed, online classes continue</i> ) |
| 25 | Friday | Priority deadline to apply for Spring 2022 graduation                      |

## March 2022

- |       |               |   |
|-------|---------------|---|
| 1     | Tuesday       | Financial Aid and Housing Appeals                               |
| 11    | Friday        | Residence Halls close for Spring Break at 4:00 p.m.             |
| 14-18 | Monday-Friday | Spring Break ( <i>offices closed, online classes continue</i> ) |
| 20    | Sunday        | Residence halls open 4:00 p.m.                                  |
| 21-1  | Monday-Friday | Residence Hall Room Reclaim                                     |
| 25    | Friday        | Last day to apply for Spring 2022 graduation                    |

## April 2022

- |       |               |  |
|-------|---------------|--|
| 1     | Friday        | Priority registration begins for Summer 2022 and Fall 2022         |
| 1     | Friday        | FAFSA Priority Deadline for Summer 2022                            |
| 15-18 | Friday-Monday | Easter Holidays ( <i>offices closed, online classes continue</i> ) |

## May 2022

- |    |          |  |
|----|----------|--|
| 1  | Sunday   | Priority SAP appeal deadline for Summer 2022   |
| 5  | Thursday | Residence Halls close at 4:00 p.m.   |
| 6  | Friday   | Spring 2022 Commencement   |
| 6  | Friday   | 9-month Faculty last day on campus   |
| 20 | Sunday   | Priority SAP appeal deadline for Summer 2022   |
| 21 | Monday   | First day to lock in Summer 2022 schedule. Pay balance and/or apply any aid awarded. |
| 31 | Tuesday  | 10-month faculty last day on campus  |

## 2022 Summer Sessions



## Standard Sessions

	Full Term	Term 1	Term 2
<b>Registration</b>	APR 1 - MAY 27	APR 1 - May 27	APR 1 - JUN 24
<b>Classes Begin</b>	MAY 31	MAY 31	JUN 27
<b>Deadline to Register</b>	JUN 1	JUN 1	JUN 28
<b>Midterm Grades Submitted</b>	JUN 27	JUN 13	JUL 18
<b>Deadline to Withdraw</b>	JUL 15	JUN 17	JUL 22
<b>Final Exams</b>	JUL 25-29	JUN 23-24	JUL 28-29
<b>Final Grade Submitted</b>	JUL 29	JUN 24	JUL 29

## Online Sessions

	Full Term
<b>Registration</b>	APR 1 - MAY 27
<b>Classes Begin</b>	MAY 31
<b>Deadline to Register</b>	JUN 1
<b>Midterm Grades Submitted</b>	JUN 27
<b>Deadline to Withdraw</b>	JUL 8
<b>Final Exams</b>	JUL 18-22
<b>Final Grade Submitted</b>	JUL 22

## 2022 Summer Calendar

### May 2022

1      Sunday      Priority SAP appeal deadline for Summer 2022

- 21 Monday First day to lock in Summer 2022 schedule. Pay balance and/or apply any awarded aid.
- 26-27 Thursday-Friday Residence Halls open for registered students
- 30 Monday Memorial Day (*offices closed*)

## June 2022

- 10 Friday Last day to apply for Summer 2022 graduation
- 24 Friday Residence Halls close for Summer Session 1 (only) at 4:00 p.m.

## July 2022

- 1 Friday Residence Halls close for Summer Break at 4:00 p.m.
- 4-8 Monday-Friday Independence Day Holidays (*offices closed, online classes continue*)
- 10 Sunday Residence Halls open at 4:00 p.m.
- 29 Friday Residence Halls close at 4:00 p.m.

## August 2022

- 1 Monday Summer 2022 Commencement

## Northwest President

### Dr. Michael J. Heindl

Dr. Michael J. Heindl begins his fourth year as Northwest's ninth president in the fall of 2021. A community college graduate, Dr. Heindl has experience in a number of areas, including finance, technology, legal issues, human resources, emergency management, campus leadership, student services, workforce training, and admissions. During his presidency, he has strengthened community partnerships, made strides in improving the organizational structure and culture of the college, and led the creation and implementation of Northwest's new vision and strategic plan.

## General Information

- History
- Vision, Mission and Values

- General Education Outcomes
- Northwest Campuses
- eLearning
- Office of Early College Programs
- Students' Rights and Responsibilities
- Notice of Non-Discrimination, Equal Opportunity & Title IX Compliance
- Complaint and Grievance Procedures

## History

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

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

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

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

*-Lucie R. Bridgforth*

## Vision, Mission, and Values

**Vision:** Northwest Mississippi Community College transforms our students' lives, enriches our communities, and strives for excellence in our educational programs and services.

**Mission:** Northwest Mississippi Community College is an open-access, public, two-year institution primarily serving Benton, Calhoun, DeSoto, Lafayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha counties. NWCC is a learning-centered community providing educational opportunities with quality instruction for students from all walks of life. Our college fosters a culture of innovation, collaboration, and student success. We strive for continuous improvement, with a standard of excellence in every area of the institution. Our college partners with businesses and industries that seek to grow the economy and the workforce, as well as partners with alumni, friends, and others. Engagement takes place in all communities that the college serves.

**Values:**

Accountability - Accepting responsibility for appropriate actions, obligations, and duties.

Integrity - Committing to honesty and ethical behavior in all situations.

Excellence - Achieving the highest standards as benchmarks to surpass.

Respect - A feeling of esteem or regard for the unique qualities of all individuals.

Service - Helping others without the desire for personal gain.

Sustainability - Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled.

Accessibility - Providing affordable and available opportunities for all.

Creativity - Being innovative in accomplishing objectives.

Leadership - Influencing others positively.

## General Education Outcomes

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

- **Critical Thinking:** Students will use critical thinking to analyze evidence and solve problems.  
Learning Outcomes:
  - Students will demonstrate an understanding of the basic principles, concepts, discovery process, power, and limitations of the life and/or physical sciences. **(Natural Science)**
  - Students will apply arithmetical, algebraic, and/or statistical methods to solve problems. **(Math)**
- **Communication:** Students will articulate thoughts and ideas effectively in written and oral form, in a variety of contexts.  
Learning Outcomes:
  - Students will deliver an oral presentation that uses appropriate research, as well as credible and appropriate supporting evidence. **(Public Speaking)**
  - Students will write compositions containing a focused thesis supported by a logical sequence of well-developed paragraphs. **(English Composition)**
  - Students will organize, manage, query, and present information, using contemporary software applications such as spreadsheets, word processing, and electronic presentation software. **(Computer Skills)**
- **Collaboration:** Students will gain an awareness of the common human experience by acquiring knowledge and understanding of that experience, both individually and collectively, in the context of time, space, and culture.  
Learning Outcome:
  - Students in history classes will describe major ideas, forces, events, and people that have shaped American history in the context of time, space, and culture. **(Social Science)**

- **Creativity:** Students will understand and appropriately apply modes of expression-descriptive, expositive, narrative, and self-expression-in written, visual, and/or oral communication, and respond critically to such works.

Learning Outcome:

- Students will describe the formal elements of the fine art(s), and develop an awareness of both the values and functions of works within their historical and/or social contexts. **(Fine Arts)**

## Northwest Campuses

### DeSoto Center-Southaven

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

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

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

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

With the opening of a 47,000 square foot addition in 2005 and completion of the unfinished basement, the facility now totals 154,885 square feet.

### College Parallel Programs

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

### Two-Plus-Two Program

For students planning a two- or four-year degree, Northwest Mississippi Community College and The University of Mississippi act as educational partners with a two-plus-two program. Northwest offers the first two years of the college academic program, and UM provides the third and fourth years, along with graduate study. The Associate of Arts degree is awarded by Northwest, while the University grants baccalaureate degrees in Business (Management: HR, Marketing, Managerial Finance, MIS and General Business), Liberal Studies, Education (Elementary Education), Accountancy, General Studies, Journalism (Integrated Marketing Communications), Psychology, Social Work, Paralegal Studies and Criminal Justice (Law Enforcement, Corrections, & Homeland Security). Master's degrees are offered in Education (Curriculum & Instruction-Elementary and K-12 Administration), and Criminal Justice.

## **Technical Programs**

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

## **DeSoto Center-Olive Branch**

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

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

## **Lafayette-Yalobusha Technical Center**

The Lafayette Yalobusha Technical Center opened in the fall of 1983. The original 25,000-square-foot building was located on seven acres in the city of Oxford. An additional 11 acres of land was purchased for a 31,000-square-foot expansion completed in the fall of 2002. A complete renovation of the original building was completed in 2005 and included an addition for Physical Plant operations and incorporated a truck dock. The third addition to the complex, completed in 2009 adds 11,000 square feet for expansion and relocation of the Cosmetology program, additional classrooms, computer lab and faculty offices. The current facility has wireless capabilities throughout, sits on 17.6 acres and totals 69,000 square feet.

Students at Lafayette-Yalobusha Technical Center enjoy recently expanded outdoor study areas, an expanded bookstore, a remodeled and expanded student lounge, and new Health Care Assistant lab space. Through partnerships with local restaurants, hot meals are available on campus (schedules vary).

To provide maximum access and convenience to students, courses taught at Lafayette-Yalobusha Technical Center are delivered in a variety of modalities including traditional classroom, hybrid, and mini-terms. Writing assistance is accessible via the Northwest website.

## **College Parallel Programs**

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

## **Technical Programs**

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

## **The Main Campus**

Fifty-six buildings totaling 1,093,500 square feet are scattered over 190 acres in Senatobia. Facilities have expanded from three original buildings to a sprawling network of buildings in a pedestrian-friendly college campus environment.

## Buildings and Grounds

The campus is accented with landscaped areas and flowering beds. A focal point at the Student Union is the pedestrian mall featuring brick benches, trees, and flower beds. There are numerous athletic facilities for both intercollegiate competition and intramurals and recreation. Areas are provided for baseball, football, basketball, tennis, softball, sand volleyball, and soccer.

**The James P. McCormick Administration Building**, one of the original buildings on the campus named for the former Dean of Students, is the familiar landmark of Northwest Mississippi Community College. In it are the offices of the President, Vice President for Administration and Finance, Chief of Staff, Vice President for Instruction, Associate Vice President for Workforce Solutions and Career-Technical Education, the Business Office, Human Resources Office, Associate Vice President for Academic Instruction and Institutional Effectiveness, Computer Center, and the Foundation & Alumni Office (Institutional Advancement). Built in 1915, this facility once served as the primary classroom building for Tate County Agricultural High School. In 1993 the building was designated a Mississippi Landmark by the Permit Committee of the Board of Trustees of the Mississippi Department of Archives and History. In 2009 a preservation and renovation project of the entire building was completed and included a two-story addition with a public elevator and ADA-compliant restrooms.

**McLendon Center**, named for former President Reese D. McLendon (1953-1974), is home to the Student Union and Physical Education facilities. Built in 1969, the 86,500-square-foot facility is the hub of student and community activities. In it are conference and meeting rooms, a fitness center, gymnasium, Pilates and multi dance studios, an open student computer lab, and small group study rooms. Offices for Campus Police, SSS TRIO Academic Program, Help Desk, Math Lab, Writing Center, Intramurals, and Information Technology are located in the Union. The Commons, completed in 1988, houses the campus Post Office and Ranger Bookstore. McLendon Center was extensively renovated in 2012, including the addition of the Ranger Cheery Gym and athletic weightlifting facility. In 2019, Broken Cup Cafe opened Ranger Roast, a coffee shop serving Northwest students, faculty, and staff.

**The David M. Haraway Center** opened in 2005 and is named in honor of Dr. David M. Haraway, the seventh President of Northwest. The 42,000 square-foot facility is home to the student cafeteria, meeting and banquet rooms, and the college's Board of Trustees suite. The college's Facility Use Coordinator, primary contact for all college facility reservations, is also located in the Haraway Center.

**Multipurpose Livestock Facility**, located on the Northwest Farm, was completed in the winter of 1999. The 43,000 square-foot building is used for college and community activities including livestock competitions, agriculture expositions, and rodeo-type entertainment. The facility includes space for the Northwest Rodeo Team office, meeting room, and storage.

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

**Ranger Football Complex**, completed in the spring of 2017, is designed for the intercollegiate Ranger football program. The 24,500 square-foot building includes coaches' offices, team meeting rooms, weight lifting facility, home and visitor dressing rooms, equipment storage and laundry facilities, as well as an expanded training clinic serving all Northwest athletes.

**Howard Coliseum**, completed in 1974, is named in honor of Mrs. Willie Abbay Howard, a former member of the College Board of Trustees (1948-1977). This 3,200- seat multipurpose facility is the home of the Ranger basketball and



volleyball teams. The Coliseum also houses athletic department offices, Sports Hall of Fame room, dressing rooms, training room, and equipment room. In 2009 the arena was renovated for ADA compliance.

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

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

**Tate Hall** is located at the east campus entrance. The original residence building (c. 1915) was demolished to allow for a new multiservice facility. Reconstruction of this building on its original site was completed in 2013. This facility houses the Student Development Center and Counseling Services, the offices of the Vice President for Student Services, Housing and Residence Life, and eLearning. Computer labs for the Learning Resource Center are located on the first floor adjoining the library at the south entrance.

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

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

**Yalobusha Hall**, completed in the winter of 2000, sits on the site of the old Yalobusha dormitory. Architectural elements of the old building were borrowed into the design including window style and placement, roof-style, and federal-style porches. A variety of student needs are accommodated here in the offices of Recruiting, Admissions and Records, Financial Aid, Office of Early College Programs, and Communications and Student Publications.

## Housing Facilities

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

**Bobo Hall**, built in 1965 was named for Estelle H. Bobo, who served the college from 1937 to 1965 in many capacities, including dean of Women and supervisor of Housekeeping. The two-story women's residence has a capacity for 68 students, featuring two-bedroom suites with spacious bathroom accommodations between rooms. Each student has a study desk, a built-in bed, and a closet with drawers and storage. Each room is equipped with climate-controlled thermostats, cable TV connections, and wireless Internet. Laundry and snack vending is located on the first floor and a student lounge on the second floor. The building was completely renovated in 1996 and recently upgraded for energy efficiency in the spring of 2014. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/ monitored access, and video surveillance for enhanced security.

**Calhoun Hall**, completed in summer 2021, this two-story residence hall is located in the heart of campus life between McLendon Center and the ROC. The 45,000 square foot facility houses 168 students in 84 rooms. Each room features a private bathroom, dressing vanity, two closets, and spacious living space for two students. Students have access to hi-speed WIFI, cable TV, personalized climate control thermostats, and keycard access at the private room and all exterior entrances. Two laundry rooms, vending rooms, four study rooms, and multiple student gathering spaces are conveniently located in the building.

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

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

**Marshall Hall**, completed in fall 2003, houses 160 students. Four buildings house students in apartment-style accommodations equipped with a mini kitchen, living room, two bedrooms, one full bath, and a washer/dryer. Cable TV connections and wireless Internet are provided as well. This complex features a central office/lounge area, ample parking, and is monitored by video surveillance and smoke detection.

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

**Quitman Hall**, a three-story residence hall housing 260 men, was built in 1968 and completely renovated in 1991. Bedrooms have built-in beds, chests, study desks, and closets. Each room is equipped with climate-controlled thermostats, cable TV connections, and wireless internet. Laundry and snack vending is located on the first floor with additional laundry facilities on the third floor. The building was upgraded for energy efficiency in the spring of 2015. These upgrades include accessible bedroom suites, fire protection, heating and air efficiencies, LED lighting, controlled/monitored access, and video surveillance for enhancing security.

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

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

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

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

## Educational Facilities

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

**Art Building**, opened for the 1968-1969 school year and renovated in 1996, provides quarters for instruction in drawing, painting, and other types of art. The focal point of the facility is the gallery for exhibitions of various types of art forms. Also in the building are faculty offices and studios for painting, pottery, and printmaking.

**Berry Building**, named for Porter Walker Berry, first Northwest president, is the business-technical center built in 1966. The 34,000 square-foot split-level structure houses office systems technology, computer technology, graphic design technology, paralegal technology, and agricultural technology departments, and the Early Childhood Academy. It contains 14 classrooms, 10 offices, and a large lobby.

**Education Building**, acquired by the college and opened in 1998, houses the Education Department. The building, located on the north side of the campus includes classrooms, labs, faculty offices, and a conference room.

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

**Fine Arts Building**, built adjacent to the college auditorium in 1961 and renovated in 1995, has a recital hall, classrooms, a choral room, practice studios, electronic piano lab, band hall, and conference room.

**The Gary Lee Spears Center for Nursing and Health Sciences** was named in honor of Dr. Gary Lee Spears, Northwest's eighth President, by the college's Board of Trustees in January 2017. The 70,000 square foot complex is a multi-story, two-building facility that serves students studying in the nursing and health sciences fields.

The Associate Degree Nursing facility, completed in 2010, is a 40,000-square foot, three-story building including lecture rooms, computer labs, classrooms, faculty offices, nursing skills labs, and state-of-the-art hospital simulation rooms.

The Health Sciences facility, completed in 2017, is a 30,000-square foot, two-story building housing Career-Technical Education programs including Practical Nursing, EMT-Paramedic, and Physical Therapist Assistant. Amenities offer computer labs, classrooms, and faculty offices, as well as a hospital simulation control lab. The lower level of this building was designed with reinforced materials to serve as an area of protection during a storm.

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

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

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

**R.C. Pugh Library/Learning Resource Center**, built in 1953 and renovated in 1989, is named for the late President (1936-1953) in recognition of his service to the college. The structure features large reading rooms, viewing room,

three staffed computer labs with classroom capabilities, quiet study room, nursing study room, law library, and open stacks.

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

Technical Education Building No. One, built in 1962 and partially renovated in 2014, houses Health Care Assistant, Career Center, Related Studies Lab, and administrative offices for Workforce Solutions and Community Services personnel.

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

Technical Education Building No. Three, built in 1966 and completely renovated for energy efficiency and code upgrades in 2017, houses labs, classrooms, and offices for Workforce Solutions, Automotive Technology, Civil Engineering Technology and Industrial Electronics Engineering departments.

**Tunica Building**, completed in 1975 and renovated in 1994, is a two-story building housing the Business Department and Adult Education Services.

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

## eLEARNING

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

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

- \* Accountancy
- \* Business Administration
- \* Business and Computer Teacher Education
- \* Integrated Marketing Communications
- \* Elementary Education
- \* Secondary Education
- \* Criminal Justice
- \* General College
- \* Psychology
- \* Social Work

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

- \* Administrative Office Technology
- \* Business Management Technology
- \* Medical Office Technology
- \* Paralegal Technology

## Office of Early College Programs

The Office of Early College Programs was established to facilitate and expand the college's partnerships with district high schools in educating secondary students at the college level. The office oversees two programs-Dual Enrollment and Scholastic Institute.

### Dual Enrollment

Dual Enrollment allows high school students to earn college credit toward a postsecondary diploma while enrolled in high school. Students must meet the eligibility requirements listed in this *Bulletin* to enroll in college courses. Classes may be taken on a Northwest campus, at the high school or online and are taught by a Northwest instructor or a qualified high school instructor.

### Scholastic Institute

Lafayette-Yalobusha Technical Center hosts Scholastic Institute. In partnership with local high schools, Scholastic Institute offers the unique opportunity to earn a high school diploma and an associate degree during the last two years of high school. Beginning their junior year, students enroll in dual credit courses at their high school and at Northwest's Lafayette-Yalobusha Technical Center campus in Oxford. Students can earn up to 60 hours of transferable college credit to universities while participating in college clubs and activities and have access to student services, including transfer advising. For eligibility criteria and more information, contact the Office of Early College Programs at 662-562-3235.

## Students' Rights and Responsibilities

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those available to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

### Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.
2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.

4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

## Student Responsibilities

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin* and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
4. The responsibility for supporting the essential order of the College.
5. The responsibility of meeting college financial obligations and deadlines.
6. The responsibility of attending classes regularly.
7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.
8. The responsibility to see that his or her dress and personal grooming reflects good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

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

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

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309.

Compliance with Title II of the Age Discrimination Act as well as non-discrimination and affirmative action matters are coordinated by Mr. Jeff Horton, Vice President for Administration and Finance, James P. McCormick

Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address [jhorton@northwestms.edu](mailto:jhorton@northwestms.edu).

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Dr. Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409 and e-mail address [trush@northwestms.edu](mailto:trush@northwestms.edu). The following individuals have been designated as deputy Title IX coordinators: for Housing, District Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997. ; for DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address [pgardner@northwestms.edu](mailto:pgardner@northwestms.edu); for Lafayette- Yalobusha Technical Center: Ms. Darlene Greenlee, Assistant Dean, 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address [dmgreenlee@northwestms.edu](mailto:dmgreenlee@northwestms.edu). Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

## Complaint and Grievance Procedures

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

1. Address a written statement to the Associate Vice President for Student Services setting forth the grievance and the remedy sought. Students (particularly those enrolled in eLearning or other distance learning programs) may submit the statement through electronic mail.
2. The Associate Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.
  - A. If a complaint raises an instructional question, it will be forwarded to the administrative head of the appropriate instructional department.
  - B. If the complaint raises a noninstructional matter, it will be forwarded to the administrative head of the appropriate unit.
3. Within five working days after receipt of the statement, the Administrator shall make initial contact with the complainant. The Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen working days after the initial contact or meeting, the Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Associate Vice President for Student Services.

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

Should a student be unsatisfied with the College's final response to their grievance, they may file a complaint with the Mississippi Commission on College Accreditation, 3825 Ridgeway Road, Jackson, MS 39211, telephone (601) 432-6372 or at [www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp).

Students and members of the public wishing to file a written complaint, as opposed to a formal grievance, should do so with a member of the Executive Council, which is composed of the senior administrators of the College. A list of members may be obtained from the President's Office or from any Vice President.

## Admissions



- Requirements for Admission
- Admission Procedures
- Special Programs Admission Procedures
- Student Records
- Veteran Student Affairs
- Veterans' Standards of Progress

## Requirements for Admission

Implementation of specific admission policies is the responsibility of the administration, faculty, and staff of the institution. Northwest Mississippi Community College ascribes to an "open admissions" policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g., developmental courses, counseling, tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options.

## General Admission Requirements

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

1. High school graduate, (diploma)
2. Non-high school graduate with a total of 23 acceptable units earned in high school, three of which must be in English.
3. Successfully passing a Mississippi Community College Board approved High School Equivalency (HSE).
4. Transfer from another college or university with a minimum of 12 semester hours of academic credits along with a cumulative grade point average of 1.35 or higher (measured on a 4.0 scale).
5. Students who have received a Certificate of Attendance from high school, or have a tenth-grade equivalence (9 1/2 academic units) and are at least 18 years of age may enroll in two career programs-Collision Repair and Welding and Cutting-if they successfully complete the CPT/ACCUPLACER test to show "ability to benefit."
6. Students who are at least 18 years of age and enrolled in Adult Education classes and who are enrolled in the MI-BEST Program may enroll in several Career-Technical programs, such as Medical Office Technology, Administrative Office Technology, and Business Management Technology. Restrictions apply.

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

## Admission Procedures

Northwest Mississippi Community College begins accepting admissions applications for the 2021-2022 academic year (Fall 2021, Spring 2022, Summer 2022) beginning August 15, 2020.

Prospective students may complete an Application for Admission electronically via [www.northwestms.edu](http://www.northwestms.edu) then select APPLY. Paper applications for Admissions are available in the Office of Admissions and Records on the main campus or any Center location. The following records must be on file in the Office of Admissions and Records on the main campus before registration.

1. A completed application for admission.
2. An official copy of a transcript from an accredited high school that includes a graduation date and signature of a school official OR an official copy of High School Equivalency (HSE) scores.

3. An official copy of college transcript(s) from ALL colleges attended.

When all required documents have been submitted, the student will be sent a letter of acceptance to the College. Students applying to Career Technical and Workforce Programs and the School of Health Sciences will have to complete a Special Program Admission Application.

A minimum ACT/SAT score is not required for admissions to Northwest Mississippi Community College. Test scores will be used to determine course and/or program placement.

TRANSCRIPTS CANNOT BE FORWARDED TO OTHER INSTITUTIONS UNTIL ALL NECESSARY ADMISSION INFORMATION IS RECORDED IN THE OFFICE OF ADMISSIONS AND RECORDS AND THE STUDENT HAS A ZERO BALANCE WITH THE BUSINESS OFFICE.

## Dual Enrollment

High school students may attend Northwest simultaneously if the following requirements are met:

1. Dual enrolled students must have completed a minimum of fourteen (14) core high school units or have an ACT composite score of thirty (30) or above and a GPA of 3.0 or above.
2. Complete a Northwest Application for Admission. Applications may be completed online or downloaded from the college website here.
3. Submit an unconditional written letter of recommendation from the high school principal or guidance counselor
4. Provide official transcripts to Northwest indicating grades through the last semester of attendance.

Special ACT requirements are in place for certain courses.

Fees for dual enrollment courses may vary depending on the method of course delivery.

For additional information regarding Dual Enrollment courses taught on high school campuses, please contact the Office of Early College Programs or visit [http://www.northwestms.edu/index.php/?page\\_id=356](http://www.northwestms.edu/index.php/?page_id=356).

## Early Admission

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

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

## Home-Schooled Students

Home-schooled graduates will be considered for admission if they have completed the required number of high school units to graduate in their state of residence at the time of graduation. If there are specific courses required for high

school graduation, the student must have satisfactorily completed these courses, also. An official transcript is required from an agency and signed by an official of that agency. An official transcript signed by a parent must show all courses completed, grades earned, and the total number of units. In addition, parents must submit a notarized, sworn affidavit stating: I, the undersigned, do hereby solemnly attest that this student has completed secondary school education in a home-school setting on the date indicated and under the laws governing the state and county in which the homeschooling occurred. Home-schooled students must satisfy all other admission requirements pertaining to the different categories of admission.

## **Foreign Students**

The College is not authorized to complete the required I-20 Form of the US Citizenship and Immigration Service for non-immigrant students. Students who are not citizens or permanent residents of the United States will be admitted only if they can prove ties to the College's 11-county district, such as being a family member of an area resident or being a student in a district high school. Such students will pay tuition at out-of-state rates.

## **Disabled Students**

Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of disability. No disabled person is, on the basis of the disability, excluded from participation in, or denied the benefits of, any program, employment, or activity at the college. Disability Support Services are available to students with a documented disability. These services may include tutoring, large print or Braille tests and instructional materials, mobility assistance, and other necessary materials or assistance. Requests for disability assistance should be made no later than six weeks prior to the start of a semester or summer session. Assistance in completing the application process will be provided for disabled persons.

## **Transfer Students**

A transfer student is defined as one who has hours attempted on his permanent record at another institution. A transfer student does not need to provide a high school transcript or HSE and ACT or SAT scores if they provide instead an official transcript from a regionally accredited institution of higher education in which the student earned a minimum of 12 credits and a minimum 1.35 cumulative grade point average is provided for admission. \*\*Please note that a high school transcript or HSE may be required for Financial Aid or scholarships to be awarded.\*\*

Transfer students must have an official transcript sent from each post-secondary institution previously attended. Transcripts from non-accredited technical institutions are required to be on file with the Office of Admissions and Records IF the student plans to request Financial Aid; however, no credits will be articulated.

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

## **Transfer Credit**

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

- Official transcripts reflecting all completed coursework must be sent directly to the Office of Admissions and Records from the issuing institution.
- Transfer credit will be evaluated as transcripts are received. The Registrar assesses and recommends the courses which apply toward degree requirements (articulation of course credits). Courses accepted for transfer credit have curriculum validity and are determined equal to the same courses at Northwest. Note: Acceptable academic courses are English, mathematics, science, social science, humanities, and fine arts.
- Credit hours are adjusted to the Northwest semester hour scale for students who transfer from other accredited postsecondary institutions.
- If a student transfers from another institution and intends to graduate from Northwest with an associate's degree, at least 15 hours must be completed at Northwest in the area of study. For Career-Technical or Health Science programs, the 15 hours must be content-specific.
- Courses transferred in will not count toward the Northwest GPA, but will be included in the Cumulative GPA for Mississippi Community College Board audit purposes.
- The Registrar has final authority regarding the acceptance of credit.

## Credit by Examination

Northwest Mississippi Community College will allow students to earn credit by examination under the College Level Examination Program (CLEP) and/or the Advanced Placement Program up to a total of eighteen (18) semester hours.

## College Level Examination

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

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

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

## Advanced Placement Program

Students enrolling at the College will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. A maximum of eighteen (18) semester hours with no more than six (6) in one subject area may be allowed. Credit will be awarded only for minimum scores of three (3) or more.

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

# Acceptance of Military Credit

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

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

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

## Special Programs Admission Procedures

### Technical Programs Admissions:

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

**AGRICULTURAL TECHNOLOGY/JOHN DEERE TECH**

**AUTOMOTIVE TECHNOLOGY/CHRYSLER MOPAR COLLEGE AUTOMOTIVE PROGRAM (CAP)**

**AVIATION MAINTENANCE TECHNOLOGY**

**CIVIL ENGINEERING TECHNOLOGY**

**EARLY CHILDHOOD EDUCATION TECHNOLOGY**

**GRAPHIC DESIGN TECHNOLOGY**

**HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY**

**INDUSTRIAL ELECTRONICS ENGINEERING TECHNOLOGY**

**INFORMATION SYSTEMS TECHNOLOGY**

**PRECISION MANUFACTURING AND MACHINING TECHNOLOGY**

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

**COLLISION REPAIR TECHNOLOGY**

**COMMERCIAL TRUCK DRIVING**

**COSMETOLOGY**

**COSMETOLOGY INSTRUCTOR TRAINEE PROGRAM**

**WELDING AND CUTTING**

### School of Health Sciences Admission

Admission to the School of Health Sciences is directly correlated to the safety and wellbeing of the general public, to which we serve. Therefore, students must meet clinical agency requirements and any governing licensure board requirements which directly impact the School of Health Sciences. All School of Health Sciences' students are subject to criminal background checks; before being allowed to provide patient care. This follows the amended Sections 43-11-13, Mississippi Code of 1972, effective January 1, 2004. A criminal background check may be required prior to admissions into the program. For special admission into the School of Health Sciences, you must follow the below steps:

1. Complete the NWCC general admission and be accepted to the college.
2. Obtain your student NWCC ID.
3. If an ACT score is required, it must be on file with the Office of Admissions.
4. Transcripts are to be on file with the Office of Admissions.
5. Complete the online Special Admissions Application [here](#).

#### **School of Health Sciences Programs**

Cardiovascular Technology (CVT)

Emergency Medical Technology-Basic (EMT)-1 semester

Emergency Medical Technology-Advanced

Emergency Medical Technology-Paramedic-1 year

Funeral Service Technology (FST)- 5 semesters

Health Care Assistant (HCA)- 1 semester

Nursing-Associate Degree RN (NUR)-2years

LPN-RN Transition- 3 semesters

Physical Therapist Assistant (PTA)-2 years

Practical Nursing-LPN (PNV)- 1year

Respiratory Therapy (RCT)-5 semesters

Surgical Technology (SUT)-1 year

## **Student Records**

### **Policy Regarding What Constitutes a Student's Permanent File**

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

**THE COMPUTERIZED FILE.** The computerized record contains a current transcript of grades, enrollment status (full or provisional), and schedule changes (drop add). Application materials (such as name, social security number, address, etc.) and ACT/SAT scores are entered into the computer system. Documents submitted to Northwest including application(s) for admission, high school transcript, college transcript(s), HSE scores, schedule changes, and withdrawal forms are all scanned into a computerized file.

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

### **Policy Regarding Retention and Disposal of Student Records**

The procedures for retention and disposal of student records vary according to what records are being handled.

**THE COMPUTERIZED FILE.** Current computer records are kept on the college's administrative computer system. These records include those from the fall of 1983 to the present. Computer records from before the fall of 1983 are kept on compressed disks.

**THE PERMANENT FILE.** Permanent files are stored in a secure location on the Senatobia campus accessible only to Office of Admissions and Records staff. No permanent files for students who enroll at Northwest are destroyed or purged.

**WITHDRAWAL FORMS.** Hard copies of Withdrawal forms are not kept in the permanent file. They are kept in a separate file in the Office of Admissions and Records. Current forms are kept in the Office of Admissions and Records. Forms older than five years are destroyed.

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

## **Veteran Student Affairs**

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

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

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

Northwest Mississippi Community College acknowledges the sacrifice of service members and their families. Northwest has been named a silver-level "Military Friendly®" School. According to [militaryfriendly.com](http://militaryfriendly.com), the Military Friendly® program creates civilian opportunities for veterans. By setting a standard, promoting it and raising the bar over time, it provides long-term, positive reinforcement for American organizations to invest in programs that improve the lives of veterans.

The College understands that the veteran brings unique experience and personal discipline to the classroom and offers a variety of educational modalities to meet the varying needs of the veteran. From traditional on-campus courses to online offerings to hands-on career-technical training, the veteran will be able to apply his or her life experience to the learning process. Class sizes are small so that instructors and advisors are readily available to students, and veterans are provided access to a full array of student services including advising, academic support, tutoring, career planning, and networking.

## **Veterans' Standards of Progress**

### **I. EXAMINATION OF RECORDS**

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



accounts of veterans are located in the Business Office of Northwest Mississippi Community College. The Vice President for Finance is responsible for the maintenance of fiscal records.

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

## II. ENTRANCE REQUIREMENTS

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

1. A completed application for admission,
2. A complete high school and/or college transcript or HSE scores, when applicable.

The student will be notified as to admission status as the necessary information is received in the Office of Admissions and Records.

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

## III. PREVIOUS EDUCATION AND TRAINING RECORDS

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

## IV. PROGRESS RECORDS

A permanent record of grades earned, absences, grade point average, and courses taken is maintained through the computer system. The unit of credit is the semester hour. A semester hour, as defined by the Mississippi Community College Board, is a minimum student-teacher contact of 750 minutes for lecture, and 1,500 minutes for laboratory credit. This does not include time spent in registration. The grading system at Northwest Mississippi Community College is as follows:

GRADE: A - B - C - D - F

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

The permanent record at Northwest does include a final grade in each course attempted each semester of attendance. A "W" grade indicates withdrawal from a course. The Registrar can verify dates of withdrawal in cases where it is not recorded on the permanent record. Northwest has a uniform course numbering system; therefore, re-enrollment in subjects from which withdrawal was made is evident on the student's transcript. Absences are recorded by faculty in the student information system.

## V. STUDENT ACADEMIC PROGRESS

Veterans or eligible persons must meet academic progress of a 2.0 GPA or higher in order to keep their benefit certification active. If the GPA drops below 2.0 they are at risk of being put on Academic Probation. As a VA-friendly school, we are required to monitor the academic progress of each student. If a student remains on Academic Probation for two semesters the SCO will flag the file for low academic progress, and place a hold on certifying another term. If the student believes a low GPA is a result of an extenuating circumstance they do have the option to submit an appeal. Upon approval, certification will commence. If the approved third term results in a GPA below 2.0 the school will report a status of "Termination due to Unsatisfactory Academic Progress" to the VA, and the student will no longer be eligible for certification for future semesters until they have shown academic progress.

Please see the section "Appeal Process" under Satisfactory Academic Progress Policy in this Bulletin for more information.

## **VI. ATTENDANCE RECORDS**

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

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

## **VII. CLASS ATTENDANCE POLICY**

Regular class attendance is a requisite for a student's success in class and in future careers. When a student registers, that student accepts the responsibility of attending all classes and completing all classwork assigned by the instructor. Beginning with the first class period, instructors will record absences at each class meeting and this information is entered in the student's permanent record. The college reserves the right to sever its relationship with any student who incurs excessive absences. More information on excessive absences is located in the Academic Regulations section of this bulletin. A student who misses an announced test or examination shall receive a "0" on the test or examination unless the instructor deems the absence to be of a justifiable nature.

## **VIII. TARDIES**

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

## **IX. REPORTS TO THE DEPARTMENT OF VETERANS AFFAIRS**

The School Certifying Official is the Northwest official responsible for notifying the Department of Veterans Affairs concerning drops and withdrawals of eligible veterans. Information concerning drops and withdrawals will be reported as soon as the School Certifying Official is informed. The Office of Admissions and Records will assist the School Certifying Official in connection with drops and withdrawals.

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

## X. COVERED INDIVIDUAL POLICY

An individual can attend or participate in a course of education if the individual provides a certificate of eligibility under Chapter 30, 31, 33, 35, or 1606. A student can attend a course if on the date the student receives the COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33.

## XI. READMITTANCE POLICY

Northwest Mississippi Community College accommodates service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

### School Officials Responsible for Veterans' Records

RECORDS	PERSON	TITLE
VA Related Records	Jessica Poole	VA School Certifying Official
Admission and Grades	Angela Dortch	Registrar
Fiscal Related	Jeff Horton	Vice President for Administration & Finance
Disciplinary Records	Dr. Tonyalle Rush	Associate Vice President for Student Services & Enrollment Management

<sup>1</sup> Northwest, in compliance with the Privacy Rights of Parents and Students (45CFR Part 99) has developed a policy concerning the privacy of student records. A copy of the policy is available in the Office of Admissions and Records.

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

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

## Financial Information

- General Information
- Business Regulations
- Financial Aid
- Federal, State, and Institutional Student Aid
- Refund Formula for Federal Financial Aid (Title IV) Funds
- Grants
- Work-Study Programs
- Loan Programs
- State Grants

- State Scholarships
- Scholarships
- Scholarships Funded by the Northwest Mississippi Community College Foundation

The tuition and fees listed below are those known as of the publishing of the **Bulletin**. Though the College strives to keep the necessary expenses of attendance to a minimum, it must maintain the right, upon approval of the Board of Trustees, to make necessary changes without reprinting this publication. All tuition and fees, not covered by completed Financial Aid, are due in full at the time of registration. In-state students with charges in excess of \$1,600 may take advantage of the college's Deferred Payment Plan, which carries a \$25, nonrefundable service fee. To utilize this plan, students must pay one-half of the semester's registration fees, plus any unpaid prior balance. Students will be invoiced for the remaining balance approximately 30 days after classes begin, and the final payment will be due within 60 days. Students will be assessed a late payment fee of \$60.00 for balances not paid in full by October 31st for fall semesters and March 31st for spring semesters. All outstanding balances must be paid before a student may register for another term or receive an official transcript. **Students who are registered in Mini Term session courses only are not eligible to participate in the Deferred Payment Plan. Deferred Payment Plans are not offered for the Winter or Summer sessions.**

#### **TUITION**

1-14 credit hours (part-time/summer term)	\$145 per credit hour
15-21 credit hours (full-time fall & spring only)	\$1,600 per semester
Over 21 credit hours (full-time plus hours)	\$1,600 per semester
	plus \$145 per credit hour over 21

#### **GENERAL FEES**

Registration Fee (all students-per semester)***	\$50
Technology Fee (all students-per semester)	\$45
Full-Time Out-of-State Fee (per fall & spring semester- in addition to full-time tuition)	\$1,200
Part-Time Out-of-State Fee (per credit hour- in addition to part-time tuition)	\$100 per credit hour

#### **SPECIAL FEES**

Mississippi Virtual Community College Fee (per semester)	\$15 per credit hour
Nursing Program Fee (per semester-ADN students only)	\$1,200
Career-Technical Program Fee (per semester)	\$250
Health Science Program Fee (per semester)	\$300
Commercial Truck Driving Program Fee (per semester)	\$500
Automobile Registration Fee-first vehicle registered***	\$20

Automobile Registration Fee-per additional decal***	\$5
Replacement of ID Card***	\$10
Room Reservation Fee: Bobo, Gainey, Panola, Quitman, & Taylor Halls***	\$50
Room Reservation Fee: Benton, Calhoun, DeSoto, Marshall & Tallahatchie Halls***	\$100
Books-estimated per semester*	\$600 to \$800
On Campus ACT	\$60
Deferred Payment Fee***	\$25
Returned Check Fee***	\$25
Late Payment Fee***	\$60

\*Books and supplies for some programs may exceed this estimate. Some courses may require a mandatory eBook fee payable at the time of registration. Fee amounts will vary depending on the cost of each book.

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

#### **RESIDENCE HALL ROOM FEES - PER SEMESTER**

Benton Hall (Women)	\$900
Bobo Hall (Women)	\$750
Calhoun Hall (Women)	\$1100
DeSoto Hall (Men or Women) Standard	\$900
DeSoto Hall Deluxe	\$1100
Gainey Hall (Men)	\$750
Marshall Hall (Men or Women)	\$1100
Panola Hall (Women)	\$750
Quitman Hall (Men)	\$750
Tallahatchie Hall (Men)	\$900
Taylor Hall (Women)	\$750
Quitman Hall or Taylor Hall-Summer Term Per Session	\$200

#### **MEAL PLAN OPTIONS**

The cafeteria operates on a meal credit system. Students have an account accessed by their ID card. Each account has meal credits based on the meal plan purchased.

There are no roll-over credits.

**PLAN A**

19 meals per week: PLAN B plus 4 weekend meals (Friday and Saturday dinner, Saturday and Sunday brunch) \$1,100

**PLAN B (required of all resident students)**

15 meals per week: beginning with dinner on Sunday and ending with lunch on Friday \$975

**PLAN C**

5 lunch meals per week \$420

**PLAN D**

3 lunch meals per week \$320

**PLAN E (Summer Term-Per Session)**

14 meals per week: beginning with breakfast on Monday and ending with lunch on Friday \$345

**TOTAL CHARGES COMBINED (PER SEMESTER)**

FEES	Commuting Students In-State	Commuting Students Out-of-State	Resident Students In-State	Resident Students Out-of-State
Full-Time Tuition	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Registration Fee	\$50.00	\$50.00	\$50.00	\$50.00
Technology Fee	\$45.00	\$45.00	\$45.00	\$45.00
Out-of-State		\$1,200.00		\$1,200.00
Base Room Fee*			\$750.00	\$750.00
Meal Plan**			\$975.00	\$975.00
Semester Total	\$1,695.00	\$2,895.00	\$3,420.00	\$4,620.00

\*See rates at top of the page.

\*\*Students may choose to add a weekend meal plan for an additional cost of \$125.00 (per semester).

\*\*\*Indicates non-refundable fees.

**The above example does not include special fees such as Career-Technical Program Fee, Mississippi Virtual Community College Fee, or Nursing Program Fee.**

## General Information

- A. **Residency Requirements** - The college applies the following definitions as required by state law in the classification of students as residents or non-residents for the assessment of fees:
1. **LEGAL RESIDENCE OF A MINOR.** The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with his or her legal

guardian, duly appointed by a proper court of Mississippi in which case the residence becomes that of the guardian.

2. **LEGAL RESIDENCE OF AN ADULT.** The residence of an adult is that place where he or she is domiciled, that is, the place where he actually physically resides with the intention of remaining indefinitely or of returning there permanently when temporarily absent.
3. **EFFECT OF REMOVAL OF PARENTS FROM MISSISSIPPI.** If the parents of a minor who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the minor is immediately classified as a nonresident student.
4. **ADMISSION OF MISSISSIPPI RESIDENT.** No student may be admitted to any institution of higher learning as a resident of Mississippi unless his residence, as defined hereinabove, has been in the State of Mississippi preceding his admission.
5. **RESIDENCE STATUS OF A MARRIED PERSON.** A married person may claim the residence status of spouse or may claim independent residence status under the same regulations, set forth above, as an adult.
6. **CHILDREN OF PARENTS WHO ARE EMPLOYED BY INSTITUTIONS OF HIGHER LEARNING.** Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the board of trustees of any community/junior college or the board of trustees of state institutions of higher learning may be classified as residents without regard to the residence requirement of twelve (12) months, for the purpose of attendance at the institution where their parents are faculty or staff members.
7. **MILITARY PERSONNEL ASSIGNED ON ACTIVE DUTY STATIONED IN MISSISSIPPI.** Members of the Armed Forces on extended active duty and stationed within the State of Mississippi may be classified as residents for the purpose of attendance of state-supported institutions of higher learning and junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "Legal residence of an adult," subsection 2, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.
8. **CHILDREN OF MILITARY PERSONNEL.** Resident status of children of members of the Armed Forces on extended active duty shall be that of the military parent for the purpose of attending state-supported institutions of higher learning and junior colleges of the State of Mississippi during the time that their military parents are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments enroute from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments en route from Mississippi.
9. **CERTIFICATION OF RESIDENCY OF MILITARY PERSONNEL.** A military person on active duty stationed in Mississippi who wishes to avail himself or his dependents of the provisions of subsection 7, must submit a certificate from his military organization showing the name of the military member; the name of the dependent, if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty stationed in Mississippi on the date of registration at the state-supported institution of higher learning or junior college of the State of Mississippi, that the military member is not on transfer orders; the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the Registrar of the state supported institution of higher learning or junior college of the State of Mississippi each semester or tri-semester at (or within 10 days prior to) registration each semester for the provisions of subsection 7 of this act to be effective.
10. **STUDENT MUST REGISTER UNDER PROPER RESIDENCE STATUS; PENALTY.** The responsibility for registering under his proper residence status is placed upon the student. In addition to any administrative action which may be taken by governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed \$100.



- B. **Out-of-state Students** - Students who are admitted to Northwest Mississippi Community College on the basis of an out-of-state high school or college transcript may be required to submit a residency survey form and provide documentation of legal residency. In addition, the student will be required to sign a legal resident affidavit. Students whose legal residence is in question will be classified as out-of-state and assessed out-of-state fees at the time of registration. The deadline for receipt of all documents will be seven (7) days after the last day of late registration. Please refer to the catalog or class schedule for this date. No adjustments to fees will be made after this deadline.
- C. **Part-time Students** - A student who enrolls in a minimum of 15 hours for all terms combined during a regular semester is considered a full-time student for tuition purposes. Anyone who enrolls for fewer hours is classified as a part-time student. The General Registration Fee for part-time students and for those who audit courses is \$145 per semester hour in-state and \$245 per semester hour out-of-state. **THIS FEE IS PAYABLE AT REGISTRATION.**
- D. **Automobile Registration Fee** - Students may register one vehicle at no charge. A fee of \$5 will be charged for each additional vehicle.
- E. **Replacement of ID Card** - The cost of the original ID Card is included in the General Fee. The cost of replacement for a lost ID Card or a card mutilated beyond recognition is \$10. The ID Card is used for admission to college-sponsored events. The ID Card is to be forfeited before withdrawal from school is complete.
- F. **Room Reservation Fee** - All students interested in living on campus should submit a room reservation fee along with their housing application. The \$50 or \$100 room reservation fee is non-refundable, and can be transferred to uninterrupted future semesters of on-campus living.
- G. **Books** - Books are sold by the College Bookstore. The cost of books for a semester is estimated to range from \$600 to \$800. Books and supplies for some programs may exceed this estimate. Some courses may require an ebook fee that is due at the time of registration. Access to these books will be through Canvas on the first day of class.
- H. **Meal Plan - ALL RESIDENT STUDENTS ARE REQUIRED TO PURCHASE MEAL PLAN B (\$925).** Those students residing on campus on weekends may purchase Meal Plan A (\$1,050) which provides for 19 meals, three per day on Monday through Friday and two per day on Saturday and Sunday. All board fees are due at the time of registration. Meal plans are also available for commuter students.
- I. **Room Fee** - Room Fee is payable at Registration - if a student moves from a low-rent residence hall to a higher-fee residence hall at any time during a semester, the increase in rent is payable in the Business Office before the move is officially completed.

## Business Regulations

## Refund Policies

Northwest Mississippi Community College allows students who withdraw completely from the college during the early portion of a term an opportunity to receive a percentage of their paid out of pocket tuition expenses refunded to them. The percentage refunded is determined based on the date the official withdrawal recorded.

The Registration Fee and MSVCC Fees are nonrefundable.

- 1. Fall/Spring Full Term Classes
  - a. 100% refund if the official withdrawal is made prior to the beginning of the term.
  - b. 75% refund if official withdrawal is made during the first week after regular registration. Students will be responsible for 25% of the incurred tuition charges.
  - c. 50% refund if official withdrawal is made during the second week after regular registration. Students will be responsible for 50% of the incurred tuition charges.
  - d. 25% refund if the official withdrawal is made during the third week after regular registration. Students will be responsible for 75% of the incurred tuition charges.

No refunds will be made after the end of the third week of registration, including eBook fees.

2. Summer/Winter Classes and Nonstandard Term Classes
  - a. 100% refund if the official withdrawal is made prior to the beginning of the term.
  - b. 75% refund if the official withdrawal is made on the first day after regular registration. Students will be responsible for the 25% of the incurred tuition charges.
  - c. 50% refund if the official withdrawal is made during the second day after regular registration. Students will be responsible for 50% of the incurred tuition charges.
  - d. 25% refund if the official withdrawal is made during the third day after regular registration. Students will be responsible for 75% of the incurred tuition charges.

Students who withdraw during the designated periods where refunds would be issued will receive any funds due to them after registration for the nonstandard terms concludes.

3. Meal Plan - A pro-rated portion of a meal plan is refunded when a student officially withdraws, or officially vacates their assigned residence hall room and requests that their meal plan be canceled. Meal plans are pro-rated on a weekly basis for the future weeks of the semester. **NO MEAL PLAN REFUNDS WILL BE MADE AFTER THE LAST DAY TO WITHDRAW FROM A COURSE.**
4. Institutional Scholarships will only cover direct costs to attend Northwest, such as tuition, room, and meal plan. Scholarships cannot be used to cover the costs of textbooks or other expenses above tuition, room and meal plan. Scholarships cannot exceed cost of attendance minus other aid received. Scholarships will not "stack" against any federal aid awarded. Federal aid overrides all scholarships with the exception of a Foundation Scholarship. Students receiving scholarships must attend Northwest for a minimum of six weeks during the semester in which they are awarded a scholarship. Any student who officially or unofficially withdraws prior to the six-week requirement shall not receive the scholarship previously awarded. Each student shall also be required to maintain specific academic standards relative to the scholarship awarded. These standards are included in the acceptance letter which is signed by the student at the beginning of each academic year.
5. Special Fees - Other than required deposits, these fees are not refundable.
6. Official Withdrawal - A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:
  1. Students are to pick up the withdrawal form from their campus or center Business Office, where the student will be instructed as to the proper withdrawal procedure. Students unable to visit campus may utilize the online complete withdrawal form found here on the NWCC website.
  2. After obtaining the required signatures, the student turns the withdrawal form into the Center Dean or if withdrawing from the Senatobia campus, to the cashier in the Business Office. The cashier will sign the form and turn it into the Office of Admissions and Records.
  3. Refund of any payment due will be made at the Business Office.

A student who properly and officially withdraws will receive a grade of "W" (official withdrawal) in all classes. Withdrawal must be made by the earliest date of withdrawal for courses the student is taking that semester.. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures.

7. Returned Checks - Any check returned to the College is due in full within seven days plus a \$25 service charge.
8. Students and advisers should be aware that all courses where a grade is earned (including a grade of "W") will impact their total hours attempted in a semester and apply toward their charges for a term. This includes all formats and methods of delivery. A course that is dropped with a grade earned will result in counting toward the semester hours attempted.

## Financial Aid

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

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

No prospective applicant for student aid will be awarded a loan, grant, scholarship, or work-study assistance until he/she has been fully accepted for admission to Northwest. Each student desiring either federal, state or institutional aid must first file the Free Application for Federal Student Aid. The free application filing process should be completed and submitted to the Federal Processor. Instructions for completing the FAFSA application filing process are provided on the Financial Aid section of the Northwest website at [northwestms.edu](http://northwestms.edu) under FAFSA.

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

## Satisfactory Academic Progress Policy

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

Federal Financial Aid consists of:

- Pell Grant
- Direct Loans (subsidized, unsubsidized and PLUS)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study

Standards are applied uniformly to all students receiving Federal Financial Aid regardless of enrollment status or program of study-e.g., less than half time (1-5 hours), half-time (6-8 hours), three-fourth-time (9-11 hours), full-time (12 hours or more). The Northwest Mississippi Community College philosophy views satisfactory progress as indicative of a student's efforts to achieve an educational goal within a given period of time, reflecting qualitative as well as quantitative criteria. Students must pass a minimum percentage of all courses attempted and must maintain a minimum cumulative GPA (grade point average) as calculated by the Office of Admissions and Records as shown below:

Credit Hours Attempted	Minimum Required Completion Rate* (Quantitative)	Minimum Required GPA* (Qualitative)
1-6	50%	1.25
7-12	50%	1.35
13-20	50%	1.55
21-96	67%	2.00

97 and up	generally not eligible for financial aid	generally not eligible for financial aid
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\*Completion Rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

**150 PERCENT RULE:** All students must complete the educational program within 150% of the published length (according to the Northwest *Bulletin*). For example, a pathway or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150% of the hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.

Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and need to complete the appeal process.

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

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

After Attempting This Many Hours	Percentage of Hours Attempted That Must Be Passed	At Least This Many Hours Must Be Passed	Minimum GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.350
21	67%	14	2.00
48	67%	33	2.00
84	67%	57	2.00
96	67%	60	2.00
97 or more	generally not eligible for financial aid	generally not eligible for financial aid	generally not eligible for financial aid

**TRANSFER STUDENTS:** Transfer students must have on file in the Office of Admissions and Records **ALL** required academic transcripts from each college he/she previously attended. Failure to have required academic transcripts on file will result in the student not being eligible to receive Federal Financial Aid funds. Please refer to the Admissions section of this *Bulletin*.

A student's entire academic record will be evaluated to determine eligibility for Federal Student Aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous colleges must be forwarded to the Office of Admissions and Records and evaluated for transfer credits and SAP before eligibility for Federal Student Aid can be determined. All credit hours added to the Northwest transcript will be included as hours attempted.

Transfer students not meeting the eligibility requirements will be assigned a financial status of suspended and may appeal.

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

**REMEDIAL CLASSES:** For financial aid purposes, developmental studies classes will be treated the same as regular classes.

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

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

**FREQUENCY OF SAP CALCULATION:** Student SAP will be checked at the end of the spring term.

**NOTIFICATION OF INELIGIBILITY:** Students will be notified through their myNWCC student portal under Financial Aid Status and/or Financial Aid Requirements or by email from a financial aid counselor.

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

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

**SAP APPEAL PROCESS:** Any student being denied Federal Student Aid due to not meeting SAP requirements (whether due to exceeding the total hours, percentage completion, or GPA) may appeal if some extenuating circumstance such as illness of student, severe injury of student, death of close relative of student or other undue hardship such as lack of transportation, incarceration of student, or other circumstance as determined by the Financial Aid Appeals Committee. We advise students who find themselves needing to use the appeals process to review their Northwest transcript and read the SAP Policy before completing the SAP Appeal Form.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified through their myNWCC student portal or by email from a financial aid counselor. Appeals will generally be reviewed within 5-7 days after they have been received.

How to file an appeal: Submit your appeal online at [www.northwestms.edu](http://www.northwestms.edu). First, click on APPLY then Financial Aid, then go to Satisfactory Academic Progress.

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

#### **SAP APPEAL PRIORITY DEADLINES**

<i>Term</i>	<i>Priority Deadline</i>
Fall	August 1

Spring                      December 1

Summer                      May 1

SAP Appeals are reviewed by the SAP Appeals Committee, and the SAP Committee's decisions are final. Please ensure that your documents are attached before submitting the appeal since the committee will only consider your appeal once during the award year.

**NOTE: Students who are on FINAL SUSPENSION with the Office of Admissions and Records and wish to appeal should contact that office for instructions. Completing an appeal of financial aid suspension will not correct the student's academic standing. Likewise, being readmitted through the Office of Admissions and Records will not automatically remedy the student's financial aid suspension.**

## Federal, State and Institutional Student Aid

Northwest Financial Aid Office requires that students use the Free Application for Federal Student Aid when applying for assistance from federal, state, or institutional financial aid programs. *The FAFSA must be used to apply for state and institutional aid.* The applicant for federal, state, and institutional aid should apply online at <https://studentaid.gov/h/apply-for-aid/afsa>. For further information visit the Financial Aid section of the Northwest website at [northwestms.edu/financialaid](http://northwestms.edu/financialaid).

### FAFSA PRIORITY DEADLINES

<i>Term</i>	<i>Priority Deadline</i>
Fall	July 1
Spring	November 1
Summer	April 1

## Refund Formula for Federal Financial Aid (Title IV) Funds

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

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

Day of Withdrawal

Percentage Earned

10th Calendar Day of Semester	9%
20th Calendar Day of Semester	17%
30th Calendar Day of Semester	26%
40th Calendar Day of Semester	35%
50th Calendar Day of Semester	43%
60th Calendar Day of Semester	52%
69th Calendar Day of Semester	100%

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

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

## Grants

### Federal Pell Grant

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

Pell Grants for the 2021-2022 award year (July 1, 2021 to June 30, 2022) may range from \$661 to \$6,495 depending on a student's eligibility as determined by a standard formula.

A student is eligible for a Pell Grant if:

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

To be eligible for a FSEOG a student must:

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

## **Work-Study Programs**

### **Federal Work-Study Program**

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

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

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

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

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

The Institution has designated certain departments as Community Service work areas. Work-study applications are taken during specific times each semester. See [northwestms.edu/financialaid](http://northwestms.edu/financialaid) and then select Workstudy for access to the application and job descriptions.

### **Northwest Work-Study Program (NWWS)**

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

## **Loan Programs**



# **Federal Direct Student Loan Programs (Subsidized and Unsubsidized)**

The Federal Direct Student Loan Program enables a student to meet his educational expenses by borrowing from the Department of Education at a low interest rate if the student is enrolled at least half-time (6 hours) in an eligible program of study. Freshmen students may borrow up to \$3,500, and sophomore students may borrow up to \$4,500 per year. Students must show eligibility by filing the Free Application for Federal Student Aid.

Before a Federal Direct Loan acceptance form can be processed by the institution, the results of the FAFSA must be received and completed by the Financial Aid Office. Therefore, it is always important to file for student aid early. Students interested in filing for a Federal Direct Student Loan should visit the Financial Aid loan section of the Northwest website at [northwestms.edu](http://northwestms.edu) to submit their online loan acceptance form, master promissory note, and entrance counseling.

## **Federal Direct Parent Loan for Undergraduate Students (FDPLUS)**

Creditworthy parents of dependent students can take out loans to supplement their child's aid package. The Federal PLUS loan program allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. PLUS loans are the financial responsibility of the parents, not the students. Dependent undergraduates may be eligible to borrow additional funds through the unsubsidized Federal Stafford Loan program if the parent is unable to obtain a PLUS loan because of exceptional circumstances or because the parent was denied a PLUS loan. PLUS Loan Repayment begins within 60 days after the last disbursement of the loan. Interest begins to accrue on the day of the FIRST disbursement. Note: Students must max financial aid to allow for parent loan.

## **State Grants**

### **Mississippi Resident Tuition Assistance Grant and Mississippi Eminent Scholars Grant (MTAG, MESG)**

General eligibility requirements are as follows:

1. Student must be a current legal resident of Mississippi as certified by the college's Registrar.
2. Student must be accepted for enrollment in a minimum of 15 semester hours at any two-year or four-year, public or nonprofit, regionally accredited, state approved, college or university in Mississippi.
3. Student must maintain continuous enrollment of not less than two semesters or three quarters in each successive academic year unless granted an exception for cause.
4. If a student drops below full-time status during a semester or quarter of the academic year, that student is ineligible to receive funds during the following semester or quarter of the regular academic year.
5. No student may receive an MTAG or MESG for longer than the equivalent semesters or quarters required to complete one (1) undergraduate degree per institution [i.e., eight (8) semesters or equivalent quarters for a four (4) year degree; ten (10) semesters or equivalent quarters for a five (5) year degree; four (4) semesters for a two (2) year degree].
6. Awards are dependent on availability of funds and are subject to proration.
7. Student must not be currently in default on an educational loan.

8. Student must file the Free Application for Federal Student Aid (<https://studentaid.gov/h/apply-for-aid/fafsa>) each year as well as complete an updated MTAG/MESG online application at <https://www.msfinancialaid.org/>.
9. Questions can be directed to IHL at 1-800-327-2980.

## State Scholarships

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

#### General Eligibility Requirements

##### First-Time-In-College

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

##### Current or Previously Enrolled in Post-Secondary Education

- A student who has a cumulative grade point average of at least 2.5 calculated on a 4.0 scale on earned credit hours
- A student who has a composite score of at least 20 on the ACT
- A student who has no criminal record, except for misdemeanor traffic violations
- A student who has filed the Free Application for Federal Student Aid (FAFSA) by the deadline established each year (<https://studentaid.gov/h/apply-for-aid/fafsa>)
- A student who has established Mississippi residency for two years prior to receiving this award, and/or has a parent or guardian who is currently a resident and has resided here during the 24 months prior to the student receiving this award for the first time
- A student who is in compliance with the terms of federal and other state aid programs
- A student who will not be receiving a full tuition waiver/award from another state financial aid source

**The Higher Education Legislative Plan (HELP) Scholarship** provides full tuition to all qualified, college-bound state residents who apply for the payment thereof and enroll full time at any eligible Mississippi public institution of higher

learning or eligible Mississippi public community/junior college to pursue a first baccalaureate or first associate undergraduate degree.

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

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

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

## Mississippi Law Enforcement Officers and Firemen Scholarship Program

### Eligibility Requirements:

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

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

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

There are no service/repayment requirements for this Scholarship.

## Scholarships

**All scholarship recipients must file the Free Application for Federal Student Aid** (<https://studentaid.gov/h/apply-for-aid/fafsa>). **Academic Scholarship forms must be completed by April 1. A scholarship may be altered by the amount of federal financial aid awarded.** Scholarship recipients must enroll in and maintain 15 semester hours. Contact the Recruiting Office for all Academic Scholarship information.

## Presidential, June S. Gardner and Leadership Scholarships

Scholarship recipients must be entering freshmen, enroll in 15 hours and remain in school at least six weeks. This scholarship and any other financial award cannot exceed the total cost of attending Northwest and can be applied only

to tuition, room and board. To continue eligibility beyond the first year of study, each of the following conditions must be satisfied:

- Maintain a 2.50 grade point average on a 4.0 grading scale. Student athletes must maintain a 3.0 grade point average.
- Complete 30 semester hours
- File the Free Application for Federal Student Aid (FAFSA)

Scholarship renewal conditions will be verified at the end of the spring term. If the above criteria are not satisfied, the scholarship will be revoked. Dismissal from the college will result in forfeiture of this scholarship. Also, please note that scholarships can be replaced with federal aid and are not available during summer sessions.

**Presidential Scholarships** are awarded to in-state students based on ACT scores.

**June S. Gardner Scholarships** are awarded to in-state high school valedictorians and salutatorians.

**Leadership Scholarships** are limited in number and are awarded to in-state students who exhibit leadership abilities, have special skills or talents, a specific ACT score, and/or have strong academic qualities.

**Adult Student Scholarship** - These scholarships are limited in number and awarded to Mississippi residents. Applicants must be 25 years of age. This scholarship will match money paid by the student up to \$800 each semester for a total of \$3,200. Students must take at least 2 (3 credit hour) classes to receive the scholarship. Special circumstances for less than 3 hours will be considered on a case by case basis. Students must also maintain a 2.0 during their enrollment. Scholarship applications are reviewed by a committee and awarded based on financial need, credit hours previously earned and academic achievement.

**Howard Carpenter High School Equivalency Scholarships** - These scholarships are awarded to the residents of the Northwest district who have scored 600 or above on the GED test or 55 or above on the HiSet. Awards are for entering freshmen. Recipients must enroll in and maintain 15 semester hours as well as the required grade point average of 2.0 during their enrollment. Application information must be completed prior to the start of a semester.

**Cheerleader Scholarships** - A limited number of cheerleader scholarships are available. For specific information, contact the Cheer Sponsor.

**Athletic Scholarships** - Grant-in-aid scholarships in football, basketball, baseball, softball and soccer are awarded in accordance with the rules and regulations of the Mississippi Association of Community and Junior Colleges (MACJC) and the National Junior College Athletic Association (NJCAA). Scholarships are awarded by the respective coaches of each sport based on the talent of the athlete and the needs of the program. These scholarships may be used to defray the costs of tuition, room, and/or board only. Athletes receiving both an athletic scholarship and an academic scholarship such as Presidential, June S. Gardner, or Leadership or Foundation Scholarship must maintain a 3.0 grade point average to continue receiving the academic or Foundation scholarship.

**Band Scholarships** - Scholarships for participation in the Northwest Ranger Band are available for the musically talented student. They are awarded after tryouts before the Band Director. Recipients must enroll in and maintain 15 semester hours and must maintain a 2.0 cumulative GPA.

**Art Scholarship** - These scholarships are available for students studying art. They are awarded based on work judged best of all entries in a competition. Instructors in the Art Department serve as judges for the competition. The recipient must be an entering freshman, enroll in and maintain 15 semester hours, and maintain the required cumulative grade point average.

**Speech/Theatre Scholarship** - These scholarships are available for students studying Speech/Theatre. They are awarded based on an audition with the instructors in the Speech/Theatre Department. The recipient must be an entering freshman, enroll in and maintain 15 semester hours, and maintain the required cumulative grade point average.

**Music Performance Scholarships** - These scholarships are available for students talented in vocal or keyboard music. They are awarded based on auditions with the choral director. Recipients must enroll in and maintain 15 semester hours and must maintain a 2.0 cumulative GPA.

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

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

1. The scholarship is for tuition per semester.
2. A 2.0 cumulative grade point average must be maintained.
3. The scholarship is available only to the children (age 24 years and under) of full-time staff, faculty and administrative personnel.

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

## Scholarships Funded by the Northwest Mississippi Community College Foundation

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

Students must submit a Foundation Scholarship Application Form, available from the Foundation Office, the Recruiting Office or online at [www.northwestms.edu](http://www.northwestms.edu). Each application must be accompanied by a resume and one letter of recommendation. The application must be received by the Foundation Office no later than 5 p.m. on April 1. Unless otherwise noted, only Mississippi residents may receive Foundation scholarships.

The selection is made by the Northwest Foundation Scholarship Selection Committee, which includes members of the Northwest faculty and administration and at least one member of the Northwest Foundation Board of Directors. Scholarship recipients will receive notification by May 15. After notification, the scholarship recipient must meet with the Executive Director for Institutional Advancement prior to registration to complete necessary acceptance forms. For additional information, write the NWCC Foundation Office, NWCC Box 7015, 4975 Highway 51 North, Senatobia, MS, 38668, call (662) 560-1103 or email [pgordon@northwestms.edu](mailto:pgordon@northwestms.edu).

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

## Criteria by Subject Area

**Accountancy**

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

**Adult Education Graduates**

The Al Simmons Adult Basic Education Endowment  
The Sue Wilson Endowment

**Agriculture**

The Wesley and Alice Williams Family Endowment

**Agricultural Technology**

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

**Automotive Technology**

The Sam Meacham Endowment

**Aviation Maintenance Technology**

Mississippi Airport Association Scholarship

**Business Administration**

The Russell and Annabelle Paulk Endowment  
The Don and Charlotte Johnston Endowment  
The Wesley and Alice Williams Family Endowment  
The Charles Richard Winters, Sr. Endowment (non-traditional students only)

**Business Pathways**

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

**Career-Technical Pathways**

The Delta Trauma Care Region Endowment (EMT, Paramedic)  
The N.C. and Charlotte Ferguson Endowment  
The Jerry and Jonathan Nichols Endowment  
The Norma Shuford Riser Endowment  
The Walter E. "Sonny" and Wanda F. Ruby Endowment  
The Jane Waldrop Williamson Endowment (Business)

**Computer Information Systems**

The Earline Cocke Endowment  
The Thomas W. Hogan Endowment (Tate, Panola or Quitman Counties)  
The Khalid Khouri Endowment  
The Russell and Annabelle Paulk Endowment

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

The DeSoto County Fallen Hero Endowment  
The Larry Cox Fallen Hero Endowment  
The Robert Dodson Fallen Hero Endowment  
The William P. Harris Fallen Hero Endowment  
The Rory Welch Key Fallen Hero Endowment  
The James William (Billy) Lance, Jr. Fallen Hero Endowment  
The Gregory Floyd Medlin Fallen Hero Endowment  
The Larkin V. Pettit Fallen Hero Endowment  
The Bobby L. Wells, Jr. Fallen Hero Endowment

**Criminal Justice**

The Eugenia Bishop Arnold Endowment  
The Paul Andre' LeBlanc Fallen Hero Endowment  
The Hugh M. (Monty) Monteith Endowment  
The Chief William L. Moore Endowment  
The Scott Potts Endowment

**Disability Support Services Student**

The Mike Dottorey Endowment

**Early Childhood Education Technology**

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

**Economics**

The Toyota-Haley Barbour Scholarship

**Education**

The Mary Louise Wynne Broadway Endowment (Horn Lake High School)  
The Robbie Harrison Butts Endowment (Elementary Education, Panola County)  
The Shirley Clanton Endowment (Tate or DeSoto County)  
The Pete and Pauline Harris Endowment (DeSoto County)  
The Carl and Charlene Hyde Endowment  
The Elizabeth Wynne Lewis Endowment  
The Mariglyn Mayfield Meacham Endowment  
The North Mississippi Education Consortium Endowment  
The Joan Harris Pierce Endowment  
The Mildred and Robert Redding Endowment (Lafayette, Marshall or Yalobusha Counties)  
The B. Joan Robertson Endowment (DeSoto County)

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

#### **Electronics Engineering Technology**

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

#### **EMT-Paramedic**

The Alice Hammersmith Endowment  
The Beverly Brewer Stark Endowment

#### **Engineering**

The Ed and Grace Dandridge Endowment  
The Wayne Ferguson Endowment  
The Anita Stratton Wilborn Graham Endowment  
The Mildred and Robert Redding Endowment (Lafayette, Marshall, or Yalobusha Counties)  
The Toyota-Haley Barbour Scholarship  
The Wesley and Alice Williams Family Endowment

#### **Fine Arts**

The Martha Key Fite Endowment (Art)  
The Sherman Hardin Endowment (Choral Music participant)  
The Jo Ellen Logan Endowment  
The Thomas W. O'Briant Endowment  
The David, Michael, and Lee Ross Endowment  
The Clifton and Jessie Siple Endowment  
The Sledge Family Endowment  
The Lauren Elizabeth Tallo Endowment (band member, Senatobia High School)  
The Susanne Spencer VanDyke Endowment  
The John Garrett (Spec) and Elise Cocke Veazey Endowment  
The Jane Waldrop Williamson Endowment (Theatre)  
The Wesley Williamson Theatre Scholarship Endowment  
The Thomas P. and Virginia Moore Wilson Endowment (Tate County)  
The Ben and Alma Wynne Endowment (Tate County)

#### **Forestry**

The Ronnie Crouch Endowment

#### **Funeral Service Technology**

The Dr. Gordon S. Bigelow Endowment  
The Bluff City Funeral Directors and Morticians Association Endowment

#### **Graphic Design Technology**

The Dickson, Tyson and Associates Endowment  
The Taylor and Anita Fore Endowment



**Heating, Air Conditioning and Refrigeration Technology**

The Entergy of Mississippi Scholarship  
The Mike Perry Memorial Endowment (sophomores only)  
The Toyota-Haley Barbour Scholarship

**History**

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

**Hotel and Restaurant Management Technology**

The Dot Mitchell Endowment  
The Taste of DeSoto Endowment

**Humanities**

The Scarlet Lawrence Akins Endowment  
The Elizabeth Wynne Lewis Endowment  
The Robert R. and Mildred S. Meacham Endowment  
The W. Jean Moore Endowment  
The Dr. Ann Yates Whitten Endowment

**Library Science**

The Jordan Antoine Jarjoura Endowment

**Mathematics**

The Charlotte Annice Alexander Endowment  
The Wayne Ferguson Endowment  
The Linda Lewis Hogan Harris Endowment  
The Khalid Khouri Endowment  
The Anita Stratton Wilborn Graham Endowment  
The Toyota-Haley Barbour Scholarship  
The Ella Wilbourn Endowment  
The C. Chad and Cara Reba Caldwell Williams Endowment

**Medical Office Technology**

The Holly Koonce Endowment

**Medical, Pharmacy, Associate Degree Nursing**

The Maxine Dunn Nichols Endowment (Olive Branch)  
The Dr. Ethelyn Smith Endowment  
The Sonia Robbins Young Endowment

**Associate Degree Nursing**

The Samuel M. and Ruth Ann Allison Endowment  
The John and Stelloise Basinger Nursing Endowment  
The Diane Biffle Endowment  
The Estelle H. Bobo Endowment  
The Lt. Col. John W. Caldwell III Endowment (Tate County)  
The Carrie Jane Belyeu Davis Endowment  
The Diane Biffle Endowment  
The Dr. Denise Bynum Endowment  
The Frances Marie Dean Endowment  
The Holli Pond Day Endowment  
The Delta Trauma Care Region Endowment  
The Rachel Ann and Landon Scott Etheridge Endowment  
The First Tennessee Bank (formerly Peoples Bank) Endowment (non-traditional)

The Forty and Eight Endowment (veteran or active duty military personnel or the children or grandchildren of active or inactive military personnel)

The Deanna Patterson Grant Memorial Nursing Endowment

The Jessica Gresham Memorial Endowment

The Victoria Parker Hale Endowment

The Kimberly Webb Hollis "New Beginning" Endowment (sophomores only)

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

The Marcia Louise Kreunen Endowment

The Barbra Welch Manning Nursing Endowment

The Pennie Pullen McKinney Memorial Endowment

The Edna Mae Wright Miles Endowment

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

The Sam Meacham Endowment

The Paper Packers Endowment

The Charisse Hastings Reed Endowment

The Rebecca Dianne Scott Endowment

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

The Shoot for the Heart Scholarship Endowment (six scholarships)

The Beverly Skipper Endowment

The Amy Dempsey Tidwell Endowment

The Gail Wilborn Endowment

The Dr. Ellen Williams Endowment

The Baxter H. Murphree and Virginia Murphree Willis Endowment

The Keith Wilson Endowment

#### **Paralegal Technology**

The Raiford Lee Pittman Endowment

#### **Physical Education**

The John Sharp (Sonny) Orrell Memorial Endowment

The Coach Kenneth (Cat) Robbins Endowment

#### **Practical Nursing**

The Frances Marie Dean Endowment

The Delta Trauma Care Region Endowment

The Pauline Marchbanks Endowment

The Oxford Center Practical Nursing Endowment (Oxford Campus)

The Jayne E. River Endowment

#### **Precision Manufacturing and Machining Technology**

The Smith and Nephew Scholarship

The Toyota-Haley Barbour Scholarship

#### **Pre-Pharmacy**

The Wayne Ferguson Endowment

The Dr. Marshall D. Hollis Endowment

The Sonia Robbins Young Endowment (sophomores only)

#### **Psychology**

The Lafayette Radio Club Endowment (Senatobia and surrounding area)

#### **Religious Studies**

The William Lynn and Lula Brooks Wallace Endowment

**Respiratory Therapy**

The Caitlin Heath Bourne Endowment  
The Danfe Foundation Respiratory Therapy Scholarship  
The Rick Oswalt Endowment  
The Samantha Hayward Ross Endowment  
The Jerry Sparks Endowment

**Science**

The Sarah Garner Ainsworth Endowment (must be in top 25% of class)  
The Marcus L. and Sue C. Burks Endowment  
The Rita Carol Chance Endowment (Physical Science)  
The Dr. Ray Cox Endowment  
The Dr. Jerry Hollis Endowment  
The Linda McGonagill Hollis Endowment (Natural Science-sophomore)  
The Paul W. Lawrence, Jr. Endowment (Physics)  
The Patricia Miller Endowment  
The Newly Weds (Flavorite Laboratories) Endowment (DeSoto and Tunica Counties)  
The J.D., Gladys, David, Michael and Lee Ross Endowment  
The Students Honoring Bobby King Endowment  
The Ella Wilbourn Endowment  
The C. Chad and Cara Reba Caldwell Williams Endowment  
The Charles Richard Winters, Sr. Endowment (Social Science, non-traditional student)

**Special Education**

The Joe Johnson Endowment

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

The Dr. Jerry Hollis Endowment  
The Dr. Augustinus Rinaldy Endowment

**Veterinary Medicine**

The Wesley and Alice Williams Family Endowment

## **Criteria by Residency and/or Graduating High School**

**Ashland High School**

The Keenon L. Terry Endowment

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

The Delta Rice Services Endowment

**Benton County**

The Judge Anthony T. Farese Endowment  
The Ross Family Endowment

**Calhoun County**

The Judge Anthony T. Farese Endowment  
The Bert Johnson Endowment (Bruce High School)  
The Joan Reid Endowment  
The Ross Family Endowment  
The John Sidney Warner Endowment

**Charleston High School**

The Foman and Nita Musselwhite Endowment

**Coffeeville School District**

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

**Delta Academy**

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

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

The Graeber Foundation Endowment

**DeSoto Central High School**

The James L. "Trey" Sylvester III Endowment

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

The Jimmy Neal Andrews Endowment

The William Hoytte Austin, Jr. Endowment

The BancorpSouth Share the Future Scholarship

The Ethan Eric Bayless Endowment

The Joey Boldreghini Endowment

The A.W. and LaNelle S. Bouchillon Endowment

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

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

The Dr. Bonnie Patridge Buntin 2+2 Endowment

The Elizabeth Hilliard Burns Endowment

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

The Frank and Marilyn Canada Endowment

The Bob and Ann Darnell Endowment

The DeSoto Civic Garden Club Scholarship

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

The DeSoto County Economic Development Council Endowment

The DeSoto County Shrine Club Endowment

The Larry Dhority Endowment

The First Security Bank / Larry Joe Pratt, Sr. Endowment

The Keith S. Godbold / DeSoto Center Endowment

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

The Clay and Elinor Herrington 2+2 Endowment

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

The Dr. Gloria Dodwell Kellum 2+2 Endowment

The Kathryn Anne Kreunen 2+2 Endowment

The Richie E. Lawson Endowment

The Maddox Foundation 2+2 Scholarship Endowment

The Jeanette Martin Endowment

The Catherine Robertson Newman Endowment (non-traditional students)

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

The Linda Owen Endowment

The Stephen Purdy Endowment (Ranger Golf Team participant)

The Renasant Bank 2+2 Endowment

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

The Ross and Lucile Robison Endowment

The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)

The Al Simmons Adult Education Endowment

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

The Dr. Gary Lee Spears Endowment

The Two Plus Two Endowment

The Windstone Dental Scholarship (Pre-Dentistry)

**Hickory Flat Attendance Center**

The Kole Briscoe Memorial Endowment (Agricultural Technology)

**Independence High School**

The William David Fly Endowment

**Horn Lake High School**

The Alan Beevers Endowment

The Chris Brannon Endowment

**Lafayette County**

The R.L. Brown Endowment

The Judge Anthony T. Farese Endowment

The Mechanics Bank Endowment

**Lake Cormorant High School**

The Vicki Earl Phillips Endowment (high school Art student)

**Magnolia Heights School**

The Frank and Marilyn Canada Endowment

The Jones-Pointer Endowment

The Nat Troutt Endowment

The Allen Thurman and Mildred Gabbert Veazey Endowment

The Youth Progress Association Endowment

**Marshall County**

The Judge Anthony T. Farese Endowment

The First Security Bank / Larry Joe Pratt, Sr. Endowment

The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)

**Mississippi Youth Challenge Academy**

The Chris Brannon / YMCA of the Mid-South Endowment

**North Delta School**

The Jones-Pointer Endowment

The Mary Alice Moorman Endowment

**North Panola High School**

The Freddie and Bertha Sanford Endowment

**Olive Branch High School**

The Alice Runge and Walter Carter Endowment

The Bela J. and Ruby Black Chain Endowment

The Maury and Jane Haraway Endowment

The Olive Branch Civitan Club Scholarship

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

The Olive Twigs Humanitarian Club Endowment

The Olive Twigs Philanthropic Group Endowment

The Kim Umberger Endowment

**Oxford Center Campus**

The Dr. Michael Butts Endowment

The Brenda Gentry Holmes Endowment

The Oxford Center Endowments (two separate endowments)

The Oxford Center Practical Nursing Endowment

The Jayne E. River Endowment (Practical Nursing program)

The Tim Shorter Endowment

#### **Panola County**

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

The Frank and Marilyn Canada Endowment

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

The Price and Bobbie Darby Endowment

The Inez Carter Fancher Endowment

The First Security Bank / John Meacham, Jr. Endowment

The Robert A. and Cathryn M. Hyde Endowment

The Katherine (Kitty) Lee Jenkins Endowment

The Jones-Pointer Endowment

The Donald Lee Key Endowment (Ranger Football)

The J. Gary and Annette Kornegay Endowment

The Max and Evelyn Lee Family Endowment

The George Max Lee, Jr. Endowment

The Leonard Morris Endowment

The W.P. (Bill) and Nannette Sissell Endowment

The Springs Industries Endowment (children and/or grandchildren of Springs Industries employees)

#### **Potts Camp High School**

The Charles Allen Gurley and Paula Virginia Gurley Endowment

#### **Quitman County**

The First Security Bank / John Meacham, Jr. Endowment

The Quitman County Farm Bureau Endowment

The Ross Family Endowment

The Charles Murray and Lois F. Veazey Endowment (Accountancy or Finance)

The Stella K. Young Endowment

#### **Rosa Fort High School**

The James and Dorothy Dunn Endowment

#### **Senatobia and Surrounding Area**

The Perrin and Eone Caldwell Endowment (single-parent or no-parent households)

The James Jackson Endowment

The Mississippi Land Bank Scholarship (Agriculture, Forestry, Business and Business Administration pathways)

The Kirk and Carole Moore Endowment

The Dennis and Janie Paulk Endowment

The Lucy B. Whitwell Endowment

The Sue Wilson Endowment (ABE Graduates)

#### **Senatobia High School**

The Jones-Pointer Endowment

The C.R. Rials Memorial Endowment

The Youth Progress Association Endowment

#### **South Panola High School**

The Dolores "Dr. B" W. Barnett Endowment

The Kelly Wayne Hudson Endowment

#### **Southaven High School**

The Chris Brannon Endowment

**Strayhorn Community**

The Clyde Rhea Ashe Endowment

**Tallahatchie County**

The Parthenia Dunbar Blackmon Endowment

The Jim Blackwood Endowment

The Deward and Pauline Bloodworth Endowment

The Eva M. Covington Endowment

The Sheriff Jimmy and Mary Fly Endowment

The Mary Elizabeth Houston Fedric Endowment

The William O. Hickey Endowment

The Carson Hughes, Jr. and Morella Kuykendall Hughes Endowment

The Foman and Nita Musselwhite Endowment

The C.W. Parker Endowment

The Reverend Upton Reynolds Endowment

The Ross Family Endowment

The Venable-Cummings Endowment

**Tate County**

The Charlotte Alexander Tate County Endowment

The Frank and Marilyn Canada Endowment

The Bob and Ann Darnell Endowment

The Larry Dhority Endowment

The Joe and Carolyn Floyd Scholarship

The William David Fly Endowment (Independence High School)

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

The William T. (Jack) Norfleet Endowment

The SecurTrust Scholarship (Accountancy, Business, Banking & Finance)

The Senatobia Optimist Club Endowment

The Senatobia Lions Club Endowment (children or grandchildren of Lions Club Members)

The Senatobia Rotary Club Endowment

The Dr. Gary Lee Spears Endowment

The Lt. Marlin Stanford Endowment (East Tate and Independence High Schools)

The Delores Sanders Stewart Endowment

The Tate County Fair Association Endowment (active in 4-H Club)

**Thyatira Community**

The Winfred and Virginia Oglesby Endowment

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

**Tunica County**

The Mike and Celia Boren Endowment

The First Security Bank / Larry Joe Pratt, Sr. Endowment

The Graydon and Mary Flowers Endowment

The Papasan Family Trust Endowment

The Sterling A. and Lilibeth O. Withers Endowment

**Water Valley High School**

The Brownie Crawford Endowment (high school GPA of 3.0)

The Melvin and Cecil Ford Endowment

**Yalobusha County**

The Parthenia Dunbar Blackmon Endowment

The Deward and Pauline Bloodworth Endowment

The Eva M. Covington Endowment  
The Sammy Higdon Endowment  
The Mary Elizabeth Houston Fedric Endowment  
The Butler and Daliah McLeod Endowment  
The Mechanics Bank Endowment  
The Mary Alice Moorman Endowment  
The C.W. Parker Endowment  
The Reverend Upton Reynolds Endowment  
The Ross Family Endowment  
The Venable-Cummings Endowment

## General Criteria

### **Academic Achievement/Extracurricular Activity Involvement**

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

### **Alumni of Northwest Mississippi Community College**

The Northwest Mississippi Community College Alumni Association Endowment (children of Northwest alumni)  
The Rangers Run This Scholarship

### **Catastrophic Illness and/or Disability**

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

### **Female Students in the Project Gateway Program**

The Women's Foundation of Mississippi Endowment

### **DeSoto County Farm Bureau**

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

### **Financial Need**

The AT&T of Mississippi Endowment  
The Sarah Garner Ainsworth Endowment  
The Charles Alan (Charlie) Baldwin, Jr. Endowment  
The Susan Avery Endowment  
The Joe Beckum Endowment  
The Howard Carpenter Endowment  
The Robert L. "Mr. C" Carter III Endowment (from any of the 11 counties we serve)  
The Henry I. and Westelle M. Copeland Endowment  
The Pamela Joyce Day Endowment  
The Entergy of Mississippi Scholarship (must have 2.5 GPA in high school)  
The Faust Farms Endowment  
The Faust, Hall, and Douglas Families Endowment  
The First Financial Bank Scholarship  
The First Security Bank/Larry Joe Pratt, Sr. Endowment (counties where First Security Bank is located)  
The Coach Bobby R. Franklin and Ranger Coaching Staff Endowment  
The Gateway Tire Endowment  
The Aaron German Endowment (interest in rodeo competition)  
The Billie Bob Gray Endowment



The Matt Gregory Endowment  
The Russell Hadskey Endowment  
The W.C. Haley, Sr. and Lawson Wood Haley Endowment  
The Judge Leon E. Hannaford Endowment  
The David M. Haraway Endowment  
The Ann Eliza Allison Harris Endowment  
The Leslie, Paula, and Hal Herring Endowment  
The Allen and Macelle Holliday Endowment  
The Charlie and Viola Holliday Endowment  
The Carson Holloman Endowment  
The Robert L. King Endowment  
The Henry B. Koon Endowment  
The Dr. William D. and Catherine Taylor Longest Endowment  
The Jim and Angelé McClure Endowment  
The Reese D. and Corinne McLendon Endowment  
The W.C. (Firpo) and Josephine Miller Endowment  
The Heinz H. Molsen, Jr. Endowment  
The Kenneth M. Murphree Endowment  
The Ronnie and Melody Musgrove Endowment  
The Northwest District Workforce Development Council Endowment  
The W.P. and Frances Perkins Endowment  
The J.P. (Blue) and Virginia Varner Phillips Endowment  
The Lena Rivers Harris Riley Endowment  
The Attorney Robert Thomas Riser Endowment  
The Ross and Lucile Robison Endowment  
Students Honoring Robert L. King Endowment  
The W.P. (Bill) and Nannette Sissell Endowment  
The Trustmark National Bank Scholarship  
The Lois F. Veazey Endowment  
The Roe Alma Weeks Endowment  
The Garnett B. West, Sr. Endowment  
The Joe R. and Mary Dunn Williams Endowment  
The Dolores Beckum Wooten Endowment  
The Lawrence "Bud" Young Endowment (Ranger rodeo team participant)

**Members of Hinds Chapel or Horn Lake United Methodist Church**

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

**Members of Batesville Presbyterian Church**

The John C. Curry/Batesville Presbyterian Church Endowment

**Members of Independence Presbyterian Church, Batesville**

The Independence Presbyterian Church Endowment

**Members of First Baptist Church, Senatobia**

The Dr. John and Mrs. Jessie Flowers Endowment

**Descendants of Joe W. Longest, Jr.**

The Joe W. Longest, Jr. Endowment

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

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

The Audrey Daron Lunsford Endowment

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

**Military Student (returning from active service with the U.S. Navy, Marine Corps, Army, or Air Force and has received an honorable discharge)**

The Larry Dhority Endowment

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

The Melvin E. (Dooney) and Dot Childress Endowment

The Wayne D. Hollowell Endowment

The Ray Magee Endowment

**Ranger Baseball Team**

The Tommy and Paula Tatum Brown Endowment

The J.K. and Norma Mote Endowment (graduates of Magnolia Heights)

The Tony Roberson Endowment

**Ranger Football Team**

The Donald Lee Key Endowment (Panola County)

**Ranger Rodeo Team**

The Scott Potts Endowment

The Lawrence "Bud" Young Endowment

The Steve Everette Watson Endowment

**Ranger Soccer Team**

The Ranger Soccer Endowment

**RR. Donnelley and Sons**

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

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

The Tallahatchie Valley EPA Endowment

**ThyssenKrupp Elevator Manufacturing**

The ThyssenKrupp Elevator Manufacturing Scholarship (children of Mississippi employees)

## Student Activities and Services

- Services for Students
- Student Government
- Clubs and Organizations
- Fine Arts Organizations
- Athletics
- Student Activities

## Services for Students

## Admissions and Records

Location: Yalobusha Hall, Office #244

Hours: 8 a.m.-4:30 p.m., M-F

The Office of Admissions and Records serves as the College's admissions office and assists students in completing the necessary documentation for admittance. They provide transcripts and verifications of enrollments and degrees to current students, graduates and transfer students. The office is also responsible for all graduation activities.

## **Beverly Brewer Stark Career Center**

Location: Technical Building #1, Senatobia campus

Hours: 8 a.m.-4:30 p.m., M-F

The Career Center takes a hands-on approach to establish and maintain relationships with students from beginning to the end, from meeting students for on-campus tours, hosting career fairs and on-campus workshops, and providing resume & interview skill-building to prepare them for the workforce. The career counselor, located in the Center, provides career counseling for all students, both individuals and groups. The career counselor gives assistance with resumes and interviewing skills. A career lab provides computerized resources for personal assessments, career research, college searches, and career planning. The career counselor hosts workshops and classroom presentations on resumes, interviewing, career development, and employability skills. Students should stop by the Career Center to sign up for upcoming workshops. Walk-ins and appointments are accepted; however, an appointment assures availability.

## **Bookstore**

Location: McLendon Center, Commons

DeSoto Center Bookstore

Lafayette-Yalobusha Technical Center Bookstore

Hours: 8 a.m.-4:30 p.m., M-F

The college bookstore sells required textbooks and supplies for courses. Other items available include shorts, caps, T-shirts, sweatshirts, jackets, stationery, paperbacks, greeting cards, and gift items. Extended hours are offered at the beginning of each semester.

Textbooks may be returned for a full refund through the second week of classes provided that: the cash register receipt received at the time of purchase is presented; there are no marks in new books, and shrink-wrapped books are in their original wrapping. Textbook buyback is held at the end of each semester.

## **Business Office**

Location: McCormick Administration Building, second floor

Hours: 8:30 a.m.-4:30 p.m., M-F

The Business Office is available on the second floor of the McCormick Administration Building for payment of fees, traffic fines, and to pick up work-study checks. Personal checks may also be cashed. There is a \$100 limit on personal checks, and ID is required. The office is open from 8:30 a.m. until noon and from 1 p.m. until 4:30 p.m. The cashier's window closes at 3:30 p.m. each day.

## **Housing & Residence Life**

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Housing and Residence Life Office manages the residence halls on the Senatobia campus. The central office is responsible for applications, room assignments, and cancellations of residence applications. The office also oversees the college's student conduct procedures.

## **Campus Police**

Location: McLendon Center, Office #100

Hours: 8:00 a.m.-4:30 p.m., M-F

The Office of Campus Police is responsible for safety and security at Northwest and can be contacted at anytime 24 hours a day, seven days a week by calling extension 3314.

Students and visitors may obtain parking decals, ID cards, direct questions regarding parking tickets, obtain general or emergency assistance, and file accident reports.

If an automobile without a decal must be driven on campus for a short period of time a temporary decal may be obtained at the Campus Police Office. The decal is free and is valid for a maximum of two weeks.

Each Northwest student is issued an official identification card. All students must observe the identification policy. The fee to replace a lost card is \$10, payable in advance.

## **Career-Technical Education Support Services**

Location: Technical Building #1, Room 104

DeSoto Center, Room 307

Lafayette-Yalobusha Technical Center, Room 105

Hours: Variable

CTE Support Services personnel provide services to the following groups of career and technical students: the economically and academically disadvantaged, students with limited English proficiency, non-traditional by gender, single parents (including single pregnant mothers), displaced homemakers, and disabled students. Services include instructional aides and devices, remediation, adaptive equipment, integration of academic and technical education, and career counseling.

## **Career-Technical Education Support Services Lab**

Location: Technical Building #1, Room 16

DeSoto Center, Room 306

Lafayette-Yalobusha Technical Center, Room 105

Hours: 8 a.m.-3:30 p.m., M-F

The CTE Support Services Lab is a basic skills improvement facility for career and technical students.

All collision repair and welding students attend the CTE Support Services Lab for basic skills improvement. Other technical students attend on a volunteer/instructor-requested basis.

At DeSoto Center, the CTE Support Services Lab is combined with an academic tutorial center. The center offers tutorial services to students from 7 a.m. to 6:00 p.m. Monday through Thursday and from 7:00 a.m. to 12:00 p.m. on Friday.

# Communications Office

Location: Yalobusha Hall, Ann Yates Whitten Media Center (Office #129)

Hours: 8 a.m.-4:30 p.m., M-F

The Office of Communications is responsible for the following areas: Public Relations, Special Events Coverage, Sports Coverage, Photography, Publicity Clearinghouse, Media Liaison, Advertising, Marketing Communications, College Publications, Student Publications, Web Content and Social Media Management.

# Computing Resources

Location & Hours: See below

Computing facilities are provided to students, faculty, and staff for educational and administrative activities. These facilities provide computing resources and Internet accessibility for outside assignments given in the classroom. Wireless Internet access is provided in the residence halls on the Senatobia campus and is available on all campuses. Students are assigned a Northwest network login and email account upon completing their registration. Students may also access personal information from the time their admissions application is received such as required documents for admission acceptance, financial aid documents required, financial aid awards, degree plans, course schedules and fee information through myNWCC on the Northwest Web site. All students, faculty and staff must utilize these systems in an efficient and legal manner. Use of these facilities and resources must be consistent with Northwest's Acceptable Use Policy for Computing on page 111.

The computing facilities provided are located in the libraries/learning resource centers on each campus. There are also facilities on the second floor of the McLendon Center on the Senatobia campus. A Help Desk is located in the McLendon Center for students using the facilities as well as for assisting faculty and staff. Students will be allowed to print 250 pages per semester, with each print job being limited to 20 pages. Hours of operation are as follows:

R.C. Pugh Library, Senatobia campus-7:45 a.m.-9 p.m., M-Th.; 7:45 a.m.-3:30 p.m., F; 2 p.m.-7 p.m., Sun.; Summer hours: 8 a.m.- 3:30 p.m., M-F

McLendon Center, Room 210, Senatobia campus-8 a.m.-4:30 p.m., M-F

DeSoto Center Library, Southaven campus- 7:30 a.m.-9 p.m., M-Th; 7:30 a.m.-4 p.m., F

Lafayette-Yalobusha Technical Center Library- 7:30 a.m.-9 p.m., M-Th; 7:30 a.m.- 3 p.m., F

# Disability Support Services

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

Disability Support Services assists in making the learning environment accessible for the disabled. The Coordinator counsels and advises students with disabilities and provides information about obtaining educational materials for their specific needs.

Students with a disability, who are accepted for admission, are advised to contact the Office of Disability Support Services as soon as possible regarding disability accommodations. Documentation is required to certify a disability and should be submitted at least six weeks prior to the beginning of the semester. This will allow adequate time to evaluate the documentation, to arrange funding for auxiliary services, to prepare specific accommodations, to arrange scheduling in barrier-free classrooms, etc. Last minute accommodations may not be feasible due to time constraints. The Coordinator also works with students and families regarding careers, programs, etc.

All forms and instructions regarding the application for disability accommodations can be found on our website, [www.northwestms.edu](http://www.northwestms.edu), in the information section under Disability Services.

## Financial Aid

Location: Yalobusha Hall, Office #103 (Senatobia campus)  
DeSoto Center, Office #233 C and D  
Lafayette-Yalobusha Technical Center, Office #156  
Hours: 8 a.m.-4:30 p.m., M-F

Information on all types of financial aid is available for students including Federal, State and County aid and institutional scholarships.

## Food Service

Location: David M. Haraway Center  
Fall and Spring semesters hours of operation:

Breakfast: Monday through Friday, 7-9 a.m.  
Lunch: Monday through Thursday, 11 a.m. - 1:30 p.m.; Friday, 11 a.m.-1 p.m.  
Dinner: Sunday, 5-7 p.m.; Monday through Thursday, 4:30-7 p.m.

Additionally, the cafeteria is open on the weekends during the following hours:  
Dinner: Friday and Saturday, 5-5:30 p.m.  
Brunch: Saturday and Sunday, 11:30 a.m.-noon

Summer semester hours of operation:

Breakfast: Monday through Friday, 7:30-8:30 a.m.  
Lunch: Monday through Friday, noon-1 p.m.  
Dinner: Monday through Thursday, 5-6 p.m.

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

Cafeteria Hours are subject to change with notice.

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

The cafeteria operates on a meal credit system. Students have an account accessed by their ID card. Each account has meal credits based on the meal plan purchased. Students with a 15-meal plan (required of all residence halls students) receive a standard meal (breakfast, lunch and dinner) beginning with dinner on Sunday evening and ending with lunch on Friday afternoon. Students with a 19-meal plan receive meals on the weekends. Students on the commuter plans receive either five lunches per week or three lunches per week based upon the plan purchased. There are no roll-over credits. Cash sales are available for breakfast and lunch Monday through Friday and for dinner Monday through Thursday while classes are in session.

## Foundation & Alumni Office

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

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

## Alumni Association

The Northwest Mississippi Community College Alumni Association is dedicated to keeping in touch with alumni and friends and supporting Northwest. Graduates, other former students, former and present faculty, staff members, and friends are eligible for membership in the association. The annual dues are \$30 per person or \$50 per couple. Lifetime dues are \$200 per person or \$250 per couple. Dues may be mailed to the Alumni Affairs Office. Portions of the Alumni Association dues are used to fund The Alumni Association Endowed Scholarship.

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

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

## Health Services

The NWCC Health Clinic, located in the Veazey building at 215 Northwest Drive, is a partnership between Northwest and Northwest Health and Wellness, Inc. to help lower out of pocket cost and provide more timely access to healthcare for our Northwest community. The clinic is available for Northwest students, employees, and employees' immediate family members residing in the same household. Preventive care including vaccinations and screenings, acute care for minor illnesses and injuries, and asthma/allergy treatments are among the services provided. Testing for flu, strep, and COVID is also available.

The clinic is open Monday-Friday from 8 AM-5 PM. There is a \$10 fee per visit, any additional costs will be filed against the employees or students medical insurance or must be paid out of pocket. Telemedicine appointments are available for employees and students on other campuses.

Check the Northwest website for more information at [www.northwestms.edu/healthclinic](http://www.northwestms.edu/healthclinic).

Below are free or low-cost services provided by the state of Mississippi.

- **Mississippi State Department of Health**  
[www.msdh.state.ms.us](http://www.msdh.state.ms.us)  
*Tate County:* 309 South Scott St.  
Senatobia, MS 38668

(662) 562-4428  
*DeSoto County:* Hernando-2705 Hwy. 51 S.  
Hernando, MS 38632  
(662) 429-9814  
Olive Branch-6569 Cockrum Rd.  
Olive Branch, MS 38654  
(662) 895-3090  
*Lafayette County:* 2101 Veterans Dr.  
P.O. Box 1395  
Oxford, MS 38655  
(662) 234-5231

#### Services

Family Planning  
Child Health/Children's Medical Program  
Hypertension (High Blood Pressure)  
Early Intervention  
Perinatal  
Tuberculosis  
HIV Screening  
WIC  
Immunization  
Sexually Transmitted Diseases (STDs)  
Pregnancy Testing

- **Mississippi Department of Human Services**

1-800-948-4060  
www.mdhs.state.ms.us  
*Tate County:* P.O. Box 280  
1428 Browns Ferry Rd.  
Senatobia, MS 38668  
(662) 562-4478  
*DeSoto County:* P.O. Box 546  
2725 Hwy. 51 S.  
Hernando, MS 38632  
(662) 429-4461  
*Lafayette County:* P.O. Box 1027  
819 Jackson Ave.  
Oxford, MS 38655  
(662) 234-1861

Health benefits for children, families, and pregnant women may be provided.

## Intramurals and Recreation

Location: McLendon Center, Room 163

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

Full-time enrolled students are eligible to participate in intramural sports except for those students who are members of related varsity teams.

The following is a list of intramural sports offered:



- Outdoor volleyball
- Flag football
- Horseshoes
- Billiards
- Hoop shoot
- 3-on-3 basketball
- 5-on-5 basketball
- Dodgeball
- Kickball
- Wiffleball
- Campus 5K
- Ping pong
- Spades
- Badminton
- Ultimate frisbee
- Soccer
- Tennis
- Color Run
- Skills Competition
- Cornhole Tournament

## Recreational Activities

Northwest's recreation program is designed for the student to engage in enjoyable activities for pleasure or relaxation. They include:

- The ROC (Ranger Outdoor Complex)-basketball, volleyball and tennis
- North and South Gyms in the McLendon Center
- Ranger Game Room-Billiards, Ping Pong, Football, Student Lounge Area
- Scheduled Game Nights

## Fitness Center

The Northwest fitness center is a newly-designed facility with state-of-the-art equipment to assist people in maintaining a healthy lifestyle or improving their physical fitness.

## Learning Resource Centers

Senatobia Campus: R. C. Pugh Library: 8:00 a.m. - 9:00 p.m. M - Th; 8:00 a.m. - 3:30 p.m. Fr; 2:00 p.m. - 7:00 p.m. Sun.

Tate Hall Computer Labs: 7:30 a.m. - 9:00 p.m. M - Th; 7:30 a.m. - 3:30 Fr; 2:00 p.m. - 7:00 p.m.

Summer hours for R. C. Pugh and the Tate Hall labs: 8:00 a.m. - 3:30 p.m. M-Fr.

DeSoto Center: 8:00 a.m. - 7:00 p.m. M - Th; 8:00 a.m. - 3:30 p.m. Fr.

Summer Hours: 8:00 a.m. - 7:00 p.m. M - Th; 8:00 a.m. - 3:30 p.m. Fr.

Lafayette-Yalobusha Center: 8:00 a.m. - Noon; 1:00 p.m. - 7:00 p.m. M - Th; 8:00 - Noon; 1:00 p.m. - 3:00 p.m. Fr.

Summer hours: Same as above.

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

All libraries are wireless and encourage laptop use. They also offer computer labs and areas for studying, reading, viewing, and/or listening to audio-visual materials.

Professional librarians provide class or assignment-specific instruction to all academic or technical programs. Instruction sessions may be scheduled by calling or e-mailing the library.

All students may access the library web page to search the library catalog and online databases, and to access full-text e-books and journal articles. Students may contact a librarian by phone or text.

R.C. Pugh Library, located on the Senatobia campus, is the library headquarters. The Lafayette-Yalobusha Technical Center library is located on the Oxford campus, while the DeSoto Center library occupies more than 6,000 square feet on the first floor of the DeSoto Center. The Benton County/NWCC Career-Tech Center, located in Ashland, does not have a physical library in the facility. However, the nursing program houses current library books and journals on a shelf accessible to all students in the program. Additional access is available through the public library with a Cooperative Library Lending Agreement between Bond Memorial Library and Northwest which extends borrowing privileges to students, instructors and the community.

The Learning Resources Code of Conduct may be found on the Campus Regulations page of this *Bulletin*.

## Lost and Found

Location: McLendon Center, Office #100 (Campus Police)

Hours: 7:30 a.m.-4:30 p.m., M-F

Lost and found on the Senatobia campus is handled by the Campus Police. Contact the main office at Centers.

## Math Support Lab

Location: McLendon Center, Room 219

Hours: Morning Schedule-M-F, 8 a.m.-noon

Afternoon Schedule-M, T, W, 1-4:30 p.m.; Th., 1-7 p.m.

DeSoto Center, Room 306

Hours: M-Th, 7 a.m.-6 p.m. and 7 a.m.-noon on Fridays

The Math Support Lab is available to reinforce the classroom experience. Students have access to computers, software and individual tutoring in mathematics provided in a friendly environment.

## Post Office

Location: McLendon Center, Commons

Hours: 8 a.m.-4:30 p.m., M-F

The Northwest Post Office is a U.S. Postal Service Contract Station. It offers most postal services, and post office box rental is available for faculty, staff, and students. Mail is delivered to the campus each day between 9:30 and 10 a.m. and put into post office boxes by noon. Outgoing mail must be in the out-of-town slot by 2 p.m. Each box is rented/assigned to one person, and a student may not receive other people's mail in his/her box. The boxes work by combination lock, and it is each student's responsibility to learn his/her combination. No mail will be given out through the window. Money orders are sold until 2 p.m. each day and must be paid for in cash.

## Scheduling and Facility Usage

The Activities Committee is responsible for approving the scheduling of all meetings and activities at Northwest. Members are appointed annually by the President of the College. Activity Request Forms may be obtained from the Student Services Office, the David M. Haraway Center manager, or printed from Northwest's website, [www.northwestms.edu](http://www.northwestms.edu).

All on-campus and off-campus activities that are sponsored by a student group or organization must be approved by this committee. The Activities Committee also acts on requests made by off-campus groups that want to use Northwest

facilities. The committee reserves the right to reject any activity or to recommend charges for the use of a facility. A sponsoring agency is responsible for the conduct of its guests.

Written requests for use of a facility must include the signature of the building supervisor prior to being submitted to the committee. Please submit requests at least three weeks in advance.

If a student group or organization plans to invite a speaker other than a member of the faculty, staff, or student body, the name and credentials of the proposed speaker should be presented to the Activities Committee for approval of time, place and special arrangements prior to extending the invitation.

A campus calendar of approved events and facility usage is located on the Northwest website.

## **Student Activities**

Location: McLendon Center, Room 129

Many opportunities are provided for students to participate in various activities throughout the academic year. Some of the activities include: the annual Beauty Review, Homecoming activities, pep rallies, movies, concerts, cookouts, dances, novelty events, and other special activities. Most activities are free to Northwest students with presentation of their student ID.

## **Student Success Center**

Senatobia Campus: Tate Hall, first floor

DeSoto Center, Suite 237, Offices B, C, and D

Hours: 8 a.m.-4:30 p.m., M-F or by appointment

The Student Success Centers, located at all campuses, assist students in allowing education to be their top priority while attending Northwest. A wide range of counseling services is available for students. Early Alert services maintain contact with instructors regarding student absentees. This service is provided to emphasize the importance of attending class. Academic advising is provided to assist students in planning a course of study while attending Northwest. Senior college transfer information is available through the Student Success Center as well.

Personal counseling is available to students. Confidential counseling services address problems such as depression, anxiety, and relationship difficulties or other issues that a student may be facing. Students with alcohol and/or drug abuse problems are assessed and educated regarding the implications of substance abuse. Workshops are sponsored by the Student Success Center on various topics of interest. These workshops are designed to assist in building coping skills and maintaining a balanced life.

## **Student Services**

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Student Services Office houses the Associate Vice President for Student Services and Enrollment Management, along with the District Dean of Students. The District Dean of Students advises Student Executive Council on the Senatobia campus.

## **SSS TRIO Academic Program**

Location: McLendon Center, Office #203

Hours: 8 a.m.-4:30 p.m., M-F

The SSS TRIO Academic Program offers free tutoring, advice in course selection, financial literacy, transfer assistance with campus visits to four-year universities, career advising, peer mentoring, grant aid, and workshops on essential college skills. Participants must qualify for the program by meeting at least one of the following criteria: first-generation college student (neither parent has a bachelor's degree), meet income eligibility, or have a documented disability. Also, students must be full-time and seeking to obtain a bachelor's degree after attending Northwest. Participation is limited to 165 students. Students should visit the SSS TRIO Academic Program office for an initial interview. Applications are available online.

## **WIN Job Center/Employment Service**

Location: WIN Job Center

Hours: 8 a.m.-4:30 p.m.

WIN Job Centers are the centerpiece of the WIN in Mississippi system, which provides convenient, one-stop employment and training services to employers and job seekers. These centers provide customers easy access to services in the areas of employment, education, training, human services, and economic development-in just one location. WIN Job Centers are easy to use, and staff at each location is eager to help employers and job seekers with individual employment and training needs.

Job applicants are able to conduct their own high-tech job search. Jobs from across the state and nation are listed and updated daily. WIN Job Center area offices are located in Senatobia, Southaven, Batesville and Oxford.

## **Writing Center**

Location: McLendon Center, Room 222

DeSoto Center: First floor

Hours: Times vary by location

The Writing Center provides a place for all Northwest students to work on their writing. The Writing Center is staffed with consultants who have been trained to help others with their writing. The services are free to all Northwest students. Services are provided by appointment, with one-on-one peer counseling available. There are computers available for student use in the Center.

## **Student Government**

### **Student Role in Campus Governance**

As integral members of the Northwest community, students, through Northwest's various Student Government organizations, participate in the College's decisionmaking and planning processes. A Student Government organization exists on each Northwest campus to discuss issues of importance to students and to make recommendations to the College administration. Such recommendations are reviewed by the administration and incorporated into College planning.

In addition to Student Government organizations, students are represented on a variety of institutional committees. By active participation in these and other campus decision-making bodies, students assist Northwest in improving and expanding its services to the campus community.

# **Student Government Organizations**

Formal Student Government Associations exist on both the Senatobia campus and at DeSoto Center.

At Lafayette-Yalobusha Technical Center, a Campus Senate exists composed of elected representatives from the different educational programs located at the center. The Senate meets regularly to discuss issues of interest to students and to plan programs for Center students.

## **Student Executive Council-Senatobia Campus**

The Student Executive Council is a one-hour credit graded elective course focusing on leadership and student development in the spring semester. Any Northwest student who is not on disciplinary probation and maintains a cumulative GPA of 2.0 may register for this course. Students interested in fine tuning their leadership skills and contributing to the College in a positive way are especially encouraged to register. Any students interested in this course should contact the Student Services Office at ext. 3997.

## **Student Government Association-DeSoto Center**

The DeSoto Center Student Government Association is composed of a president, vice president, secretary-treasurer, parliamentarian, and two representatives from the sophomore and freshman classes. These officers and representatives meet regularly to discuss issues of importance to students at DeSoto Center. SGA members also assist with student events at the center.

For information regarding qualifications, specific duties, nominations, etc., please see the SGA adviser for DeSoto Center.

# **Clubs and Organizations**

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

No student groups, clubs, or organizations may hold meetings on Northwest campuses without being recognized by the college. Each year their functioning is dependent on sponsorship and student interest. A list of student organizations are available on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).

Northwest is a state-supported institution and is therefore non-sectarian. Students are however encouraged to develop spiritually through religious opportunities provided both in the community and on campus. Students are invited to participate in the activities of a number of campus religious organizations. More information about these organizations can be found on the Northwest website at [www.northwestms.edu](http://www.northwestms.edu).

# **Fine Arts Organizations**

## **Northwest Concert Band**

This group is composed of selected students who desire to play the best instrumental music and who desire to become more proficient in the use of instruments. It is a service organization for those who plan to major in instrumental music,

and it provides an opportunity for students in other major fields to continue the enjoyment of instrumental playing. Participation is by audition and is open to full-time college students only.

## **Northwest Entertainers**

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

## **Northwest Jazz Band**

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

## **The Northwest Rangerettes**

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

## **Northwest Singers**

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

## **Ranger Band**

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

## **Speech and Theatre Productions**

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

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

## **Athletics**

# Intercollegiate

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

## Student Activities

### Contests and Nominations

To be eligible for nomination to a position such as cheerleader, Hall of Fame, Mr. or Miss NWCC, Homecoming queen or maid, Most Beautiful or campus beauty, or Outstanding Student, the student must be enrolled on a full-time basis and must not be on either disciplinary probation or academic probation.

**Most Beautiful**-Most Beautiful and four Beauties will be selected in an annual pageant. The qualifications for participation are the following:

1. Must be a full-time, female student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Cumulative GPA of 2.0 or higher
3. Must not be on academic probation, disciplinary probation or residence hall dismissal
4. Must attend all scheduled rehearsals and the Beauty Review
5. Must meet all application deadlines, contestants meetings, rehearsals, etc. Failure to comply with said dates and rules will automatically result in elimination of contestant from the Beauty Review

**Mr. and Miss NWCC**-Both a male and a female student will be selected by vote of the entire student body of a particular campus. Qualifications are the following:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student-defined as having completed 24 or more hours
3. Cumulative GPA of 2.5 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal
5. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs
6. Mr. NWCC must be a male student
7. Miss NWCC must be a female student

**Nomination for Mr. and Miss NWCC** is by the following means, in respect to the campus the student is attending:

**Senatobia campus**-Students on the Senatobia campus may be nominated by any student club/organization, residence hall, athletic team or defined student group (band, cheerleading, student recruiter, etc.). It is mandatory for that student to be a member of that organization. For further information, please contact the Office of Student Activities.

**DeSoto Center**-Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization
2. Complete and submit a petition form with 20 student signatures  
For further information regarding Mr. or Miss NWCC at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.

**Lafayette-Yalobusha Technical Center**-Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for further information please contact the Student Services Coordinator at the Oxford center.

**Homecoming Court**-The Homecoming Court will be composed as follows:

Senatobia Campus-two freshmen and two sophomores

DeSoto Center-two freshmen and two sophomores

Lafayette-Yalobusha Technical Center-two freshmen and two sophomores

One Homecoming Queen will be elected from all sophomore maids.

One election for Homecoming Court will be held per campus. The Homecoming Queen will be the Sophomore Maid who receives the highest number of votes. While the homecoming Court will be announced after elections are completed, the Homecoming Queen will not be announced until Homecoming Day.

A student may represent only one campus.

Qualifications for *freshman* Homecoming maid are as follows:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Freshman student-defined as having completed 23 or less hours or enrolled as a first-year student of a Career-Tech program
3. Cumulative GPA of 3.0 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal
5. Must be a female student
6. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs

Qualifications for *sophomore* Homecoming maid and Homecoming queen are as follows:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student-defined as having completed 24 or more hours
3. Cumulative GPA of 3.0 or higher
4. Must not be on academic probation, disciplinary probation or residence hall dismissal
5. Must be a female student
6. Must have attended Northwest for at least one semester prior to elections
7. It is advisable that the student check with responsible college officials per campus to ensure their nomination before posting election signs.

**Nomination for freshman or sophomore Homecoming maid** is by the following means, in respect to the campus the student is attending:

**Senatobia campus**-Students on the Senatobia campus may be nominated by any student club/organization, residence hall or athletic team. It is preferable, but not necessary, for that student to be a member of that organization. It is at the discretion of the staff/faculty adviser as to whether the nominee must be a member of that organization. For further information, please contact the Office of Student Activities.

**DeSoto Center**-Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization
2. Complete and submit a petition form with 20 student signatures  
For further information regarding freshman or sophomore Homecoming maid at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.



**Lafayette-Yalobusha Technical Center**-Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for further information please contact the Student Services Coordinator at the Oxford center.

Each member of the Homecoming court selects escorts from the student body. These escorts are subject to the approval of the Homecoming Committee.

## Campus Regulations

- Statement of Conduct and Philosophy
- Purpose of the Code of Student Conduct
- Definitions of Terms Used in Code of Student Conduct
- Code of Student Conduct
- Automobile Regulations
- Residence Hall Policies
- Student Organization Regulations
- General Policies and Regulations

## Statement of Conduct and Philosophy

The following is the policy of the Board of Trustees regarding the conduct of students at Northwest Mississippi Community College. The rights, responsibilities, and prohibitions contained in this statement are incorporated as a part of these regulations.

The Board of Trustees of Northwest Mississippi Community College reaffirms its policies to fully support freedom of expression by each member of the student body and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, and peaceful and non-disruptive protest and dissent. Under the Constitution of the State of Mississippi, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of Northwest Mississippi Community College and the preservation of academic freedom at the institution. The Board cannot and will not divest itself of this responsibility.

The Board of Trustees stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on the campus of Northwest, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination. The Board of Trustees reaffirms its belief that all segments of the college community are under strong obligation and have a mutual responsibility to protect the campus community from the conduct of disorderly, disruptive, or obstructive actions which interfere with academic, career, and/or technical pursuits of teaching, learning, and other campus activities.

College regulations provide guides for college life. A student is expected to display an attitude in which cooperation, good judgment, and good taste are standards of life at the College. Regulations are designed to protect the interest and well-being of the student, his or her family, the College, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Disciplinary measures may range from the counseling of, to the expulsion of, the student from the college community.

## Purpose of the Code of Student Conduct

The purpose of the Northwest Mississippi Community College Code of Student Conduct, related rules and regulations, and disciplinary procedures are to provide a framework for disciplinary policy and action which shall be consistent with principles of fundamental fairness for the student and with the philosophy of Northwest.

The aim and intention of Northwest Mississippi Community College is to institute within its operations and uphold with its procedures high regard for the health, safety, education, and moral development of the student body. Hence, there is a need for basic policies governing the actions of students as they relate to fellow students, faculty, and administrators in the academic community. The guiding force in the determinations of such policies is the realization that certain minimum standards of conduct must be met in order to create an atmosphere in which students and others can work toward and realize their educational and developmental objectives with minimum interference and maximum support and encouragement.

While the student has an obligation to observe college policy, it is realized that breaches of policy will occur. When a student is found to be in violation of policy, that personnel charged with dealing with such problems must operate within an established framework which has been made known to the student. In attempting to direct student behavior or to sanction a student whose behavior has been unacceptable, the administrator is obligated to do so in a fair and equitable manner and in accordance with the stated policy of the institution. Therefore, the obligation of the College and its administrators is of great consequence and not to be taken lightly by students, parents, administrators, or the public.

The procedures outlined here clearly show what the College must and will do in the process of administering discipline of significant consequence to a student. They are in every respect consistent with other statements of policy issued by this institution. Within the framework of official bulletins of the College and any official notices of the College, one can find all statements of policy, regulations governing student conduct, minimum requirements for continuing at Northwest, and penalties for violations. In addition, the proper channels of appeal are listed along with the positions of persons to whom appeals may be made.

## Definitions of Terms Used in Code of Student Conduct

1. The term "college" means Northwest Mississippi Community College.
2. The term "student" includes all persons registered for classes at the College, both full-time and part-time. It does not include former students not currently registered for classes.
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "college official" includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, college official, or any person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Administration and Finance.
6. The term "college premises" includes all land, buildings, facilities, and other property in the possession of or controlled by the College.
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "disciplinary authority" means any persons authorized by the College to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The "District Dean of Students" is defined as the person designated by the President to be responsible for the administration of the Student Code. The Dean may designate other college officials to assist in the administration of the Code.
10. A "hearing officer" is defined as a college official designated to conduct informal hearings.
11. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, the *Bulletin*, and official notices.

# Code of Student Conduct

Students who register at Northwest agree to conform to its regulations and policies and are subject to disciplinary action upon violation of these regulations and policies. Any student found to have committed the following misconduct is subject to the disciplinary action outlined in this *Bulletin*.

## 101-Weapons

Illegal or unauthorized possession or use of weapons, including but not limited to:

- a. Firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, pellet guns, or other weapons on college premises (even in automobiles).
- b. Possession or use of any item resembling a firearm (e.g. cap pistol, paintball gun, or water gun).

## 102-Violence to Persons

Violence to persons and offenses of abuse including but not limited to:

- a. Physical assault, abuse, or detention of any person, or conduct that endangers the health or safety of any person. The threat of physical assault, abuse, or detention of any person.
- b. Harassment, intimidation, bribery, bullying, or cyberbullying of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions that intentionally inflict serious mental or emotional distress on others and/or disrupt the educational environment.
- c. Violation of the Hazing Policy (see Annual Security Report of this *Bulletin*).
- d. Sexual Harassment, defined as any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature. (See Annual Security Report of this *Bulletin* for further details of the Sexual Harassment policy.)
- e. Sexual Assault includes, but is not limited to, rape and is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited. (See Annual Security Report of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)
- f. Domestic Violence is defined by Mississippi law as one or more of the following acts between family or household members who live together, or who formerly lived together; or, between persons who are in a current dating relationship:
  1. attempting to cause; or, intentionally, knowingly, or recklessly causing bodily injury with or without a deadly weapon;
  2. placing, by physical menace or threat, another in fear of imminent serious bodily injury; or,
  3. criminal sexual conduct committed against a minor.

A dating relationship is defined as a social relationship of a romantic or intimate nature. Family or household members means spouses, former spouses, persons living as spouses, parents, and children, or other persons related by blood or marriage. (See Annual Security Report of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

- g. Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship. (See Annual Security Report of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)
- h. Stalking is defined as a course of conduct directed at a specific person, or making a credible threat, and knowing, or should know, that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. (See Annual Security Report of this *Bulletin* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

## 103-Drugs

Use of drugs, including but not limited to:

- a. Use, possession, distribution, or manufacture of narcotics, illegal drugs, illegal steroids, prescription narcotics, and/or drug-associated paraphernalia or controlled substances as defined by the laws of the State of Mississippi, except as expressly permitted by law, while on campus, or at an event and/or trip formally sponsored by an organization of the College (prescribed prescription narcotics possessed or taken as prescribed while under a licensed physician's care do not apply).
- b. Public Intoxication (see Annual Security Report of this *Bulletin*).

#### **104-Alcohol**

Use of alcohol, including but not limited to:

- a. Possession, consumption, or evidence of consumption, of alcoholic beverages on campus, or at an event formally sponsored by an organization of the College (even in automobiles).
- b. Public Intoxication (see Annual Security Report of this *Bulletin*).

#### **105-Disorderly Conduct**

Disorderly conduct including but not limited to:

- a. Obstruction or disruption of teaching, research, administration, public service functions, the flow of vehicular or pedestrian traffic, or other college activities.
- b. Participation in a campus demonstration that disrupts the normal operations of the College and interferes with the rights of other members of the college community. Inciting or refusing to leave the scene of an unauthorized demonstration or gathering when ordered to do so by an authorized official.
- c. Breach of peace, disorderly conduct, and aiding, abetting, or procuring another to breach the peace of the campus. This includes excessive noise; or lewd, indecent or obscene conduct or language; or public displays of affection, not in good taste, in buildings or on the grounds of the College.
- d. Gang-related activity.
- e. All students are responsible for the actions of their guests while on campus.
- f. Gambling defined as wagering: the practice of playing games of chance or wagering in the hope of winning monies.

#### **106-Acts of Dishonesty**

Acts of dishonesty including but not limited to:

- a. Falsification of records.
- b. The act of willfully and knowingly giving false information is strictly prohibited. This includes oral or written statements to college officials, faculty, or staff and alteration or misuse of college documents, records, or identification cards.

#### **107-Safety and Endangerment**

- a. Interfering with safety regulations, emergency evacuations, and/or equipment, including but not limited to:
  - 1. The setting of, or adding to, unauthorized fires on college premises, willful damage or misuse of fire protection equipment, initiation of a false alarm, or failure to evacuate during a fire alarm or drill.
  - 2. Violation of the campus tobacco policy (see below).
  - 3. Violations of automobile and parking regulations (see below).
- b. Endangering another's or one's own physical well being, including but not limited to:
  - 1. Skateboarding, roller skating, rollerblading, segways, hoverboards, or the like are prohibited.
  - 2. Possession or use of water balloons and water guns.
  - 3. Compromising the safety of a residence hall or other college facility, thereby endangering the health, safety, and welfare of oneself, the building occupants, and/or their property (e.g. propping open outside doors, allowing unauthorized access to others, the introduction of chemicals or pesticides of any kind on surfaces or in the air, blocking exit access, etc.).
  - 4. Administering or receiving a tattoo, piercing, or other procedure on the grounds of the College.

#### **108-Trespassing**

Trespassing, including but not limited to:

- a. Unauthorized entry to or use of college premises, including both buildings and grounds.
- b. Unauthorized possession or use of keys or access card to any college facility or other property.

- c. Unauthorized Contractual Services for maintenance, repair, or other work regarding campus facilities.
- d. Violation of the Curfew Policy (see Annual Security Report of this *Bulletin*).
- e. Violation of the Guest Policy (see Annual Security Report of this *Bulletin*).
- f. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited on campus without the written permission of the Dean of Students. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) is also prohibited.

#### **109-Compliance**

- a. Failure to comply with the directions of a College official in the performance of his/her duties, including but not limited to:
  - 1. Interfering with or failure to comply with directions of college officials and/or law enforcement officers acting in the performance of their duties.
  - 2. Failure to identify one's self to officials when requested to do so.
  - 3. Abusive or disrespectful actions directed toward college officials.
  - 4. Disregard of financial obligations to the College.
- b. Abuse of the discipline system, including but not limited to:
  - 1. Failure to obey the summons of a hearing officer or body.
  - 2. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - 3. Attempt to discourage or improperly influence an individual's participation or use of the discipline system.
  - 4. Harassment or intimidation of an individual involved in a disciplinary proceeding.
  - 5. Failure to comply with a sanction imposed under the Student Code.
- c. Failure to carry a College Identification card or other violation of the college identification policy (see below of this *Bulletin*).

#### **110-Property Abuse**

Abuse of College property or private property, including but not limited to:

- a. Theft of, unauthorized possession of, damage to, or destruction of property of the College or to property of a member of the college community or of a visitor to the College.
- b. Littering of the campus.

#### **111-Technology**

Abuse of computers and other technology, including but not limited to:

- a. Unauthorized entry into a file, to use, read, change, or transfer the contents, or for any other purpose.
- b. Misrepresentation of self or a student or a student organization through computer or electronic means.
- c. Unauthorized use of another individual's identification and /or password.
- d. Use of computing facilities to interfere with the work of another member of the college community.
- e. Use of computing facilities to view or send obscene or abusive messages.
- f. Use of computing facilities to interfere with the normal operation of the college computing system.
- g. Other violations of the computer usage policy (see below of this *Bulletin*).

#### **112-Residence Hall Policies**

See below in this *Bulletin*.

#### **113-Learning Resources Code of Conduct**

See below in this *Bulletin*.

#### **114-Dress Code**

See below in this *Bulletin*.

#### **115-Student Organization Regulations**

See below in this *Bulletin*.

#### **116-Federal, State, and/or Local Laws**

Students should reference the Student Conduct Procedures found in the Annual Security Report section of this Bulletin.

# Automobile Regulations

## Vehicle Services

The following services are available to all students while located on school property; Northwest is not liable for any damage incurred during these services. Vehicle services are not available off-campus.

- Vehicle Unlock
- Vehicle Boost (by use of power packs only; no booster cables will be used) If a vehicle requires one of the above services more than once in an eight-hour period, there will be a \$5 charge for all services after the initial service.

These services are by courtesy of the Campus Police Department and are subject to officer availability.

## General Regulations

Northwest strives to be a pedestrian-friendly campus. All drivers are admonished to respect the rights of pedestrians while driving on campus. A thorough understanding of these regulations is important because violations will result in needless expense and inconvenience to the student.

1. A vehicle is defined as any car, truck, motorcycle, or another type of movable motorized transportation.
2. All students, faculty, administration, and staff must register and obtain a decal for vehicle operation on campus at the time of school registration. The decal is to be permanently affixed to the left rear window or bumper of the vehicle in a manner in which removal of a decal would destroy the decal. Taping a decal to the window is not sufficient.
3. The cost of the first decal is \$20.00. To obtain your first decal please have the following information: your student ID number; the tag number of the vehicle; the year, make, model, and color of the vehicle; and your promissory note. Additional decals are \$5 each.
4. A student who changes his or her place of residence or whose decal becomes illegible is responsible for re-registration of his or her car immediately in order to secure the proper decal. Also, when the owner trades his or her car, he or she is responsible for removing the old decal. Any violations noted against the old decal will be charged to the person to whom it was issued.
5. No motor vehicle shall display more than one Northwest Mississippi Community College decal at any one time. No person who has registered a vehicle and received a decal shall affix, or permit any other person to affix, such decal to any vehicle other than the vehicle for which the decal was issued. Decals are non-transferable.
6. Driving in a reckless manner is prohibited.
7. Northwest is not responsible for contents in vehicles parked on campus.
8. The speed limit on the Northwest campus is 20 mph unless posted differently. The speed limit in all parking lots is 5 mph.
9. Registered operators must observe and obey all traffic and parking signs on campus.
10. Registered students are responsible for their vehicles on campus.
11. Vehicle operators must not repair vehicles on campus grounds or parking lots.
12. Abandoned vehicles are not to be left on campus for more than 48 hours.
13. Vehicles are not to be parked on grass, sidewalks, entrances, streets, or exits.
14. All accidents should be reported immediately to Campus Police.
15. Northwest reserves the right to impound vehicles or remove illegally parked vehicles at the expense of the owner or registered student.

16. No faculty or staff person shall register any vehicle and obtain a decal for any full- or part-time student. No person shall utilize in any manner a decal issued to some other person.
17. Summer school students must obtain a decal if they did not obtain one during the previous fall or spring semester.
18. Records of all violations are kept by Campus Police.
19. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.
20. Any window of a vehicle that has tint film or that has been darkened otherwise so that the interior of the vehicle has a light transmittance of 35 percent or more, must have a certifying label attached to the window approving that the tint is within the state, county, and city guidelines.
21. All motor vehicles must at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusually loud noise and/or annoying smoke. No vehicle is allowed using a muffler that has been cut out, bypassed, or altered using external devices.
22. **Temporary Decal:** Temporary Decals will be issued by Campus Police for a period not to exceed two weeks. Students will be issued 1 temporary decal per semester for personal vehicles and any vehicle used throughout the semester. After the expiration of the temporary decal, a permanent decal must be purchased and properly displayed on the vehicle. Students driving a rental car will only be required to display a temporary decal. There is no fee for the temporary decal. The first permanent decal costs \$20.00, and \$5.00 for each additional. Please be aware that due to temporary decals being placed on the interior of the rear glass, dark tint can hinder Campus Police from being able to see the decal.

In addition to the above rules and regulations, all state laws pertaining to traffic and all other state and federal laws are in full force at all times.

## Parking Regulations-Senatobia

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of any parking regulation. The College does not guarantee a parking space in your desired zone. The Howard Coliseum parking lot is designated as an overflow parking area. Failure by any individual to find a legal parking space shall not be an excuse for the violation of these regulations.

1. The color of the decal issued will designate the zone in which vehicles may be parked. Any motor vehicle which is parked in an area not designated as the proper zone will be ticketed. Resident students must park at their assigned residence hall lot.
2. Decals for the Senatobia campus are color-coded as follows:
  - a. Male residence hall students-white
  - b. Female residence hall students-blue
  - c. Commuting students-green
  - d. Faculty and staff-red
3. No student may park in a red zone (faculty and staff parking space) for any reason for any length of time.
4. If a student changes residence halls, the student must obtain and affix the appropriate parking decal on the day of the move. There is no charge for this change of decal.
5. Commuting students must park only in their designated parking areas. Commuter students are not permitted to park at residence halls for any reason. Residence hall students are only permitted to park at their residence hall. Having a white decal (male residence hall) does not entitle a student to park in any male residence hall parking lot, other than the residence hall they are assigned to. Having a blue decal (female residence hall) does not entitle a student to park in any female residence hall parking lot, other than the residence hall they are assigned to. Administrators, faculty, and staff may park wherever necessary on campus (except in spaces designated for the disabled, where curbing is painted yellow, on sidewalks, across parking lanes, or on campus lawns).
6. In the event that a residence hall student must attend a class at the Oxford or DeSoto Centers, their residence hall decal will be honored as a commuter decal. These students must park in areas designated for commuter parking only. These students are not permitted to park in areas designated for faculty and staff.
7. The Band Field Parking Lot, the Highway 51 Parking Lot, and the North Physical Science Parking Lot, with the exception of faculty/staff parking spaces, are for commuter parking only.

8. Disabled persons will receive special consideration upon application to the Office of Disability Services.
9. Vehicles are not to be parked where curbing is painted yellow, on sidewalks, across parking lanes, in the street, or on campus lawns. Students, faculty, or staff members may park in the 15-minute zones at any time, but not longer than 15 minutes.
10. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.
11. Any vehicle operated by a person whose driving privileges have been suspended will be towed away at the owner's expense if found by Campus Police.
12. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.

## Parking Regulations-DeSoto Center/ Lafayette-Yalobusha Technical Center

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of any parking regulation.

1. The color of the decal issued will designate the zone in which vehicles must be parked at all times. Any motor vehicle improperly parked will be ticketed.
2. Disabled persons will receive special consideration upon application to the Office of Campus Police.
3. Vehicles are not to be parked where curbing is painted yellow, in the street, on sidewalks, across parking lanes, or on campus lawns.
4. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.
5. Any vehicle operated by a person whose driving privileges have been suspended will be towed at the owner's expense if found by Campus Police.
6. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.
7. The DeSoto Center front gate opens at 7 a.m. and closes at 10 p.m. **Vehicles left in the parking lot after 10 p.m. will remain secured until 7 a.m. the next morning.**
8. The speed limit in all parking lots is 5 mph.

## Visitor Parking

Only visitors are allowed to park in spaces designated for visitors. For the purpose of these regulations, the term "visitor" includes all individuals who are NOT affiliated with the College as a student enrolled in classes, staff, faculty, external employee or vendor/construction worker.

## Penalties

Penalties for violations shall be as follows:

1. **Moving Violations**
  - a. Running stop signs: \$50
  - b. Careless driving: \$75
  - c. Speeding:
    - up to 10 mph above limit: \$25
    - 11 to 20 mph above limit: \$50
    - over 20 mph above limit: \$100
  - d. Reckless/dangerous driving: \$100
2. **Parking/Other Violations**



- a. Improper parking: \$25
- b. Parking in no parking zones: \$25
- c. Unauthorized parking in faculty/staff space: \$25
- d. Unauthorized parking in disabled space: \$150
- e. Decal improperly located: \$10
- f. Excessive noise (radio or muffler): \$100
- g. Other violations: \$20
- h. Unauthorized parking on lawns: \$25
- i. No decal: \$20
- j. Tinted window violation: \$50

The costs of decals are as follows:

First faculty/staff decal: Free  
Extra faculty/staff decal: \$5  
First student decal: \$20  
Extra student decal: \$5  
Temporary decal (2 weeks maximum): Free  
Summer school (new students): Free

Decals are valid for one academic year (including summer school) and expire on July 31.

Students are reminded that violations of automobile and parking regulations are also violations of the Code of Student Conduct. As such, these violations can be forwarded for discipline procedures.

## Procedure for Paying Tickets

1. Tickets are to be paid at the College Business Office or via the myNWCC student portal.
2. Northwest traffic regulations apply to all faculty and staff. Faculty and staff will be ticketed.

## Appeals

A student wishing to appeal a violation penalty should make the appeal to the Campus Police Office **within five working days of receiving a citation**. Any person who fails to appear and contest a ticket after five days from the date of the ticket shall be considered to have waived the right to an appeal. **Ignorance of the regulations or unavailability of a legal parking space is not grounds for an appeal**. Ticket appeals will be forwarded to the issuing officer for review. If the ticket is not dismissed by the officer, it will be referred to the Ticket Appeal Committee for consideration. The decision of the committee is final; there is no second appeal process. Any student found responsible for violating Sections 105, 106, or 109 of the Student Code of Conduct automatically terminates their right to file an appeal for a citation connected to that incident.

Information about the Ticket Appeal Committee, including meeting dates, may be obtained at the Campus Police Office.

### Tips for Writing a Successful Citation Appeal:

Read over the traffic and parking rules and regulations to see why your citation was issued. Determine if there is something stating your documented violation is allowed by the traffic and parking rules and regulations. Appealing for the wrong violation will not result in a successful appeal.

Common reasons for unsuccessful appeals:

1. Improper display of decal or the decal is not permanently affixed
2. Failure to purchase any decal or appropriate decal

3. Inclement weather
4. Late arrival for class or meeting
5. Parking in a disabled space when you do not have the required decal

Also, keep in mind that traffic and parking citations are given all day, every day. Lastly, remember that you are responsible for your registered vehicle. If someone else is driving your vehicle and it is issued a parking citation, you are responsible for the citation.

## **Residence Hall Policies**

### **Residence Halls**

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

Northwest operates ten residence halls housing approximately 1,237 students. Residence halls are available only to students who take a full academic, career, or technical courseload (excluding virtual classes) and who attend class regularly. Students must also meet the grade-point requirement for residence students. Students are limited to six semesters (not including summer sessions) to reside in the residence halls. All residence hall policies are described in the *Bulletin*.

Students who wish to apply for housing should obtain a residence hall application from the Housing or Recruiting offices or via the Housing page of the Northwest website. Completed housing applications should be submitted to the Housing Office, located on the first floor in Tate Hall, with a nonrefundable room reservation fee of \$100 for Benton, Calhoun, DeSoto, Marshall, or Tallahatchie halls or \$50 for all other halls.

### **Liability**

Northwest does not assume any legal obligation to pay for loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the student's residence on-campus. The student or student's parents are encouraged to carry appropriate insurance to cover such losses.

### **What is a Residence Life Coordinator?**

An "RLC" is a professional Northwest employee who supervises the Residence Hall Directors within a designated area. The RLC resides on campus and is an additional resource for their residents. The RLC assists the residence hall staff in maintaining order in the residence halls through room inspections, as further discussed on page 107 of this *Bulletin*, and via a "Campus Appearance Ticket" for behaviors that violate the Student Code of Conduct.

### **What is a Residence Hall Director?**

A Residence Hall Director is a Northwest Mississippi Community College employee who manages the residence hall in which he/she resides. The Residence Hall Director is the student's first point of contact and is a great resource to our campus for their residents. The Residence Hall Director oversees all aspects of check-in, check-out, open residence hall, and any other information that may be relayed from the Housing Office. In addition, the Residence Hall

Supervisor maintains order in his/her residence hall through room inspections as further discussed on page 107 of this Bulletin and via a "Campus Appearance Ticket" for behaviors that violate the Student Code of Conduct.

## Requirements

Residence halls are available only to students who take a full academic, career, or technical course load (excluding virtual classes) and attend class regularly. Class attendance will be monitored by the Housing Office. Students will be notified when they fall below full-time status and will be asked to vacate the residence hall. Exceptions to this policy are made by the Director of Housing and Residence Life or designee under the most unusual of circumstances.

## In-State Residency

The mission of Northwest Mississippi Community College is to first serve the residents of our eleven-county district and then other residents of the state of Mississippi. In recent years, Northwest has experienced a high demand for our residence halls and has not been able to house out-of-state students. Northwest does not offer campus housing to out-of-state students (exceptions are made for scholarship athletes and special programs).

## Six Semester Limit

In order to foster academic progression, residence hall students are limited to six (6) semesters of residence hall living (not including summer semesters).

## GPA and Credit Requirements

1. Northwest Mississippi Community College views satisfactory academic progress as indicative of a student's efforts to achieve his or her educational goals. To encourage progress toward those goals, all residence hall students must meet the College grade point average and credit requirements for living in the residence halls. These requirements are similar to those used by the Admissions and Financial Aid offices in determining satisfactory progress.
  - a. At the completion of the second semester of full-time study at the college, a student must have accrued a minimum of 12 credits and have a cumulative grade point average of at least 1.35.
  - b. After the completion of the third semester, a student must have a GPA of 1.55 and accrued at least 20 credits.
  - c. After the completion of the fourth semester, the student must maintain a 2.0 cumulative GPA.
2. Students who do not meet the minimum requirements will lose their privilege to live in the residence halls and will be notified by letter that they will not be able to live on campus.
3. Students who wish to request an exception due to extraordinary circumstances may appeal to the Director of Housing and Residence Life.
  - a. The Director of Housing and Residence Life will forward the appeal to an Ad Hoc Committee on Residence Hall GPA Appeals.
    1. The committee will consist of the Director of Housing and Residence Life (chair); the Coordinator of Housing Operations; one Residence Life Coordinator; one Residence Hall Supervisor; and one student appointed by the chair.
  - b. Students must file an appeal within 15 days from the date of their notification letter. The notification letter will specify the date, time, and location of the committee meeting.
  - c. Students may appear in person at the meeting or may submit a written appeal for consideration by the committee.
  - d. Students will be notified by letter of the outcome of their appeal.

# Application

## New Students

1. All applications for residence halls should be sent directly to the Housing Office for review and approval.
2. No residence hall room reservation is made until a student's housing application and room reservation fee of \$100 for Benton, Calhoun, DeSoto, Marshall, and Tallahatchie, or \$50 for all other halls, is on file in the Housing Office.

## Returning Students

1. Current residents whose intent is to return to the residence halls for the next year should do the following to ensure their priority:
  - a. Complete and submit future semester Housing Intent Form (typically scheduled for the week of pre-registration, see calendar and residence hall postings for dates).
    1. Students who reside on-campus during the fall or spring semester have the opportunity to reclaim their present residence hall or request a different residence hall for the future fall or spring semester.
    2. Students will complete a Returning Residence Hall Student Application (Room Reclaim) online via the college's website.
    3. Students will receive their assignments for the future semester.
  - b. If students did **NOT** complete a Returning Residence Hall Student Application, they should indicate their intention on their check-out form.

## Cancellations

The room reservation fee is non-refundable. It can be transferred to future semesters.

## No Shows

Students with residence hall reservations that are not claimed by noon the first day of classes shall forfeit their room and room reservation fee.

# Assignments

1. **Priority**
  - a. Returning students who participate in Room Reclaim are given first priority. Those who reclaim their same residence hall are assigned first. Students requesting other Residence Halls are then assigned by the initial date of a room reservation fee, and space availability.
  - b. Returning students, who did not pre-register or participate in Room Reclaim, should complete a returning student application at check-out. These applicants are assigned to residence hall preference by date of deposit.
  - c. New students are assigned to residence hall preferences by date of room reservation fees.
  - d. Due to space limitations, private rooms are not available.
2. **Roommate Requests**
  - a. All attempts are made to honor roommate requests when requests are mutual and deposits are submitted within 5 days of each other. Mutual roommate requests are prioritized based on the latest date of deposit of requested applicants.
3. **Room Changes**
  - a. Requests for change of room and/or roommates will be considered after the second week of the semester.
  - b. Room changes must be approved by the Residence Hall Director and the appropriate paperwork process completed.
4. **Residence Hall Changes**

- a. Oftentimes, students do not receive their first reference of residence hall choice. The Housing Office maintains a waiting list for each type of housing (apartments and suites) prioritized by the date of room reservation fees. When an apartment or suite vacancy arises, the Housing Office contacts the applicants on the waiting list.
- b. Should a student accept the offer to relocate, the following process is followed:
  1. The student picks up Residence Hall Transfer Form from the Housing Office.
  2. The student pays the fee difference at the Cashier's window of the Business Office.
  3. Student properly checks out of current residence hall.
  4. The student obtains a new parking decal for the vehicle.
  5. The student properly checks into the new residence hall.
  6. The entire process is completed within the allotted time frame.
5. **Consolidation**  
 The Housing Office may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidation becomes necessary. Consolidation will begin the week after the room change period for the fall semester and continue through the 10th week of classes. Consolidation will begin the second week of classes for the spring semester and continue through the ninth week of classes.
  - a. The Residence Hall Director will submit a list of all residents who do not have a roommate within that residence hall to the Housing Office on a weekly basis.
  - b. The Housing Office will first offer vacant spaces to any students on the waiting list for a specific residence hall or the housing waiting list.
  - c. ALL residents without a roommate will be notified by the Housing Office of the following options:
    1. Select a roommate from the list of residents who is also in this process.
      - a. Inform the Housing Office which room both students will occupy.
    2. Wait for the Housing Office to assign the student to a new room or assign a roommate to the student's room.
  - d. The resident will be given five business days to complete the consolidation process.
6. **Residence Hall Relocation and Dismissal**  
 The Director of Housing and Residence Life has the right to relocate or dismiss a student from the residence halls.

## Check-In Procedures

1. Students are issued a Residence Hall Housing Inventory Form, resident's personal data card, resident's confidential medical information form, room key(s), and information on how to access the Student Bulletin and Missing Persons Contact form via the college's website.
  - a. The student is to inspect the room and document the current condition of the room as indicated on the inventory sheet.
  - b. The student is to complete the personal data card and confidential medical information form.
  - c. The student is to obtain their room key.
2. All forms should be returned to the Residence Hall Director no later than the residence hall's mandatory meeting.
3. Students should attend any residence hall meeting(s) assigned by their Residence Hall Director. All students must complete the Housing and Residence Life module via Canvas no later than 2 weeks after the first day of class.

## Roommate Agreements

At check-in, residents are provided a roommate agreement to complete with their roommate. The agreement is a list of questions to start dialogue between roommates to assist in communication, establish boundaries, encourage mutual respect, and lessen conflicts. Residents are encouraged to submit these completed agreements to the residence hall supervisor within the first two weeks of classes.

# Holiday and Break Housing

Although classes are not in session during these times, the residence halls remain open during the Labor Day, Fall Break, Martin Luther King Jr., and Easter holidays.

1. In order to protect the safety of students, all students intending to remain in the residence halls during the holiday and corresponding weekend must complete the Holiday Housing Agreement via the college website.
2. The Holiday Housing Agreement is available via a link on the college website one week prior to the holiday until 12 p.m. the day before the holiday or corresponding weekend.
3. The Holiday Housing Agreement states: By clicking submit, I acknowledge that the supplied name, residence hall, room number, and phone number submitted are assigned to me. I further acknowledge that I will be remaining in my residence hall during this holiday time. I understand that this accommodation is a privilege; and violation of the Code of Student Conduct during this time may result in the loss of this privilege, fines, and/or dismissal from the residence halls.

The residence halls are closed to all students during the Thanksgiving, Christmas, and Spring breaks, as well as breaks between the spring and summer semesters and fall and summer semesters. Please refer to the academic calendar and postings in your residence hall for specific residence hall closure dates and times.

# Laundry Facilities and Equipment

Each apartment unit within DeSoto and Marshall Halls has a washer and dryer. These appliances are to be used by the assigned residents only. Bobo, Benton, Gainey, Panola, Quitman, Tallahatchie, and Taylor Halls each have laundry rooms where washers and dryers are available for residents to utilize.

# Guest Policy

## Visitation Policy (Same Sex)

Resident students may have a guest (non-student, commuter student, or another residence hall student of the same sex) visit them at their residence hall room under the following guidelines:

1. Residents may have a guest in their room between the hours of 10 a.m. and 10 p.m. Monday through Thursday.
2. The guest must be 18 years of age and have a valid form of identification on their person.
3. The resident student is responsible for the guest's behavior.
4. The resident student must accompany the guest at all times.
5. All guests in Bobo, Gainey, Panola, Quitman, and Taylor residence halls must sign in at the hall's front desk. The guest will be subject to the same code of conduct expected from the resident.
6. All guests must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
7. Resident students are NOT permitted to visit other residence halls between 10 p.m. and 10 a.m.
8. Unauthorized persons present between 10 p.m. and 10 a.m. are subject to disciplinary action or arrest.
9. Visitation is a privilege for residents. Abuse of the privilege can result in individual restrictions or loss of visitation for an entire residence hall.

# Residence Hall Lobbies & DeSoto Courtyard

DeSoto Courtyard, Bobo, Gainey, Marshall, Panola, Quitman and Taylor residence hall first floor lobby areas are places for the residents of those halls to participate in study groups and socialize. Residents may also have a guest (same sex or opposite sex) in the lobby during lobby/courtyard visitation hours for a short duration.

1. The guest must be 18 years of age and have a valid form of identification on their person.
2. The host (resident) student is responsible for the guest's behavior.
3. The host student must accompany the guest at all times.
4. The guest may be required to sign in and out of the lobby or courtyard.

## **Lobby/Courtyard Visiting Hours**

Bobo: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

DeSoto: Mondays 6-10, Tuesdays 6-10, Wednesdays 7-9, Thursdays 7-9

Panola: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

Quitman: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

Taylor: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

## **Visitation Policy Opposite Sex**

During designated hours, residents are allowed to have a guest of the opposite sex in their room. These hours are posted weekly at the main desk of the residence hall. These hours are subject to change with notice. Residents are expected to abide by the following while hosting a guest of the opposite sex.

1. Guests must be at least 18 years of age.
2. The resident whose room the guest is visiting must sign in the guest at the front desk of the residence hall where the student lives (resident may not check a guest into any room except their own).
3. The guest must leave a Northwest student ID card, an ID card from another recognized college or university, or a valid driver's license at the front desk when he/she signs in.
4. The guest must be signed in to a specific room (one guest per resident).
5. Each resident may check-in one guest.
6. The guest will not be permitted to go from room to room or wander through hallways or upper level lobbies.
7. The host student must stay in the room with the guest until the guest is ready to sign out.
8. Once the guest enters the room, a light must be on at all times, and students must be and remain fully dressed while the guest is present.
9. When the guest is ready to leave or when open residence hall is over, the host student must escort the guest back to the front desk and sign the guest out.
10. Visitors of the opposite sex in Bobo, Gainey, Panola, Quitman, and Taylor should use the bathroom facilities provided in the lobby.

## **Check-Out Procedures**

### **Regular Check Out**

1. The residence hall student must make an appointment with their Residence Hall Director during regular working hours to check out of his/her assigned room. This appointment should be made within 12 hours of the student's last exam. All check-out appointments should be made no later than 4 p.m. on the last day of final examinations unless special permission has been previously obtained.
2. The student must have all of his/her belongings removed from the room.
3. The room must be cleaned (see Residence Hall Director for specifics).
4. The student must return the issued room key to the Residence Hall Director.

5. The student must read and sign the check-out form.

### **Improper Check Out**

1. Any residence hall student who fails to utilize express check-out or make an appointment with their Residence Hall Director for regular check-out will be considered an improper check-out.
2. Improper check-out automatically results in the student's forfeit of their entire room deposit.
3. If the room was not cleaned, the student will be charged a cleaning fee in addition to the loss of room deposit.
4. If the room has any damages (including not returning the room key), the student will be charged for repair in addition to loss of room deposit.

## **General Residence Hall Policies**

### **Expectations of Residence Hall Students**

Living in the residence halls is considered a privilege and not a right. A student's residence on campus is contingent on that student's compliance with the policies established for the general welfare of all residence hall students. It is the responsibility of all students in the residence halls to become aware of and observe all published rules affecting their status within the residence hall system at Northwest.

### **Rules and Regulations**

The following Rules and Regulations must be observed by all residents and guests:

1. Posted Room Inspection
  - a. Six times during a semester, there will be posted room inspections.
  - b. Residence Hall Directors will post the date of room inspections at least 2 working days in advance.
  - c. During this time, the residence halls will be inspected for the following:
    1. Cleanliness (garbage removed, floors cleaned, no odors, bath rooms cleaned (where appropriate).
    2. Safety (no appliances, candles, or other items that would endanger the safety of the community as well as cleared exit paths, etc.)
    3. Security (doors are locked and working properly)
  - d. Residence Hall Directors will issue notices ("gigs") if deficiencies in cleaning standards are found.
    - Warning gig encourages you to speak with your Residence Hall Director to make certain you understand what is expected.
    - 1st gig will result in a \$10 fine.
    - 2nd gig will result in a \$25 fine.
    - 3rd gig will result in a referral to the Residence Life Coordinator which may result in relocation, dismissal from the residence hall, and/or additional fines.
2. Unannounced Room Inspections
  - a. Supervisors may inspect residence hall rooms for cleanliness, safety, or security, unannounced.
  - b. Gigs are not issued; but, instructions and/or deadlines given by the Supervisor, are expected to be met.
  - c. Failure on the resident's part to follow instructions will result in disciplinary action.
3. What is and what is NOT allowed
  - a. *Allowed*
    - Cooking appliances to include crock pots, coffee makers, self-contained grilling machines, Instant Pots and small hot pots. Refrigerators that are 4.5 or less cubic feet.
    - In order to preserve painted wall surfaces, residents are asked to use tape or adhesive to attach wall decorations which can easily be taken down without removal of paint or destruction of walls.
    - Room decorations which are in good taste.
  - b. *NOT allowed*



- Pets and other animals (including fish and reptiles).
- Refrigerators over 4.5 cubic feet, electric heaters, air fryers, sunlamps, and appliances such as microwave ovens, toasters, fryers, and hot plates are prohibited.
- Nails, tacks, or screws are not allowed to be used for any reason on windows, walls, or furniture.
- Exercise equipment and/or other items that could be considered disruptive, damaging, or injurious are not permitted. Treadmills, bicycles, and weights are specifically not permitted.
- Candles, combustible substances, dangerous chemicals, pesticides.
- Natural or artificial trees.
- Christmas lights, rope lights or tubular party lights.
- Plug-in air fresheners or incense.
- Cinder blocks.
- Room decorations that are NOT in good taste.
- Alcohol beverage containers (full or empty).
- Gambling is prohibited in all residence halls.

*All outside furniture designated for the common areas of apartment-styled buildings must be approved by the Residence Hall Director. Novelty or decorative items that may cause a distraction to onlookers should not be placed in windows, doorways, or breezeways.*

4. Residence Hall Quiet Hours begin in all residence halls at 10 p.m. and end at 10 a.m. the next day. This includes adjacent parking lots.
  - a. Excessive noise at any time will result in disciplinary action.
  - b. Alarm clocks, radios, televisions, stereo equipment, and any other sound apparatuses shall not be loud enough to be heard in other rooms or disturb or disrupt the normal tone of the residence hall. Stereo speakers are limited to no more than ten (10) watts.
  - c. Students are not to engage in conversation out of windows or across balconies or make unnecessary noise in the residence hall (interior, exterior, outlying areas, and parking lots).
  - d. Gathering or congregating in such a manner as to disturb the normal educational process of the residence hall is not permitted.
5. Babysitting is not permitted.
6. Room Condition
  - a. No furniture or other items of inventory may be removed from the residence hall without written permission from the Housing Office.
  - b. Window blinds are furnished in each room. Curtains may be hung using a spring-type rod only.
  - c. Vandalism or abuse of living quarters is prohibited. Students found responsible shall be assessed the cost of repair, the replacement of damaged or missing items, and/or the cleaning of the room.
7. Compliance
  - a. Students must comply with a request by a college official to disperse or leave the residence hall or any adjacent area when they are acting in a disorderly, disruptive, and/or excessively noisy manner.
  - b. All thefts, damage to property, etc. should be reported immediately to the Residence Hall Director and Campus Police. The College assumes no responsibility for loss or damage.
  - c. Loitering around the entrances and in the lobbies of the residence halls is not permitted. Loitering will not be permitted around unauthorized areas.
  - d. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited in the residence halls without the written permission of the Director of Housing and Residence Life. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) on any Northwest campus is prohibited.
  - e. Unauthorized room changes are not permitted.
  - f. For residence halls with breezeways, visits by members of the opposite sex in breezeway should be of limited duration.
  - g. Students will be held responsible for violations of any other college policies or regulations. See the Code of Student Conduct and other college regulations for further information.

8. Safety
  - a. Residence hall rooms (entry doors) are expected to be locked at all times.
  - b. All students are expected to enter or leave the residence halls only by the designated entrance after the residence halls are secured for the night.
  - c. Fire and insurance regulations prohibit the burning of any material in the residence halls.
  - d. Each student is responsible for his/her key at all times. Lost or stolen keys should be reported immediately to the Residence Hall Director and Campus Police. Keys may not be loaned out. A \$100 fee will be charged for each lock recore.
  - e. When a student is locked out of his or her residence hall room, the resident should contact the Residence Hall Director during their scheduled working hours and Campus Police when the Residence Hall Director is off duty. Campus Police will be en route as quickly as possible. (Unlocks do not take precedence over more important calls, duties, or assignments.)
    1. The Residence Hall Director or Campus Police Officer will request the student's I.D. to verify that the student does reside in that residence hall room.
    2. The resident will be issued a Campus Appearance Ticket as a receipt that the room was unlocked.
    3. The first time a resident's room is unlocked in a semester, there will be no charge.
    4. All subsequent unlocks will result in a fine of \$5 each. The fines will be posted to the student's account as a discipline fine and will be due at the time of clearance.
  - f. No ball playing (frisbee) at residence halls or adjoining parking lots.

## Emergency Residence Hall Closure

If a residence hall or residence hall room must close due to circumstances beyond the control of the College, students may be asked to vacate the premises for a period of time. Northwest will attempt to find accommodations for these displaced students.

## Emergencies

Any accident, sickness, or other emergency situation in the residence hall should be reported to the Residence Life Coordinator, Residence Hall Director, or Campus Police.

## Student Organization Regulations

Northwest Mississippi Community College is committed to the principle that students should be encouraged to participate in worthwhile campus activities. The college experience is enriched by participation in social, spiritual, cultural, physical, educational, and professional programs. To assist student organizations in realizing their full potential, the following guidelines and regulations have been developed.

1. To retain the status of a recognized organization, all student organizations must submit an annual registration form. Any changes in the organization's purpose or constitution must also be submitted at that time. Registration forms will be distributed to all faculty and staff members early in the fall semester. Forms will also be available in the Office of Student Services.
2. All student organizations must be recognized by Northwest Mississippi Community College. To receive official recognition, new organizations must submit to the Dean of Students the following information:
  - a. Name and phone number of a qualified campus adviser;
  - b. Name and phone number of the president or other student leader;
  - c. Statement of purpose;
  - d. Constitution or by-laws of the organization; and
  - e. A roster of members.

The Dean of Students will review such materials and determine if the organization's mission and purpose are congruent with that of Northwest Mississippi Community College. The Dean will also verify that the organization's constitution, statement of purpose, etc. is in compliance with all college rules and regulations. Upon initial approval by the Dean, the organization's materials will be reviewed by the Activities Committee of the College which will grant final approval.

Upon final approval, the Dean of Students will issue a formal letter of recognition or disapproval to the organization. New organizations are recognized on a provisional basis for a two-year period. During this time, the Dean of Students will monitor the new organization so as to assist with the group's growth and development. Organizations on provisional status may lose their recognition should they fail to meet the expectations of student organizations or if membership drops to unsustainable levels.

All student organizations of Northwest Mississippi Community College are expected to comply with all student organization and college regulations. The following policies will apply to all activities sponsored by recognized organizations:

- a. Only recognized student organizations may utilize college facilities. The only exception to this policy is organizational meetings by new groups held with the permission of the Dean of Students. Organizations must comply with all facility usage policies.
- b. Northwest Mississippi Community College shall not be responsible for injuries or damages to persons or properties resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations are also responsible and liable for the conduct and actions of all members and guests.
3. Each organization must agree to comply with all policies, regulations, and procedures established by Northwest, as well as with all municipal, state, and federal laws. The organization's purpose and philosophy must be congruent with that of the College.
4. Organizations having a national affiliation must be members in good standing with their national office in order to be recognized by the College.
5. No discrimination on the basis of age, sex, race, color, creed, national origin, or disability is to be practiced by organizations in the selection or maintaining membership. Exceptions involve some organizations that by their nature include only members of a certain religion. Such exceptions may only be made by the Dean of Students.
6. Each organization must have a campus adviser. A campus adviser is a faculty or staff member, employed full-time by the College, who is approved by the Dean of Students. Exceptions to full-time status may be made by the Dean of Students. A group may not orient new members without a campus adviser.
  - a. The campus adviser will be required to do the following:
    1. Help develop and review the organization's statement of purpose as needed.
    2. Help the officers develop a strategic plan for service to the College and the community.
    3. Assist the organization in fulfilling its purpose.
    4. Advise the organization on questions of college policy.
    5. Be available as a resource person for information concerning the organization.
    6. Attend any on-campus event sponsored by the organization.
    7. Approve activities sponsored by the organization.
  - b. Should the adviser resign from the College or the organization, the group will have three weeks to identify a new adviser before losing related privileges. Extensions will be granted by the Dean of Students only when evidence is presented that a concerted effort to identify a new adviser has failed.
7. No person or organization may use the name, seal, or any symbol of the College in any manner without written permission from the Dean of Students.
8. A minimum number of six (6) members is required for groups to maintain recognition by the College. Failure to meet this membership minimum, or to maintain a demonstrated and continued interest, may result in loss of recognition by the College.
9. Active membership in any student organization shall be limited to currently enrolled students. Professional organizations may include members of the business community.
10. No organization may use the same name as a currently registered organization, or one similar to it, or have purposes that are similar to those of a currently registered organization.

11. Deposits and withdrawals of all organization funds must be made through the Business Office. Expenditures must be approved by both the adviser and the president of the organization.
12. No organization may solicit funds from any outside person, business, or organization without written approval from the Dean of Students. Any fundraising event shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Fundraising events must comply with all college fundraising regulations.

## Transportation

Northwest has vans that are available to campus organizations for group travel. The following procedure must be completed by the sponsor at least seventy-two (72) hours before departure:

1. Submit a completed Travel Authorization Form to the office of the appropriate Dean or Director.
2. Contact the Transportation Center office about vehicle availability, keys, and mileage forms. Users are assessed the standard mileage charge set annually by the Business Office.

No student is to drive a Northwest vehicle without proper authorization.

The Mississippi Community College Board has ruled that any and all student groups that attend a convention, conference or workshop must be accompanied by an official of that school.

## General Policies and Regulations

### Acceptable Use Policy for Computing

#### Definition of the Northwest Network

The computing facilities at Northwest Mississippi Community College consist of a network that encompasses all three campuses. The network provides connectivity for Northwest-owned computers, personal computers, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. The use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by these guidelines may result in disciplinary action as described in the Northwest Student Guide or the Northwest *Policy Manual*.

#### Privacy

- Data files or messages being sent via the network are not private or secure communications.
- Employees should not use their Northwest assigned email for any purpose other than Northwest business.
- Northwest reserves its right, as the owner of the network, to examine, capture, and archive any messages transmitted over the network and to review any data stored on Northwest-owned computers under the direction of the Network Administrator or Director of Information Technology (IT).
- If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

#### Safety from Threats

While unwanted or unsolicited contact cannot be controlled within the network, users who receive threatening communications should notify Northwest Campus Police. Electronic threats are not tolerated. The college will respond to alleged threats consistent with policies in the *Student Guide* or the *Policy Manual*.

#### User Responsibilities

Responsibilities are a part of the privilege of network access. Users are expected to adhere to these responsibilities. Users who violate these regulations will be subject to disciplinary action as specified in the Student Guide or Personnel Manual. Violators may have their network access suspended, and depending on the seriousness of the violation, their actions may have further consequences. Furthermore, actions that violate federal or state laws may result in referral to the appropriate legal authority. Violations should be reported to the Help Desk, the Director of Campus Life and Housing, or the Director of IT.

Users are responsible for the security of all logins/passwords and all assigned computer accounts. Access to logins, passwords, or computer accounts may not be given to or obtained by any other party. Applications and services by unauthorized parties must be approved by the Network Administrator or by the Director of IT.

- Users may not misrepresent themselves or their data on the network.
- Users may not use the Northwest networks resources to gain or attempt to gain unauthorized access to remote computers.
- Users may not install/uninstall any software/hardware/network devices on any Northwest-owned computer or on the Northwest network. Any software/hardware changes or requests should be submitted to the Help Desk.
- Users may not deliberately perform an act that will seriously impair the operation of computers, terminals, peripherals, or networks. Such acts include but are not limited to: tampering with components of a local area network, blocking communication lines, or interfering with the operational readiness of any computer.
- Users may not run or install any unauthorized program on any component of the network, including but not limited to, the classes of programs known as computer viruses, Trojan horses, Malware, and worms.
- Personal equipment connected to the network in the residence halls must have proper virus prevention software installed.
- Users may not attempt to circumvent data protection or exploit security loopholes.
- Unauthorized wireless access points are prohibited on campus.
- Northwest is bound by Title 17 of the United States Code on Copyright and supports the provisions contained therein, therefore, users must abide by the terms of all software licensing agreements and copyright laws. Users do not have the right to receive or use unauthorized copies of software or make unauthorized copies of software for others. Users do not have the right to download materials subject to copyright laws using the Northwest campus-wide network. Users may not duplicate or post another party's copyrighted material (such as music, movies, software, or written materials), unless permitted by a license or within the fair use doctrine.
- Users may not use any college resource or device to send, print, request, view, display or store fraudulent, illegal, harassing, racial, obscene, pornographic, indecent, profane or inappropriate materials.
- Users may not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others. Any person operating a network-intensive application or a defective computer that overloads the Northwest network will be notified, and steps will be taken to protect the overall network. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the network or disrupts the activities of others, the offending computer system or the subnet to which it is attached may be disconnected without advance notice.
- Users may not attempt to monitor another's data communications, nor may they read, copy, change, or delete another user's files or software without the permission of the owner.
- Computing and networking resources are provided to support the mission of Northwest Mississippi Community College and may not be used for commercial purposes by any user.
- All network traffic exiting Northwest is subject to the policies of the network through which it flows, as well as to all Northwest policies.
- All Northwest computing and networking facilities are provided for use by the faculty, staff, and students for relevant academic, research, or administrative pursuits. Open Computer Labs in the Union may be reserved through the Help Desk. Like all other Northwest facilities, private use must be approved in advance through the Student Affairs Office.

- The content of any information made available to others via the Northwest Network is the sole responsibility of the person who created that information. It is their responsibility to be aware of all applicable federal laws, state laws, and Northwest policies. That person is liable for any violations of federal laws, state laws, or Northwest policies.
- Personal devices used for Northwest business must follow all the same guidelines outlined in this policy. The employee may be required to provide NWCC unrestricted access to the device and any content on the device related to NWCC. NWCC may require an employee to remove any NWCC-related business information from a personally owned or managed device.
- The Network Administrator and the relevant authorities should be notified about violations of computer laws and policies and potential loopholes in or breaches of the security of its computer systems and networks.

#### **Regulations for Administrative Use**

- Users must observe all provisions of the *Family Educational Rights and Privacy Act (FERPA)* when accessing student records and sending messages via the network. Northwest strives to maintain all sensitive and confidential data in a secure environment, and this data is not to be disclosed unless required by law or college policy. Identifying information such as complete tax identification numbers or bank/credit card account numbers should not be included in email messages. The user of sensitive or confidential reports is responsible for ensuring policy compliance.
- All computer software written in-house, purchased by or licensed to Northwest, is college property and may only be used on college equipment by employees or other authorized persons.
- Maintenance of the college's Web page on the Internet is the responsibility of the IT Department. Approval for changes to the site must be obtained via the regulations set forth in the *Information Systems Web Site Policy*.

#### **General Computer and Network Information**

Northwest maintains a website at [www.northwestms.edu](http://www.northwestms.edu). Students will find contact information for administrative offices, a faculty listing, course offerings, academic calendars, and other helpful information there.

An IT Help Desk is available, open from 8 a.m. to 4:30 p.m., Monday through Friday. It is located in the McLendon Center, room 210, on the Senatobia campus, inside the open computer lab. The Help Desk offers software help and limited hardware troubleshooting.

To contact the Help Desk, call 562-3934 or e-mail [helpdesk@northwestms.edu](mailto:helpdesk@northwestms.edu).

#### **Student Access**

Students may access information such as their class schedule, course history, traffic fines, etc., via the myNWCC student web portal on the Northwest website using their student ID number and PIN. Students who attended Northwest in Spring 2014 and before will log in with the password that was assigned to them at that time. If you do not know your PIN, click on "Forgot ID/PIN?" and you will be prompted to select how/where you would like the information sent, via text or email. New students logging into myNWCC for the first time should use their six-digit birthdate as their PIN. New students will be prompted to change their PIN upon login to a six-digit number of their choice for access to myNWCC only. During registration, eligible students may also register and complete their registration through this portal. If students misplace their PIN, they may click on the "Forgot ID/PIN?" in myNWCC to retrieve that information.

Student access to their financial aid information is provided via the Student Financial Planning web portal using their student ID number and PIN. A link to the portal is provided under the Financial Aid section of the website. Students can see the status of their FAFSA submission, a checklist of any documents that must be submitted for verification and they have the ability to upload any documents required to complete the financial aid process. Students can see all types of aid they qualify for based on their FAFSA to provide true transparency to our students, as well as any State Aid or Institutional Aid they may have been awarded.

#### **Network Access**

Student User/Login ID for all Northwest IT services is the student ID number, providing a single sign-on experience

for students. The student's password is the same as their password/PIN# in myNWCC. These login credentials will provide access to login to computers on campus, CANVAS, the network storage ("H drive") as well as webmail. If students misplace their PIN#, they may click on the 'Forgot ID/PIN' in myNWCC to retrieve that information or, it may be obtained by contacting a counselor at the DeSoto campus, an employee in the library of the Oxford campus, or by going to the IT Help Desk in the McLendon Center computer lab with a student ID. Help Desk personnel are not allowed to give login information over the phone. A student's username is their first initial, last name, and the last four digits of their student ID number.

### **E-mail Accounts**

Students are automatically assigned a Northwest e-mail address when their application for admission is processed. Email addresses are in the form of username@northwestms.edu. All e-mail accounts can be accessed through the WebMail link on the Northwest Web site using their Northwest student ID number. Student's Username is the first initial of their first name, full last name, and last four digits of their student ID. The student ID number may be substituted for the username on the student email address. The student's password is the same as their password/PIN# in myNWCC. Student email accounts are deleted when the account has not been accessed for up to one year.

### **Network Storage**

Students are allowed 50MB of storage space on the Northwest network to store coursework or other classroom projects. Access to this network storage space is given to the student upon login to the network in the form of an extra (virtual) drive listed under the "My Computer" icon on the PC. This storage space may be accessed from any classroom, lab, or residence hall computer connected to the Northwest network, as well as via the Northwest website. Storage space is deleted at the end of July each year. Students are encouraged to backup any files they would like to save to another media before the end of the semester.

### **Internet Access**

Students will login using their student ID number. The student's password is the same as their password/PIN# in myNWCC. There is wireless Internet available on all three Northwest campuses. The connection is called NWCC\_Student. Internet connections ARE monitored for appropriate usage. Students are required to read and follow the Acceptable Use Policy for Computing which is located on the Northwest website and in the previous section of the *Bulletin*.

### **Computers on Campus**

Northwest maintains open computer labs for faculty and student use. On the Senatobia campus, they are located in the McLendon Center and in the R.C. Pugh Library. On the Southaven and Oxford campuses, the open labs are located in the library. These computers have the most recent versions of Microsoft Office, Internet browsers, and various academic programs. All users must be prepared to show a current Northwest ID to utilize the labs. Check page 82 of this *Bulletin* for lab hours. Users are not allowed to install/delete any programs or change any desktop settings on these computers.

### **Canvas System**

Through any Internet connection and on a wide variety of mobile devices, students can at their convenience access materials for courses taught at Northwest. Canvas is used for all online courses and for supplemental resources in on-campus courses. A link to the Northwest Canvas system is provided through the Northwest Web site or can be reached directly at <https://northwestms.instructure.com>. Students may log in to the Northwest Canvas system using their Northwest Student ID number. A Canvas tutorial can be found online at [http://www.northwestms.edu/index.php/?page\\_id=7854](http://www.northwestms.edu/index.php/?page_id=7854).

## **Information Systems Privacy Policy for Students**

Northwest Mississippi Community College is committed to protecting your privacy while employing technology that gives you a useful and safe online experience. This Statement of Privacy applies to the Northwest Mississippi Community College's Web site and governs data collection and use for all of Northwest Mississippi Community College sites and services. Please read the complete Student Privacy Policy to learn additional details about how some

of these sites and services protect your personal information. Below is an explanation of how we gather, use, and protect your information.

#### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes privacy rights of students with regard to educational records. FERPA gives enrolled students the right to review their educational records, request amendment of records, to consent to disclosures of personally identifiable information. Unless there is a Waiver of Rights to Privacy of Records form on file with the college, student education and financial records can only be discussed with and made available to the student.

This information is made available to Northwest employees representing campus organizations that require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans).

The following student information will be treated as Directory Information for Public Records Requests:

Name, home address, phone number, and email address.

Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, degrees awarded and dates granted, and campus attended.

Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Office of Admissions and Records within thirty (30) days from the beginning of any period of registration.

#### **Information Technology Facilities**

The management of the Northwest network is consistent with the parameters outlined in our Acceptable Use Policy for Computing.

The information technology facilities at Northwest Mississippi Community College consist of a data network that encompasses all three campuses. The network provides connectivity for Northwest-owned devices, personal devices, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. The use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by these guidelines may result in disciplinary action as described in the Northwest *Bulletin* or the Northwest Policy Manual.

#### **Use of Cookies**

The Northwest website does not require the use of cookies (bits of data passed by your browser to our site). Some of the links within the site to other sites or portals do incorporate their use. For instance, the myNWCC portal uses cookies for the sorting of tables, however, nothing is stored in the cookies that identifies the user. If you prefer not to receive cookies, you can turn them off in your browser or set your browser to ask you before accepting new cookies.

#### **Network Traffic**

The College uses programs to collect data about the traffic on our network. We do not attempt to personally identify users unless the data we collect represents prohibited traffic.

Northwest has appropriate physical, electronic, and managerial processes and procedures in place to safeguard and help prevent unauthorized access, to assist in maintaining data security, to quickly identify and address any vulnerabilities, and to assist in correctly using the information we collect online.

Data files or messages being sent via the network are not private or secure communications.



Northwest reserves its right, as the owner of the network, to examine, capture, and archive any messages transmitted over the network and to review any data stored on Northwest-owned devices under the direction of the network administrator or director of Information Technology.

If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

#### **Security Precautions You Should Take**

Although we make every effort to secure our network, the College cannot guarantee the privacy of online communications. Use discretion in providing information in online classes, chat rooms, or other open forums on the web. When using myNWCC or Canvas to access personal records, be sure to 'LOGOUT', exit the site, AND close your browser. Otherwise, the next person to use the computer may see your information.

#### **Alternate Ways to Submit Information**

You have a choice about whether to provide personal information online. For other options, contact us and learn how you can provide information by phone, in person, or by email to registrar@northwestms.edu.

#### **Links to Other Web Sites**

The Northwest Mississippi Community College website contains links to sites outside the college; these sites may have their own privacy statement-or none at all. We urge you to exercise caution when providing personal data to any site. Check their policies and contact them if you have questions.

#### **Changes to this Statement**

Northwest Mississippi Community College policies are subject to change. You should periodically review this Statement or check the College's Privacy and Security page at [http://www.northwestms.edu/index.php/?page\\_id=26763](http://www.northwestms.edu/index.php/?page_id=26763) to remain informed of how the College is protecting your information.

#### **Social Media Policy for Students**

Northwest encourages the use of social media. The Office of Communications manages the official Facebook, Twitter, Instagram, YouTube, LinkedIn, and Snapchat pages. Using these platforms to ask questions or leave comments is welcomed. If an official student organization or department wishes to start a social media account, they should first consult with the Office of Communications. All social media pages affiliated with the College should include a member of the Communications staff as an administrator.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to Northwest. However, posted content and/or language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed.

Any social media post that violates a code of student conduct will be handled in accordance with the college's student conduct procedures as outlined in this *Bulletin*.

## **Learning Resource Centers Code of Conduct**

Northwest Learning Resource Centers (LRC) are committed to providing an educational environment conducive to learning. Students play a critical role in creating this environment by respecting the rights of others while using library resources.

- To provide a suitable environment for group or individual study, quiet areas are offered throughout the libraries. Cell phones should be set to silent and the volume on headphones should be turned down when working in the library.
- A certain amount of noise is expected at all service desks where librarians often interact with faculty, staff, and students. Otherwise, librarians and students are expected to minimize noise by keeping conversations low.

- Students must present a current NWCC ID in order to check out materials.
- Students must log in to computers in the labs with their NWCC credentials.
- Students who use language or act in a way that is obscene, profane, or threatening will be removed from the library.

The library faculty and staff reserve the right to ask students to conform to the Code of Conduct. If misconduct occurs, the librarian will speak with the student to correct the issue. If the student does not correct the issue, the librarian will request an ID from the student. An incident report will be filed with Campus Police at this point, or the student will be asked to leave the library.

## **Student Identification Number**

Northwest Mississippi Community College uses a six-digit college identification number to identify each student's permanent records, such as the registration, grades, transcript, enrollment certifications, student accounts, etc. This is known as the student ID number.

New students receive their Northwest ID number through the admission process. Students in need of their student ID number may contact the Office of Admissions and Records, Financial Aid Office, eLearning, or the Computer Help Desk. The student will need to provide two forms of identification. Examples include the date of birth and social security number.

## **Identification Policy**

The College issues each student an identification card at the beginning of each semester. This card is to be used to identify the recipient as a student at Northwest Mississippi Community College; to secure tickets to athletic events; for admission to concerts, artists' series, and college theater productions, and for voting in campus elections. This card is a valuable document and must be in the student's possession at all times.

Any misuse of the identification card by its holder, or attempted use by another person will result in the cancellation of the privileges provided and in disciplinary action.

The loss or theft of an identification card should be reported immediately to Campus Police. A substitute card will be issued only after payment of a \$10 fee. Students are allowed to possess only one ID card and must surrender this card upon withdrawal from Northwest.

All students are required to have their ID cards on their person at all times. Failure to present the ID card to college officials in authority, identify one's self to college officials, or giving false information will be grounds for disciplinary action.

## **Tobacco Policy**

Because Northwest Mississippi Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, it hereby adopts the following smoke-free and tobacco-free policy.

Accordingly, Northwest Mississippi Community College finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including ESDs, at Northwest Mississippi Community College; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

### **Section 1. Findings and Intent**

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke free policies and laws do not leave an adverse economic impact on the hospitality industry. (U.S. Department of Health and Human Services. *The Health consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.)

## **Section 2. Definitions.**

A. "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

C. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

D. "Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

## **Section 3. Smoking and Tobacco Use Prohibited on Northwest Mississippi Community College.**

In light of the above findings, Northwest Mississippi Community College shall be entirely smoke-free and tobacco-free. The Smoke-free and Tobacco-Free Policy applies to all Northwest Mississippi Community College facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Northwest Mississippi Community College's housing and residence life. Smoking and the use of tobacco products shall also be prohibited outdoors on all Northwest Mississippi Community College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. No college constituent or guest is exempted from this standard.

## **Section 4. Promotion and Sale of Smoking and Tobacco Products Prohibited at Northwest Mississippi Community College.**

In further recognition of the incompatibility of Northwest Mississippi Community College's educational mission and the promotion of smoking/tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on Northwest Mississippi Community College's property, at Northwest Mississippi Community College sponsored events, or in publications produced by the Northwest Mississippi Community College, with the exception of advertising in a newspaper or magazine that is not produced by Northwest Mississippi Community College and which is lawfully sold, bought, or distributed on Northwest Mississippi Community College's property. For the purposes of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicator of a product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products, or smoking products.

No smoking products, tobacco products, or tobacco paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any area on campus.

#### **Section 5. Dissemination of Policy; Signage**

Copies of this policy shall be distributed to all faculty and staff and shall be included with the information given to all admitted students. Information about the policy and how to comply with it shall also be posted on the Northwest Mississippi Community College website. Announcements concerning the policy and any changes to it shall be printed in campus newspapers and posted on the Northwest Mississippi Community College website to insure that everyone fully understands the policy. Signs prohibiting smoking and the use of tobacco products shall be posted at all points of entry to Northwest Mississippi Community College and at all Northwest Mississippi Community College building entrances. No ashtrays shall be provided at any location on campus.

#### **Section 6. Transition Period**

This revised policy shall be adopted immediately. It shall replace the former Tobacco-Free Policy. Individuals who wish to quit smoking should seek out assistance from local MS Tobacco Free Coalition representatives. Contact information for representatives and information regarding smoking cessation programs are located at each campus or center's Student Development Center.

#### **Section 7. Enforcement of Policy; Penalties**

This policy shall be enforced by the Campus Police Department and the District Dean of Students' Office. Each violation of this policy is punishable by a fine not exceeding fifty dollars (\$50) and/or appropriate campus disciplinary procedures. A violation of the policy can be reported to any college official.

## **Film/Photography Consent**

Students may be filmed or photographed for journalistic or marketing purposes for the college. If a student DOES NOT wish to appear in student or college publications or college marketing materials (including online), they should fill out a Personal Image Publication Refusal Form in the Communications Office at the beginning of the school year. Students should also alert any Communications staff member immediately if they do not wish to be photographed/videoed at the time of the photograph/taping, so they preemptively keep their image out of the photo/footage. Otherwise, it is understood that the college has permission to use images of students in all journalistic or marketing materials.

## **Dress Code**

No manner of dress will be allowed which disrupts the normal educational process. In order to prepare students for careers and occupations, all students are expected to dress in good taste and be well-groomed. Shirts must be worn at all times except within a student's assigned residence hall room or if engaged in an outdoor athletic activity. Underwear and undergarments should remain covered at all times except in a student's assigned residence hall room.

All pants and shorts must be worn at the waist. Pajamas are not to be worn outside the student's assigned residence hall.

In public areas, personal grooming should be kept as minimal and discreet as possible. No hairdressing, nail painting, etc. is allowed in public areas.

## Medical Emergencies

The NWCC Health Clinic, located in the Veazey building at 215 Northwest Drive, is a partnership between Northwest and Northwest Health and Wellness, Inc. to help lower out-of-pocket costs and provide more timely access to healthcare for our Northwest community. The clinic is available for Northwest students, employees, and employees' immediate family members residing in the same household. Preventive care including vaccinations and screenings, acute care for minor illnesses and injuries, and asthma/allergy treatments are among the services provided. Testing for flu, strep, and COVID is also available.

The clinic is open Monday-Friday from 8 AM-5 PM. There is a \$10 fee per visit, any additional costs will be filed against the employee's or student's medical insurance or must be paid out of pocket. Telemedicine appointments are available for employees and students on other campuses.

Check the Northwest website for more information at [www.northwestms.edu/healthclinic](http://www.northwestms.edu/healthclinic).

If, in the opinion of college officials, a medical emergency exists, then college officials may call for an ambulance to transport sick or injured persons to a medical facility. Calling for an ambulance or other emergency agencies will be at the discretion of college officials, and students or other persons involved in the emergency must cooperate and follow the directions of college officials. It will be considered a violation of policy if any student refuses or interferes with the directions of college officials during such emergencies. Such students will be subject to disciplinary action.

Expenses for professional care or treatment are the responsibility of the sick or injured student or guest.

If it is determined by college officials that it would be hazardous to a student's health or safety to reside in campus housing due to certain medical conditions (such as a student's refusal to take prescribed medication, to follow doctor's orders, etc.), the College may require a clearance letter from a qualified physician in order for the student to reside in campus housing.

Students needing medical assistance or a medical referral should contact the District Dean of Students at the Senatobia campus, or the Center Dean if attending a center.

## Service/Assistance Animal Policy

Northwest Mississippi Community College recognizes the importance of service and assistance animals to individuals with disabilities. This policy provides that students with disabilities, who require the use of service and assistance animals as a reasonable accommodation, receive the benefit of the therapeutic support they provide. In accordance with the Americans with Disabilities Act, Service animals may accompany their handler in all public areas of the College. The use of assistance animals is governed by the Fair Housing Act and therefore limits assistance animals to the individual student's residence hall. The College allows approved students with disabilities the use of an assistance animal in student housing to facilitate their full participation and equal access to the residential experience. To protect the rights and privileges of all, the College has developed specific requirements and guidelines concerning the appropriate use of service/assistance animals.

### Section I. Distinction between Service Animal and Assistance Animal

#### A. Service Animal

A service animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service animal. Other animals, whether wild or domestic, do not qualify as service animals. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a

person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

**B. Assistance Animal**

Assistance animals (also called comfort or therapy animals) are animals that enable a person with a disability an equal opportunity to use and enjoy student housing by alleviating the symptoms of the disability. Unlike a service animal, an assistance animal might not be trained and it does not accompany a person with a disability at all times. Although assistance animals may be considered for limited access to College housing, they are not permitted in other areas of the College (e.g. libraries, classroom buildings, classrooms, labs, student center, office buildings, residence halls other than the handler's assigned residence, etc.).

**Section II. Additional Definitions**

**A. Pet**

A pet is an animal kept for ordinary use and companionship. A pet is not considered an assistance animal and is not covered by this policy. Residents are not permitted to have pets.

**B. Approved Animal**

An approved animal is an assistance animal for use in the residential environment that has been granted as a reasonable accommodation due to the impact of the handler's disability.

**C. Handler**

The handler is the student who has requested the accommodation and has received approval from the Disability Support Services office to bring the Approved Animal into the residence halls.

**Section III. Guidelines Regarding Service Animals**

1. Service animals do not require any special registration with Disability Support Services. In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.
2. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.
3. The service animal is subject to all vaccination and licensing requirements of the municipality in which the College is located.
4. Please refer to the College's procedure for requesting accommodations for details. The College offers a voluntary registration program for all service animals. The registry serves important purposes, for example, by ensuring that emergency staff know to look for service animals during an emergency evacuation. Registries for purposes are permitted under the ADA. No office or entity may however require that a dog be registered as a service animal as a condition of being permitted in College facilities.

**Section IV. Exceptions and Exclusions for Service Animals**

1. The ADA does not require covered entities to modify policies, practices, or procedures if it would "fundamentally alter" the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. For example, at a College, service animals could be restricted from a specific area of a residence hall reserved specifically for students with allergies to dog dander.
2. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.

**Section V. Guidelines Regarding Assistance Animals**

1. The handler must complete an Assistance Animal Registration form for the approved animal and provide related documentation to Disability Support Services.
2. The handler is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.

3. The handler is financially responsible for the actions of the approved animal including bodily injury or property damage. The handler's responsibility covers but is not limited to cleaning or replacement of furniture, carpet, windows, and wall covering.
4. The handler is responsible for any expenses incurred for cleaning beyond standard cleaning or repairs to College premises that are assessed after the student and animal vacate the residence.
5. The handler must notify the Disability Support Services Office in writing if the approved animal is no longer needed or is no longer in residence. To replace an approved animal, the Handler must file an updated Assistance Animal Registration form.
6. The handler's residence may be inspected for fleas, ticks, or other pests during normal Health and Safety Inspections or as needed. If fleas, ticks, or other pests are detected, the residence facility will be treated using approved fumigation methods by a College -approved pest control service provider. The Handler will be billed for the expense of any pest treatment beyond standard pest management in the residence facility.
7. All roommates or suitemates of the handler must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the handler and approved animal or the non-approving roommates or suitemates may be moved to a different location. This provision is only applicable for students residing in a shared room and/or apartment.
8. Due to maintenance or other Housing staff needing to occasionally enter student rooms, it is imperative that the approved animal is housed in an appropriate enclosure or kennel at all times while the handler is away. The enclosure must be of an appropriate size for the animal. Caged and kenneled animals are to be kept in appropriate cages with flooring and liner to prevent any damage to floors and to allow sanitary removal of pet waste. When outside the residence, the handler of an assistance animal shall carry proof that the animal is an approved animal.
9. Approved animals may not be left overnight in Housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period and dogs especially should not be left unattended throughout the day.
10. The handler understands that reasonable accommodations which may constitute an exception to a policy that otherwise would prohibit having an animal do not constitute an exception to any other policy.
11. Should the approved animal be removed from the premises for any reason, the Handler is expected to fulfill his/her housing obligations for the remainder of the semester.
12. Care and supervision of the animal are the responsibility of the handler who benefits from the Approved Animal's use. The handler is responsible for the health and hygiene of the animal, including daily grooming and occasional baths as may be required to keep animal odor to a minimum. Handlers should not use the sinks or showers in the residence hall to bathe the approved animal.
13. The handler is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash receptacle. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
14. In accordance with local ordinances and regulations the approved animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.
15. When outside the handler's room, the approved animal must be on a leash, if appropriate for the animal, at all times.
16. Cruelty to animals is forbidden. Beating, neglecting, or otherwise harming an animal by the handler will result in the animal being removed.
17. The College may place other reasonable conditions or restrictions on the approved animals depending on the nature and characteristics of the animal.
18. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the College disciplinary process.

#### **Section VI. Exceptions and Exclusions for Assistance Animals**

The College may place restrictions on, and may exclude, an assistance animal. Restrictions or exclusions will be considered on a case-by-case basis. An animal may be excluded if:

1. It is out of control and effective action cannot control it or is not taken to control it;
2. Its size is prohibitive in relation to the size of the residence hall;
3. It is not housebroken;
4. It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications. An animal with a history of biting or aggression may be considered to pose such a threat;
5. Its presence fundamentally alters the nature of programs, services, or activities in student housing;
6. It is unruly or disruptive (e.g. barking, running around, bringing attention to itself, jumping up on people, whining, squawking, scratching, chewing)
7. Other reasons as may be determined.

#### **Section VII. Conflicting Health Conditions**

Housing personnel will make a reasonable effort to notify roommates/apartment/suite mates in the residence building where the approved animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Housing Office.

## **Workforce Solutions & Community Services**

- Workforce Solutions Program
- Adult Education/High School Equivalency Program and Assessments
- MI-BEST
- Workforce Innovation and Opportunity Act
- Advanced Manufacturing Partnership (AMP)
- Continuing Education

## **Workforce Solutions Program**

The Workforce Solutions Program at Northwest Mississippi Community College provides services to individuals and business/industry. Services available to individuals include assessment, basic skills training, pre-employment training, referral to full-time Career and Technical programs, and short-term adult training. Services available to business and industry include training needs assessment, assistance with the development of long-range training plans, workplace basic skills, industry specific pre-employment training, customized skills training, advanced skills training, total quality management and leadership training.

The Workforce Solutions Program was planned and created in accordance with Mississippi's Workforce and Education Act of 1994 and is organized and supported through the Mississippi Community College Board and Northwest Mississippi Community College. The work of the program is driven by a District Workforce Development Council whose members represent the 11-county service area of Northwest Mississippi Community College.

For information concerning the Workforce Solutions Program services, call (662) 562-3457, (662) 562-3402, or email: [workforce@northwestms.edu](mailto:workforce@northwestms.edu).

## **Adult Education/High School Equivalency Program and Assessments**

Northwest Mississippi Community College offers a program of Adult Education (AE) which provides an opportunity for persons ages 16-17 (with proper documentation) or over to attend High School Equivalency (HSE) classes.



Regardless of age, all adults with no high school diploma are eligible to attend Northwest HSE classes. The Mississippi High School Equivalency Diploma is the legal equivalent of a Mississippi High School Diploma. The HSE diploma may be used for employment or further post-secondary education.

The Adult Education program has been planned and developed in accordance with the Mississippi Community College Board (MCCB) State Plan for Adult Education (AE) and is organized with the cooperation and support of superintendents of education and school principals within the Northwest district.

New students are enrolled throughout the year. Students are given initial placement assessments to determine readiness and skills needed in order to pass the High School Equivalency (HSE) exam. Participants enrolled in the Northwest HSE program are not charged a tuition fee. Books, instructional materials, and supplies are provided at no cost to the AE student. Access to Northwest Adult Education online software is also available for students enrolled and attending classes in the HSE program. The computer programs are supplemental to classroom instruction.

Currently, Northwest offers two forms of high school equivalency testing. The GED test and HiSet test are given at several authorized locations throughout the Northwest district. GED and HiSet testing fees are paid by the participant when the tests are scheduled online. A Competency-Based HSE Option has been approved by the state and is available for students that meet the state guidelines for the Competency-Based Option.

For more information about HSE testing contact: [www.gedtestingservice.com](http://www.gedtestingservice.com) or [www.hiset.ets.org](http://www.hiset.ets.org).

For information about the Northwest Adult Education program contact: [jwilliams@northwestms.edu](mailto:jwilliams@northwestms.edu) or call (662) 562-3450.

## **MI-BEST**

The Mississippi Integrated Basic Education and Skills Training (MI-BEST) program is a career bridge that combines Adult Education with college-level courses. Northwest MI-BEST offers students the Administrative Office Technology pathway. Students simultaneously attend Adult Education classes to obtain their high school equivalency. Students will earn various credentials while enrolled in the program. The MI-BEST program is offered on the Senatobia campus only. Students must be Mississippi residents, 17 years of age, meet the MI-BEST requirements of the NCRC assessment, and complete required Adult Education/MI-BEST paperwork.

## **Workforce Innovation and Opportunity Act**

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

Northwest Mississippi Community College serves as the One-Stop Career Center Operator and WIOA Career and Training Services Provider. The One-Stop system offers access to services that encompasses assessments/skills needs, job search, job placement, labor market information, individual employment planning, educational and career counseling, occupational skills training, skill upgrading, internships and work experience, job readiness, adult education, and literacy and High School Equivalency (HSE) programs for adults and out-of-school youth free of charge. WIOA funds are provided through the Mississippi Partnership Workforce Area and Delta Workforce Development Area.

# Advanced Manufacturing Partnership (AMP)

AMP offers eligible students the opportunity to interview for an industry-led apprenticeship with manufacturing and distribution/logistics companies. Students selected for industry-led apprenticeships obtain work experience and on the job training while continuing their education. Students are required to obtain professionalism training, attend resume-writing workshops, and participate in a mock interview prior to participating in the interview process. Partnering companies may be eligible for reimbursement through the Workforce Investment Opportunity Act program (WIOA). WIOA funds are provided through the Mississippi Partnership Workforce Area administered through Three Rivers Planning and Development District and South Delta Planning and Development District to offset the student's wages.

## Continuing Education

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

The goals of the division are:

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

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

## Instructional Regulations

- Requirements for Degrees
- Credits and Grades
- Class Attendance Policy
- Classroom Code of Conduct
- Cheating/Plagiarism Appeal Procedure
- Intellectual Property Rights Policy
- Standards of Academic Progress
- Academic Warning & Academic Probation
- Withdrawal from School
- Change of Schedule
- Course Load
- Classification
- Academic Record-Transcript Release Policy
- Honors

## Requirements for Degrees

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

## Associate of Arts Degree

With the exception of the Associate of Arts in Nursing, the Associate of Arts Degree is awarded for programs designed as the first two years of a four-year college or university program leading to a baccalaureate degree. To graduate from the College with an Associate of Arts degree a student must:

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

Academic Core Curriculum

## Associate of Applied Science Degree

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

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

1. Earn a minimum of sixty (60) semester hours to include the fifteen (15) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours at Northwest Mississippi Community College in the area of study (content-specific).
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

Technical Core Curriculum

## Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the College Bulletin. Students completing a one-year minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours technical program will receive a Technical Certificate.

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

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.

## Application for Graduation

An application for graduation (diploma) should be filed with the Office of Admissions by the intended graduating semester deadline. Deadlines to apply for graduation are listed in the calendar section of this *Bulletin*. All students

expecting to become candidates for degrees or certificates must file an application for graduation with the Office of Admissions and Records by the announced deadline date found in the school calendar.

## eBook Policy

In an effort to reduce the price of books for our students, Northwest began implementing digital technology for books during the fall 2016 term. The following policies and procedures have been defined for implementing electronic textbooks (eBooks) in courses as well as how courses with eBooks are processed through the Student Information System and accessed by the students.

- Courses utilizing digital technology are selected and approved by full-time faculty who teach the specified course and the Department Director for the area of study. Every faculty member teaching the selected course is required to use the eBook approved.
- The negotiation of pricing for the eBooks is handled by the Director of eLearning in cooperation with the Department Director for that area of study.
- Fees for eBooks are attached to each section of the course. This fee is due when completing the registration process.
- If the course is all digital, students are NOT REQUIRED to purchase a book from the Bookstore.
- eBooks are available through CANVAS on the FIRST day of class.
- An app is provided within CANVAS to download the eBook to as many as three of the student's devices. The eBook can be accessed at any time after downloading it to the device, even when no Internet connection is available.
- Students may print information from their eBook using the app provided within CANVAS.
- If students prefer a hard copy of the entire textbook, black and white loose bound books are available for purchase in the Northwest Bookstore for most eBooks.
- eBook fees will not be credited to a student's account when withdrawing from the course any time after the last day to make schedule changes, as defined in the Northwest *Bulletin* for the term.
- Adjustments for eBook fees must be made through the Business Office before the last day to make schedule changes, as defined in the Northwest *Bulletin* for the term, in order to receive credit on a student's account.
- eBook fees are assessed each time the student enrolls in the course.
- Any student receiving Title IV assistance has the option to "opt-out" of the eBook charge. In order to do this, the student must provide proof of purchase elsewhere, must opt-out by the add/drop deadline, and must notify the Director of eLearning in order for the Business Office to credit the charge. If the course requires digital components other than a book, proof of purchase of those components or codes must be provided as well.

## Credits and Grades

### Course Placement

Northwest Mississippi Community College requires applicants for admission to the college to be tested prior to completion of the registration process. Northwest utilizes the ACT exam for placement in English, Math, and Reading classes.

**ENGLISH:** Students with an English ACT sub-score of 17 or above are placed in ENG 1113 - English Composition I. Students with an English ACT sub-score of 14 or below are placed in ENG 0123 - Intermediate English And Reading (a prerequisite to ENG 1113). Students with an English ACT sub-score of 15 or 16 may choose to be placed into an alternate corequisite pathway (if sections/seats are available); these students take both ENG 1113 and ENG 0143 - Composition Companion in the same semester.

**MATH:** Students with a Math ACT sub-score of 19 or above and completing two years of high school Algebra are placed in MAT 1313 - College Algebra. Students with a Math ACT sub-score of 17 or 18 are placed into MAT 1233 - Intermediate Algebra. Students with a Math ACT sub-score of 16 or below are placed into MAT 0123 - Beginning Algebra.

**SCIENCE:** Students with a composite ACT score of below 18 may take BIO 1113 - Principles Of Biology I, Lecture/BIO 1111 - Principles Of Biology I, Laboratory, BIO 1213 - Environmental Science, Lecture/BIO 1211 - Environmental Science, Laboratory or BIO 1533 - Survey Of Anatomy And Physiology, Lecture/BIO 1531 - Survey Of Anatomy And Physiology, Laboratory.

In order to enroll in BIO 1313 - Botany I, Lecture/BIO 1311 - Botany I, Laboratory, BIO 2414 - Zoology I, Lecture or BIO 2513 - Anatomy And Physiology I, Lecture/BIO 2511 - Anatomy And Physiology I, Laboratory, a student must have a composite ACT score of 18 or better OR a "B" or better in a college-level biology course. To enroll in BIO 1133 - General Biology I, Lecture/BIO 1131 - General Biology I, Laboratory (the "Majors Biology"), a Composite ACT score of 19 or better OR a "B" or better in a college-level biology course is required. These lectures and their labs are co-requisites. Students must have a grade of C or better in the course to take the part II of the course. In order to enroll in CHE 1213 - General Chemistry I, Lecture/CHE 1211 - General Chemistry I, Laboratory (the "Majors Chemistry"), a student must have a Math ACT subscore of 19 or higher OR a "B" or better in CHE 1313.

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

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

## The Semester Hour

The unit of credit is the semester hour. A semester hour, as defined by the Mississippi Community College Board, is a minimum student-teacher contact of 750 minutes for lecture, and 1,500 minutes for laboratory credit.

## Grading Symbols

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

### Passing Grades

A - Excellent

B - Good

C - Satisfactory

D - Lowest Passing Grade\*

### Grading With No Credit

F - Failure

I - Incomplete

W - Official Withdrawal

AU - Audit Grade

Grades of "F" will not be counted against a student's grade point average provided the course has been repeated and a better grade earned. The student's grade point average on the student's academic record card will reflect the true average, although the student's grade report will not discount "F" grades that have been repeated. When a student repeats a passed course ("D" or "C") for grade improvement the better grade becomes the official grade of record.

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

## **F Grade**

A grade of "F" is recorded if the student has failed on the combined evaluation through the semester and the final examination or if the student fails to submit a paper for the final examination or fails to attend the final examination and offers no acceptable reason for absence.

Students in the School of Health Sciences should familiarize themselves with the specific policies regarding "F" grades for that program.

## **I Grade**

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

## **W Grade**

The "W" grade is recorded if the student officially withdraws from a course before the last day specified in the College Calendar. The "W" grade is not computed in determining the grade point average.

## **AU Grade**

The "AU" is recorded for those students auditing a course, and this grade is not computed in determining a student's grade point average.

## **Grade Reporting**

Students may access their grades in Canvas. They may also access their final grades by logging into their student account via the Northwest website.

## **Student Grade Appeal Procedure**

The grade appeal procedure is designed to provide a student with a procedure for appealing the assignment of a course grade which is believed to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases, the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. If the student fails to pursue any step of the procedure outlined below,

the disposition of the student's complaint made in the last previous step shall be final. All correspondence and records will be retained in the campus dean's office. The grade appeal procedure involves the following steps:

1. The student shall submit the complaint in writing to the Director of Instruction or appropriate Associate Vice President or dean within 15 days from the date the grade was received.
2. (a) The Director of Instruction or appropriate dean will attempt to resolve the complaint in conference between the student and the instructor or through agreement met of an internal committee, to be held within 15 days from the date the complaint was received. (b) If the Director of Instruction was the instructor of the course involved in the complaint, the written complaint of the student shall be submitted to the Associate Vice President for Academic Instruction, Associate Vice President for Workforce Solutions and Career-Technical Education or Dean of Health Sciences, who will attempt to resolve the issue in conference with the student and the director to be held within 15 days from the date the complaint was received.
3. If the complaint is not resolved in (2)(a), the student may submit the complaint to the Associate Vice President for Academic Instruction, Associate Vice President for Workforce Solutions and Career-Technical Education, or School of Health Sciences Dean within 15 days from the date of the dissolution of step 2.
4. If the Associate Vice President for Academic Instruction, Associate Vice President for Workforce Solutions and Career-Technical Education, or School of Health Sciences Dean does not resolve the complaint the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Instruction within 15 days following the Associate Vice President's or Dean's decision in the matter.
5. The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: a Chairperson designated by the President, four faculty members selected by the President, and two students who are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Instruction.
6. In order to expedite clinical attendance and other time constraints within the School of Health Sciences, specific time-frames for the grade appeal procedure differ. Students, in the School of Health Sciences, will follow the grade appeal procedure listed in the School of Health Sciences Student Resource Handbook.

## **Auditing a Course**

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

## **Declaration of Academic Pathway, Career-Technical Program, or School of Health Sciences Program**

Every student must indicate an intended academic pathway, Career-Technical program, or School of Health Sciences program during the registration process.

## **Change of Academic Pathway, Career-Technical Program, or School of Health Sciences Program**

Students who wish to change their academic pathway, Career-Technical program, or School of Health Sciences program should contact their adviser or the Office of Admissions and Records for advisor assignment. Students must recognize that changing their pathway or program could result in having completed courses that will not apply to their new pathway or program. Students desiring veteran's benefits must also secure the approval of the veteran's advisor. Failure to do so may result in loss of benefits.

# Class Attendance Policy

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student has an excessive number of absences before the course withdrawal deadline, based on the MCCB allowed absences chart provided here, that student will be withdrawn from the class with a grade of "W". Online courses have additional information regarding class attendance included in the instructor's Course Outline. The School of Health Sciences has a specific attendance policy for both clinical and classroom hours. This requirement is required for licenser obtainment and supersedes the NWCC attendance policy. Please see the chart on the following page for the number of absences allowed for each class:

	Total Number of Allowed Absences			
Number of Days Per Week Class Meets	16-Week Course (Campus Only)	15-Week Course (Online Only)	8-Week Course	4-Week Course
1	2	2	1	N/A
2	4	N/A	2	1
3	6	N/A	3	1.5
4	8	N/A	4	2
5	10	N/A	5	2.5

16-Week Course = Traditional fall and spring semesters (campus only)

15-Week Course = Traditional fall and spring semesters (online only)

8-Week Course = Mini-term Sessions (campus and online), Summer Evening Campus Classes, Summer Online Classes

4-Week Course = Summer Day Classes

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

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

A student who misses an announced test or examination shall receive a "0" on the test or examination unless the instructor deems the absence to be of a justifiable nature.

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

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

For more information about the appeal process, contact the Center Dean, the Associate Vice President for Academic Instruction, the Associate Vice Preside for Career-Technical Education, or the Dean of the School of Health Sciences.

The allowable number of absences in the School of Health Sciences is determined by the number of clock hours required to meet the student learning outcomes. Each course syllabus will address the number of absences allowed and student signature of receipt will be obtained.



# Official Absences

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

## No Show Policy

### Purpose

Northwest Mississippi Community College (NWCC) recognizes that attendance and participation in class are extremely vital to student success and the overall achievement of a student's educational goals. NWCC is also committed to compliance with the rules regarding the Return of Title IV funds based on attendance.

The no-show policy and procedure helps prevent students from accruing unwanted balances as well as receiving final grades of "W" on their permanent records.

### No Show Policy and Procedure

A "no show" student is identified as a registered student who does not attend at least one class session (in person or students who do not log into their course and complete an instructor-designated activity for online classes) by the end of the registration period. Faculty are responsible for recording attendance, identifying "no show" students, and reporting "no show" students to the Office of Admissions and Records. All courses reported by the instructor as a "no show" will be administratively removed from the student's schedule the week following the registration period.

"No show" students will not be responsible for the tuition for that course, but class removal could result in a loss of financial aid. There may be serious financial aid consequences for students who are receiving financial aid since this will reduce the number of enrolled credit hours. Also, please be aware that charges will increase if a student's registered status changes from full-time student to part-time student. If students believe their instructor reported them as a "no show" in error, they must contact the instructor immediately to resolve the issue. Only students who were reported in error will be allowed to be enrolled back into the class.

\*MSVCC has its own state-mandated no-show policy to which they adhere.

## Classroom Code of Conduct

Northwest Mississippi Community College is committed to providing an educational environment that is conducive to learning for all students. Students play a critical role in creating an environment in which learning can take place. The purpose of this Code of Conduct is to address student behavior within the classroom.

1. All electronics, including communication and listening devices, i.e. cell phones, Ipods, etc., must be deactivated and stored during class time. Students who are enrolled in courses that are utilizing e-books may use their cell phones to access course information along with laptop computers, iPads, Kindles, or similar technology if they have the book downloaded on those devices. Any other exceptions must be approved in advance by the instructor.
2. All students must respect other people's rights, opinions, and beliefs even though they may be different from their own. It must be understood by each student that his/her rights end where other students' rights begin.
3. No food, drink, or tobacco products are allowed in the classroom.
4. No manner of dress will be allowed which disrupts the normal educational process.
5. All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited.
6. Language which is appropriate to the classroom is expected of all students.

7. All students must do their own work, except where instructors state that group work is permissible.
8. Students must arrange to take restroom and water breaks before or after class hours. Any student who leaves class once the class has begun will not be allowed to return to that session and will be counted absent.
9. Students must attend class, arrive on time, stay through the entire period, bring all necessary materials and come prepared.
10. Students must conform to the Code of Student Conduct.

The instructor has the right to remove from the classroom any student whose behavior is disruptive to the learning process. The instructor has the authority to determine which behaviors are disruptive.

A student who is removed from the classroom for disruptive behavior must report to the appropriate administrator as advised by the faculty member. Potential penalties may range from warnings to temporary or permanent removal from the course.

## **Cheating/Plagiarism Appeal Procedure**

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

## **Intellectual Property Rights Policy**

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

## **Standards of Academic Progress**

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

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

50-64

2.00

For Graduation

2.00

## Academic Warning & Academic Probation

Standards of satisfactory academic progress for full-time and part-time students are the same as those required to maintain financial aid eligibility. (See Satisfactory Academic Progress Policy.)

If a student fails to maintain the minimum GPA on the first level of the scale (6 hours passed with a minimum semester GPA of 1.25), the student is placed on "Academic Warning" at the end of the semester. If the student fails to attain the prescribed GPA in the second level of the scale (12 hours passed with a minimum cumulative GPA of 1.35), the student is placed on "Academic Probation". The student who is on Academic Probation may find certain campus privileges are suspended until they are once again making satisfactory progress toward their educational goals. Students not making satisfactory academic progress are also encouraged to utilize academic support services.

A student who does not achieve the designated cumulative GPA (2.00 with 21 or more semester hours passed) remains on Academic Probation. A student may continue to pursue their education at Northwest with an Academic Probation status, however, the student may be restricted from federal financial assistance, scholarships, and other benefits for students in good academic standing.

## Withdrawal from School

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

1. Students are to pick up the withdrawal form from their campus or center Business Office, where the student will be instructed as to the proper withdrawal procedure. Students unable to visit campus may utilize the online complete withdrawal form found here on the NWCC website.
2. After obtaining the required signatures, the student turns the withdrawal form into the Center Dean or if withdrawing from the Senatobia campus, to the cashier in the Business Office. The cashier will sign the form and turn it into the Office of Admissions and Records.
3. Refund of any payment due will be made at the Business Office.

A student who properly and officially withdraws will receive a grade of "W" (official withdrawal) in all classes. Withdrawal must be made by the earliest date of withdrawal for courses the student is taking that semester.. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures.

## Change of Schedule

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

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

### Adding a Course

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

## Dropping a Course

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

## Withdrawing From a Class

A student may withdraw from a class until the withdrawal deadline for that course listed in the instructional calendar.

## Procedures for Withdrawing from a Course

1. Go to the Student Development Center in Tate Hall (on the Senatobia campus) or Center Dean's Office.

# Course Load

The normal load of work is from 15 to 21 semester hours. No student may enroll for more than 21 hours in one semester without the approval of the adviser and the appropriate dean or Associate Vice President.

# Classification

Students are classified according to the following standards:

Freshman - 0 to 29 credit hours;  
Sophomore - 30 or more credit hours.

Credit hours include accepted transfer hours and do not include developmental credit hours.

# Academic Record-Transcript Release Policy

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

1. Before a transcript can be released, all admission papers must be on file in the Office of Admissions and Records - transcript(s), HSE scores if applicable, and ACT scores or SAT.
2. No transcript can be released if the student has a "balance due" in the Business Office. The student's account must be paid in the Business Office by cash, money order, or bank check, and receipt taken to the Office of Admissions and Records before a transcript can be released.
3. Authorization from the student may be submitted via an online transcript request.
4. Transcripts sent to other colleges, employers, or agencies will bear the official college seal and will be an **official transcript**. Transcripts sent directly to the student that makes the request will not bear the college seal and will be an **unofficial transcript**. Official Transcripts can only be sent directly to other colleges, employers, and agencies.
5. Employers or other agencies who request information about a Northwest student should get the signature of the person in question before sending a request. This signature serves as authorization for this office to release information.
6. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) relates to the rights of access assuring certain privacy of students' records. This act provides students or parents of dependent students (children or wards claimed for income tax purposes) the right to review, inspect, and challenge the accuracy of information kept in the "office of record" of the institution. At Northwest, they may do so by completing

an NWCC Waiver of Rights to Privacy of Records (FERPA) form. All students have the opportunity to complete the form as it is available on the website: [http://www.northwestms.edu/wp-content/uploads/2013/06/FERPA-Waiver\\_fillable.pdf](http://www.northwestms.edu/wp-content/uploads/2013/06/FERPA-Waiver_fillable.pdf). In completing the form, the student is waiving their right to privacy of records, allowing the Northwest office overseeing the record requested to release the student's records to the person(s) listed on the form at their request.

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

- A. Records accessible to a student and his/her parents as indicated above.
  - 1. Office of Admissions and Records
    - a. Academic records
    - b. The permanent file of personal data for all students
    - c. Course enrollments
    - d. Official transcripts for all schools
    - e. Application for Admission files, including test scores
  - 2. Athletic Department
    - a. Data on athletes' competitive abilities
  - 3. Financial Aid
    - a. Application and certification
  - 4. Student Services
    - a. Disciplinary records
  - 5. Business Office
    - a. Fiscal records

Unofficial copies of records and official copies of records (certified with Northwest seal) may be obtained by contacting the Office of Admissions and Records. These documents will be released upon written authorization.  
(Charges are subject to change.)
- B. "Directory Information" The following categories of information have been designated by Northwest as "Directory Information," and as such may be used as a matter of public record. However, should a student desire that this information not be released, it will be withheld if notification is given in writing to the Registrar (Office of Admissions and Records) within three weeks after the first day of class registration.
  - 1. The student's name
  - 2. Address
  - 3. Telephone listing
  - 4. Date and place of birth
  - 5. Field of study
  - 6. Participation in officially recognized activities and sports
  - 7. Weight and height of member of athletic teams
  - 8. Dates of attendance
  - 9. Degrees, awards, and honors
  - 10. The most recent previous educational agency or institution attended by the student
  - 11. School or college year (freshman or sophomore)
  - 12. Degree sought
  - 13. Class schedule
  - 14. E-mail address
- C. Other items
  - 1. Except as provided by the law, data released to outside sources will be in aggregate form and no "personally identifiable" records will be made available.
  - 2. When grades are reported, they are accessible via the student's myNWCC account.
  - 3. Should you have questions or object to the policy stated above, you are encouraged to discuss your concern with the Registrar, who is located in the Office of Admissions and Records in Yalobusha Hall. Policy appeals may be made by written petition to Registrar, Northwest Mississippi Community College, Senatobia, MS, 38668. A hearing will be

afforded the petitioner if requested. Students will be informed, in writing, as to the disposition of the petition.

4. In the event any part of this policy is in conflict with state or federal law, statutory or judicial decisions will govern access to records.
5. All official non-credit records of the College are maintained by Workforce Solutions. This department also issues non-credit transcripts and certificates for any non-credit training conducted.

## Honors

### Graduation Honors

Graduates will receive their degrees with special recognition in accordance with the following grade averages:

3.50-3.79 Graduation *cum laude*

3.80-3.99 Graduation *magna cum laude*

4.00 Graduation *summa cum laude*

### Hall of Fame

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

### Outstanding Student

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

### President's List and Vice President's List

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

1. President's List: 3.75 quality points to 4.0 quality points
2. Vice President's List: 3.5 quality points to 3.74 quality points

### Honors Program & Organizations

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

Secondly, the college promotes active Phi Theta Kappa chapters to meet both the academic and social needs of our students. Phi Theta Kappa (PTK) is an invitational honor society with chapters on all three campuses. Eligibility

requires a minimum of 12 transferable credit hours and a cumulative GPA of 3.5. Students are invited to join each semester. Once membership dues are paid, students are eligible for exclusive PTK transfer scholarships.

Thirdly, the college promotes active National Technical Honor Society (NTHS) chapters to recognize the scholastic achievement of Career and Technical students. Among the benefits of membership are well-deserved recognition, scholarship opportunities, cultivation of excellence in tomorrow's workforce, and career opportunities. Thousands of schools and colleges throughout the U.S. and its territories have established NTHS chapters on their campuses.

Eligibility requirements include:

- Must have at least a 3.25 in a Career-Technical program of study and enrolled in at least a one-year CTE program of study.
- Must have at least a 3.0 cumulative grade point average.
- Must have earned at least 12 credit hours in the CTE program of study.
- Must uphold at least a 3.0 GPA to maintain membership.

Fourthly, Gamma Beta Phi Society is a scholastic, honor, educational-service organization that recognizes and encourages excellence in education. It promotes the development of leadership ability and character in the members; and fosters, disseminates, and improves education by appropriate service projects through membership in a national association of local chapters of the Society. Northwest requires, and members must maintain, a 3.00 grade point average for initiation and membership. Advisors -

Lafayette/Yalobusha - Carol Cleveland, office ext. #8153; Julie Stokes office ext. #8650 and at Senatobia - Kimberley N. Poland, office ext. #3382

## **Instructional Divisions & Disciplines**

# **Northwest Mississippi Community College**

## **Academic Education**

Northwest offers classes in many different disciplines, coordinated by seven academic departments: the Business Department, the Education Department, the Fine Arts Department, the Humanities Department, the Social Science Department, the Mathematics Department, and the Natural Sciences Department. Students in the General College Degree Program follow educational pathways leading to transfer to a four-year university or college. Pathways for specific four-year programs are listed under the corresponding discipline. Course requirements for each pathway are provided in the degree map. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your area of focus can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi Community College Board reached an articulation agreement on the transfer of student coursework between state universities and community colleges. This agreement provides for the smooth transfer from the community college to programs of study offered by the universities. Each university will accept the courses listed on a particular transfer program without loss of credit toward the conclusion of the four-year degree. It is intended that this articulation agreement be a

minimum program transfer for all students moving from the community college to the university system - acting as a "safety net" for transfer students. The agreement does not replace any individual articulation agreement between a particular community college and a university which would allow additional courses to transfer into a specific program of study.

Some degree plans provide guidance for transfer to specific regional or MS universities. Please refer to the listing below for abbreviations of four-year universities and colleges in Mississippi used in the degree plans.

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

Abbreviations for other area colleges:

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

## Art

Students pursuing an art pathway build a portfolio of their art and are given opportunities to exhibit their work via the Les Fauves Art Club and ultimately a Sophomore show. Instructors are highly educated and competent professionals who actively practice their arts at Northwest and in the surrounding communities. Advisers work with senior institutions to ensure a successful transfer from Northwest to a four-year college.

*\*Offered at Senatobia campus only.*



# Biological Sciences

Pathways in the biological sciences at Northwest Mississippi Community College offer options for students planning to transfer to a senior institution in the fields of science and/or medicine. Students enrolled at Northwest will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future careers. Various clubs and organizations are also available to these students.

## **Pathways within the biological sciences include:**

- Biology
- Biology Education
- Dental Hygiene
- Forensic Science
- Forestry
- General Agriculture
- Horticulture
- Medical Lab Sciences (3+1)
- Medical Lab Sciences (2+2)
- Occupational Therapy \*
- Pharmacy \*
- Physical Therapy \*
- Radiological Sciences
- Veterinary Medical Technology
- Veterinary Medicine \*

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

# Business

Students wanting to pursue degrees in business pathways will utilize modern computer labs to get hands-on experience using the most up-to-date software applications. Students can also get involved on campus through department clubs and organizations including Phi Beta Lambda, a national business organization.

## **Pathways within business include:**

- Accountancy
- Business Administration
- Business and Computer Teacher Education
- Business Information Systems
- Integrated Marketing Communications
- Office Administration

# Computer Science

Computer science students learn to program in C++ and Java using modern computer labs to get hands-on experience using the most up-to-date software applications.

## **Pathways within computer science include:**

Computer Science  
Computer/Management Information Systems  
Health Informatics & Information Management

## **Criminal Justice**

The pathway of criminal justice helps to provide a solid foundation for the student planning to pursue a career in one of the many divisions of the Criminal Justice system. Career options are primarily located under the division of Police, Courts and Corrections. The pathway may be used as a terminal point or as a transfer curriculum.

## **Education, Leadership, and Life Skills**

Students wanting to improve their leadership skills, participate in honors courses, participate in ROTC courses, or enhance their knowledge of the college environment and how to study can take advantage of courses in these disciplines. Additionally, students can participate in pathways designed for entrance into education programs at a four-year institution.

### **Pathways within Education include:**

Biology Education  
Elementary Education  
English Education  
Mathematics Education  
Science Education  
Secondary Education  
Social Science Education  
Special Education  
Sport Coaching Education

## **English and Languages**

Students interested in studying English or modern foreign languages should follow the Liberal Arts pathway. This pathway prepares students with the foundational first two years for transfer to a four-year university. This pathway involves foreign language classes and additional social science electives. Students should consult the degree plan for their transfer institution for guidance on specific courses.

## **Health, Physical Education and Recreation**

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

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

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

### **Pathways within health, physical education, or recreation include:**

Exercise Science  
Health and Physical Education  
Health, Physical Education and Recreation  
Human Performance  
Kinesiology  
Recreation  
Sports Management

## History and Political Science

Students interested in studying History or Political Science should follow the General College pathway. This pathway prepares students with the foundational first two years for transfer to a four-year university. This pathway involves history classes and additional social science electives. Students should consult the degree plan for their transfer institution for guidance on specific courses.

## Mathematics

Students can pursue pathways in mathematics or math-related fields, such as engineering, that transfer to a four-year university. Students are encouraged to get involved in campus activities through departmental clubs and organizations including Mu Alpha Theta, a mathematics honor society for high school and two-year college students.

**Pathways in mathematics or math-related fields include:**

Aerospace Engineering  
Biological Engineering  
Civil Engineering  
Computer Engineering  
Electrical Engineering  
Engineering  
Geological Engineering  
Mathematics  
Mechanical Engineering

## Music

The NWCC music department offers advanced instruction in vocal and instrumental music. Many students who are passionate about music choose to enrich their collegiate experience at NWCC by participating in one or more of the choral or instrumental ensembles offered through the music department. \*See the choir and band sites for more detailed information on choral /instrumental ensembles and how to audition.

Students who wish to pursue a career in music may begin that journey at NWCC. The music degree pathway (major) is a comprehensive two-year plan designed to prepare students to matriculate into a college or university program where they will complete the final two years of an undergraduate degree in music education, music performance, music industry, or other music-emphasis degree of their choice.

**Pathways within music include:**

Entertainment Industry Studies  
Music Education  
Music Performance

*\*Offered at Senatobia campus only.*

## Physical Sciences

Pathways in the physical sciences include fields related to chemistry or physics, such as forensic science. Students will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future careers. Various clubs and organizations are also available to these students, such as the American Chemical Society Club, SMACS.

**Pathways in the physical sciences include:**

- Chemistry
- Chemistry Education
- Forensic Science
- Science Education
- Physics

## Psychology and Social Sciences

Pathways in psychology, sociology and social work fields help students understand institutions, cultures, and behaviors. Courses in these fields acquaint students with fundamental concepts, theories, and methods of analysis used in the social and behavioral sciences. They enable students to think critically about human behavior and society. These pathways are designed for students planning to pursue careers in the fields in the "helping professions."

**Pathways within psychology and social sciences include:**

- Psychology
- Social Work

## Speech and Theatre

ALL STUDENTS enrolled at Northwest Mississippi Community College are welcome to participate in Northwest Theatre productions! Whether you are majoring in theatre or not, you are most welcome to audition and take theatre courses!

**Live for the stage? Our theatre department is the place for you.**

The highly acclaimed Northwest Theatre Department is known for giving students a firm foundation in theatre education. From classes in acting and performance to classes in design and production, students will leave Northwest with a well-rounded knowledge and experience in all theatrical elements. Students will receive opportunities in all areas of theatre and know what their strong suits are when they transfer to a university. We provide direct pathways to all MS universities, as well as close connections with schools all throughout our region. Northwest theatre students are highly recruited by universities as they are known for their impeccable training.

Our season typically consists of a Fall Musical, Winter comedy or drama, and a Spring comedy or drama.

Our theatre department participates in the MS Theatre Association annual festival, the Kennedy Center American College Theatre Festival, and the National Association of Teachers of Singing vocal competition. The department also sponsors the Northwest Players Club, a campus group dedicated to promoting interest in theatre and developing

dramatic talents as well as The NWCC Improvisers, an improv group that meets weekly to encourage artist expression and strengthen various acting techniques.

**Scholarships are available to students in theatre pathways.**

*\*Offered at Senatobia campus only.*

## **Workforce Solutions and Career-Technical Education**

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

- Beverly Brewer Stark Career Center (see Student Activities and Services)
- Career-Tech Education Support Services Lab (see Student Activities and Services)

## **Career and Technical Program Admissions**

Students are required to meet the general admission requirements for the college. (see Admissions).

Special Career and Technical program requirements are listed under individual program descriptions. Admission to the College does not guarantee admission to a program.

## **Degrees and Certificates**

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

## **Associate of Applied Science Degree**

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

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

1. Earn a minimum of sixty (60) semester hours to include the fifteen (15) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours of content specific coursework at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

## Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the college **Bulletin**. Students completing a one-year minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours technical program will receive a Technical Certificate.

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

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.

## Course Offerings

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

*\* Career Certificate also available*

*\*\* Industry or State Accreditation*

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

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

### TECHNICAL PROGRAMS-SENATOBIA CAMPUS

- Agricultural Business & Management Technology \*
- Agribusiness or Animal Science
- Agricultural Technology/John Deere Tech
- Automotive Technology \* \*\*
- Chrysler MOPAR College Automotive Program
- Business & Office Technology
- Administrative Office Technology \*
- Business Management Technology \*
- Medical Office Technology \*
- Civil Engineering Technology \*
- Industrial Electronics Engineering Technology \*
- Graphic Design Technology \*
- Heating, Air Conditioning & Refrigeration Technology \* \*\*
- Electronics Engineering Technology \*
- Information Systems Technology \*
- Computer Networking or Coding Technology
- Paralegal Technology \*
- Legal Studies (Ole Miss 2+2 Option)
- Precision Manufacturing & Machining Technology \* \*\*

### CAREER PROGRAMS-SENATOBIA CAMPUS

- Collision Repair Technology \*
- Cosmetology \*\*

- Instructor Trainee Option \* \*\*
- Welding and Cutting \*\*

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

- Cosmetology \*\*

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

#### **TECHNICAL PROGRAMS-SOUTHAVEN CAMPUS**

- Business & Office Technology
  - Administrative Office Technology \*
  - Business Management Technology \*
  - Medical Office Technology \*
- Business & Marketing Management Technology \*
- Hotel & Restaurant Management Technology \*
- Paralegal Technology \*

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

- Aviation Maintenance Technology \*\*

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

- Commercial Truck Driving
- Utility Lineworker \*\*

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

#### **TECHNICAL PROGRAMS-OXFORD CAMPUS**

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

#### **CAREER PROGRAMS-OXFORD CAMPUS**

- Cosmetology \*\*

## **Batesville Concourse**

- Diesel Technology

## **Water Valley Everest**

- Coding Technology

## **Courses of Study**

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

The **MS-CPAS2 (Mississippi Career Planning Assessment System)** is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification, license or alternative curriculum assessment.

## Career Education

The curricula in this section are based on clock hours rather than semester hours. Admission to these programs may vary from regular academic or technical admission. Refer to the section on Admissions for detailed information. Career Certificates are awarded to graduates of these programs. All Career students with deficiencies are required to attend reading, language and mathematics resource laboratory until deficiencies in these areas are corrected. Students who lack entry level skills in math, English, science, etc. will be provided related studies. All career programs have limited availability and competitive admissions depending on student interest. Each of these programs only admit in the fall semester.

## Agricultural Business & Management Technology

Adviser: Benton

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Agricultural Technology/John Deere

Advisers: Johnston, Massey

Offered at Senatobia campus only

*Associate of Applied Science*

Agricultural Technology is an instructional program that prepares individuals to select, operate, maintain, service, and use agricultural power units, machinery, and equipment. Included is instruction in engine design, use, maintenance, and repair techniques. The program covers internal combustion engines service and overhaul, electrical systems, hydraulic systems, power trains, air conditioning, grain harvesting equipment, spray equipment, row crop planting systems, cotton harvesting equipment, hay harvesting equipment compact engines equipment servicing, cutting and welding, and service repair center management and operations.

The Associate of Applied Science degree may be granted to students who complete the curriculum. Students in the program will complete the John Deere University Certifications.

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

1. Contact program adviser for program visit.
2. Have a minimum ACT composite score of 15, be eligible to enroll in English Composition I, or by letter of recommendation from a John Deere Dealer sponsor.



3. Obtain a sponsorship with a qualified John Deere dealership. (Click here for required forms.) Students must complete a Free Application for Federal Student Aid (FAFSA) for sponsorship. Click here for more information on completing a FAFSA.
4. Provide their own tools (tool list available here).
5. Provide their own laptop.
6. Admission to the college does not guarantee admissions to the program of study.

## Automotive Technology

The Automotive Technology program, fully accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE), provides state-of-the-art training for skilled, entry-level automobile service technicians. Upon graduation, a student will have the knowledge and skills necessary to isolate and correct specific automotive problems.

Employment opportunities for graduates of the certificate program may exist as semi-skilled automotive technicians in the automotive industry. Graduates of the technical program may qualify as automotive electronics technicians or assistant diagnostic technicians in the automotive industry. Students will complete ASE National Certifications. General and Chrysler MOPAR CAP students will be administered the eight (8) standard ASE student tests following completion of the program.

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

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

1. Complete Automotive Program application.
2. Provide their own tools (tool list available on Northwest website at [www.northwestms.edu](http://www.northwestms.edu)).
3. Qualified applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
4. Admissions to the college does not guarantee admissions to the program of study.

Advisers: Herron, Jarreau (ASE Certified Instructors)

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Aviation Maintenance Technology

The Aviation Maintenance Technology program offers an FAA-certified curriculum designed to prepare students for a career as aircraft, airframe and powerplant mechanics. Upon completion of the program, students are eligible to receive the Associate of Applied Science degree.

**Special Admissions Requirements:** Admission forms must be sent to both the Office of Admissions and Records and to the Program Director of the Aviation Maintenance Technology program. Admissions applications must be complete and all required documents must be received by June 1.

Program requirements include:

1. Applicant must have a composite ACT score of 15 or higher.
2. Completed Aviation Maintenance Program application. When all documents are received, an interview with an instructor will be scheduled. The applicant will be notified of the interview schedule.
3. Interview with Aviation Program lead instructor.
4. Qualified applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen. Applicant must pass a basic, "hands-on" mechanical aptitude test at interview.
5. Applicant must pass a basic, "hands-on" mechanical aptitude test at interview.
6. Admission to the college does not guarantee admission to the program of study.

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

Admission to the college does not guarantee admission to the program.

Adviser: Cooper, Lindsey

- Offered at DeSoto Center-Olive Branch only

*Associate of Applied Science*

## Business & Marketing Management Technology

Business and Marketing Management Technology is a two-year business program designed to prepare students for careers in dynamic marketing professions. Any business, firm, or organization that offers products and/or services can only be competitive if it markets its products/services successfully. Specialized occupational training includes internet marketing, consumer behavior, marketing, entrepreneurship, management, advertising, selling, and retail management. Students in the program will complete the CPAS exam.

Adviser: McCann

- Offered at DeSoto Center-Southaven only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Business & Office Technology

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

Business and Office is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office curriculum.

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia)

- Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford)
- *Major can be completed fully online*

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

## Civil Engineering Technology

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

The graduate is prepared to work with surveyors, civil engineers or other like professionals in the performance of general engineering practices which may include design, drawing, detailing and interpreting working drawings; gathering and interpreting field survey data, inspecting construction, determining equipment, materials and labor required to complete a project, performing various lab tests required in construction and using drones to gather data for engineering, surveying, mapping and construction inspections.

Up-to-date equipment and software used in the program include drafting (Auto-CAD 18), Inventor Professional engineer (Carlson), Survey Pro, Magnet GIS (ArcView), and Drones (DJI GO 4 and DJI GS PRO). Also used are automatic levels, total stations, and RTK satellite survey equipment with multiple data collector software programs.

### **Special admissions requirements:**

1. Students who wish to enroll in the Civil Engineering Technology program must have an ACT subscore of 17 in Math or be eligible to enroll in Intermediate Algebra.
2. Qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
3. Admission to the college does not guarantee admission to the program of study.

A minimum of 60 semester credit hours is required to receive an Associate of Applied Science in Civil Engineering Technology. Students who complete a minimum of 30 semester credit hours of required courses in the program may be eligible to receive a career certificate in Civil Engineering Technology. Students who complete a minimum of 45 semester credit hours of required courses in the program may be eligible to receive a technical certificate in Civil Engineering Technology. Students who successfully complete the program will receive a certification and credentials thru the National Center for Construction, Education and Research (NCCER). Students who complete CIT 1133 - Introduction To Craft Skills, will receive a 10-hour OSHA construction certification.

Adviser: Eubanks

- Offered at Senatobia campus only

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

## Collision Repair Technology

Collision Repair Technology is an instructional program designed to prepare students for entry-level into the collision repair and refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications. The instruction includes all phases necessary to teach collision repair including glass

replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs. A tool list may be obtained from the adviser.

**Special admissions requirements:**

1. Complete a Collision Repair Program Application.
2. Qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
3. Provide your own tools (tool list available on Northwest's website at [www.northwestms.edu](http://www.northwestms.edu)).

Students will complete ASE National Certifications. The required courses for the certificate course include:

Admission to the college does not guarantee admissions to the program.

Adviser: Smith

- Offered at Senatobia campus only

*Career Certificate*

## Commercial Truck Driving

Adviser: Eldred, Wilbanks

- Offered at DeSoto Center-Olive Branch only

*Career Certificate*

## Cosmetology

Advisers: Wilburn (Ashland); Riley (LYTC); Shappley (Senatobia)

- Offered at Senatobia campus, Benton County/NWCC Career-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*

## Diesel Technology

The Diesel Equipment Technology Program is an instructional program that provides students with the competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in the inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

The curriculum utilizes both the Automotive Service Excellence (ASE) 2014 Medium/Heavy Truck standards and the 2014 Standards for Construction Equipment Technology (AED). These documents serve as national standards for certification of medium/heavy truck technician programs.

## Early Childhood Education Technology

The Early Childhood Education Technology program provides preparation for a professional career in early childhood education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory

experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children in various early childhood professions.

The Early Childhood Education Technology curriculum is a two-year discipline that requires a minimum of 60 semester hours of course work. Successful completion of the Early Childhood Education Technology curriculum results in the student receiving a Career Certificate, Technical Certificate and/or an Associate of Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Standards and Guidelines for Pre-Kindergarten (3- and 4-year-olds). \*The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology course work.

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

The campus child care center is licensed by the Mississippi Department of Health as a Child Care Facility and for food service.

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

**Special admissions requirements:** Students who wish to enroll in the Early Childhood Education Technology program must:

1. Comply with the criminal background check procedure mandated by the law of the State of Mississippi.
2. Submit a completed Immunization Record Form 121 obtainable from the State of Mississippi Public Health Department.

Advisers: Drumheller, Ross

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## The Mississippi Early Childhood Resource and Referral

The Resource and Referral collaborates with participating community and junior colleges, the Mississippi Department of Human Services, and child care providers to ensure that Mississippi's family-based unified and integrated early childhood system connects and integrates resources and services for both parents/caregivers and their children.

The Resource and Referral offers a variety of services and programs designed to meet the early education needs of children across the state of Mississippi. Our services include resources and referral; assistance for families searching for child care; training, coaching, and technical assistance for early childhood professionals; and working with other service organizations and the business community.

Technical Assistant Coordinators work with early childhood professional in child care centers to support the improvement and quality of classroom instruction, the classroom environment, and teacher-child interaction by: Encouraging, supporting, motivating, and working interactively with teachers and assistant teachers to develop and implement ongoing goals. Supporting the teacher and teacher assistant to provide a learning atmosphere and opportunities which promote: the child's growth and development, approaches to learning, social-emotional development, creative arts, science, and mathematics. Assisting teachers and assistant teachers to structure

environments, routines, and interactions that contribute to positive social-emotional outcomes for the children and families in a program.

Focusing on specific tasks, skills, or techniques which can be mastered and measured. Implementing developmentally appropriate infant and toddler teaching techniques and search-based curriculum for infant, toddler, and preschool aged classrooms.

## The Lending Library

The Lending Library is a collection of age-appropriate early childhood resources with a variety of learning materials that include: multiple books, games, puppets, etc., for the use of parents and providers who serve early learners. Items available for lending include puzzles, age-appropriate books, sensory items, infant and toddler resources, dramatic play materials, and much more. Materials are distributed on a "borrow basis" to providers and families. The Resource and Referral Associate is in the Resource Center to help with all of your needs.

For more information please contact Heather Perryman at [hperryman@northwestms.edu](mailto:hperryman@northwestms.edu) or 662-560-4201.

## Northwest Child Enrichment Center

The Northwest Child Enrichment Center is located in the Marilyn R. Spears Building on the Senatobia campus. It is operated by the Early Childhood Education Technology program and licensed by the Mississippi Department of Health.

The center is open to preschool children (3-4 years of age) of Northwest faculty, staff, and students as well as children from the surrounding community. Information on the application process and fee schedule can be obtained at the center.

For more information please contact Center Director Anne Ross at [aross@northwestms.edu](mailto:aross@northwestms.edu).

## Graphic Design Technology

The Graphic Design Technology Department educates the student in the art of visual communication, emphasizing the professional practice of design. Students combine digital technology with aesthetics in the production of typography, signage, publications, identity systems, packaging, design, and other forms of communication including design for electronic distribution. The Graphic Designer combines concepts and facts from the humanities, social sciences and technology while utilizing critical design methodologies in visual problem solving. Upon successful completion of this program, an Associate of Applied Science is awarded. Students in the program will complete the CPAS exam. No major may advance to a higher course in his or her area of studio emphasis (Graphic Design) without earning a grade of "C" or higher in the lower division courses. Periodic portfolio reviews determine placement and progression in the program.

**Special admissions requirements:** Students who wish to enter the Graphic Design Technology program must:

1. Have an ACT subscore of 17 in English or be eligible to take English Composition I.
2. Successfully complete Reading courses if required.

Adviser: Philley

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

# Heating, Air Conditioning & Refrigeration Technology

Heating, Air Conditioning and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial or residential setting performing special tasks relating to designing ductwork, assembling, installing, servicing, operating and maintaining heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America, and AHRI (Air Conditioning, Heating, and Refrigeration Institute). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. An Associate of Applied Science degree (60 hours) is awarded upon completion of the program. A two-year Technical Certificate Program, which requires 45 semester credit hours, is also available. All students acquiring a degree must obtain universal EPA certification prior to graduation. All students acquiring a certificate must obtain Type I and II EPA certification. Students in the program will also complete NCCER certifications. Both programs are designed to produce an entry-level technician. Admission is on a competitive basis and students are only admitted in the fall semester.

**Special admissions requirements:** Students who wish to enroll in the Heating, Air Conditioning and Refrigeration Technology program must:

1. Have a minimum composite ACT score of a 15, or be eligible to take Intermediate English and Intermediate Algebra.
2. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.
3. Students must provide their own tools. Please see adviser for the current tool list.

Admission to the college does not guarantee admissions to the program.

Advisers: Blount, Buchanan

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

# Hotel & Restaurant Management Technology

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

Adviser: Thompson

- Offered at DeSoto Center-Southaven only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

# Industrial Electronics Engineering Technology

Advisers: Franks, Ruby, Williams

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Information Systems Technology

Advisers: Cleveland

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

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

**Special admissions requirements:** Students who wish to enroll in the Information Systems Technology program must:

1. Have an ACT subscore of 17 in Reading or have completed the required Reading Enhancement courses or with permission of adviser.
2. Contact an Information Systems Technology adviser.

## Paralegal Technology

The student enrolled in this curriculum will be offered the opportunity to become a qualified legal assistant employed in law-related occupations. This includes public and private law practice; state, local and federal employment; insurance; real estate and corporate positions. An Associate of Applied Science degree is awarded upon successful completion. Students in the program will complete the required exit exam.

Adviser: McDavid

- *All courses can be completed fully online*

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Precision Manufacturing & Machining Technology

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to manufacture metal parts on machines such as lathes, grinders, drill presses, milling machines, and Computer Numerical Control equipment. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining



and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

Precision Manufacturing and Machining Technology is an articulated program designed to provide advanced and technical skills to its students. Entry into the postsecondary program is based upon mastery of Baseline Competencies which are taught in the secondary programs. Students who do not possess such skills must complete additional coursework in order to graduate from the program.

**Special admissions requirements:** Students who wish to enroll in the Precision Manufacturing and Machining Technology program must:

1. Complete a Precision Manufacturing and Machining Technology program application. Students should understand that entrance is by way of an admissions committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
2. Have a minimum composite ACT score of 15, or be eligible to take Intermediate English, Reading Enhancement II, and Intermediate Algebra.
3. Students must provide their own tools. Please see adviser for the current tool list.

A student successfully completing the technical program will receive an Associate of Applied Science degree. Students in the program will complete NIMS credentialing.

Admission to the college does not guarantee admission to the program.

Advisers: Covington

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Utility Line Worker

The Utility Line Worker Technology curriculum is designed to prepare the student for entry-level employment in the field of utility power transmission and distribution construction, troubleshooting, and repair. The utility line worker competencies required in this curriculum were developed to coincide with the standards for the electric power generation, distribution, and transmission industry as described in the United States Department of Labor Occupational Safety and Health Administration.

## Welding and Cutting

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).

### **National Standards Developed by American Welding Society (AWS)**

The welding competencies required in this curriculum were developed to coincide with the American Welding Society (AWS).

AWS provides a series of reference materials to support this curriculum. For additional information visit the American Welding Society website ([www.aws.org](http://www.aws.org)). Students in the program will complete AWS SENSE Level 1 certification.

The Northwest Welding and Cutting program has a zero-tolerance policy concerning illegal substance use/abuse and/or misuse of legal substances. All potential and current welding and cutting students must submit to substance testing in accordance with the substance testing policies and procedures. **A major accident will require a drug test at the student's expense.**

**Special admissions requirements:** Students who wish to enroll in the Welding and Cutting program must:

1. Complete a Welding and Cutting program application. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including but not limited to, a current negative 5-panel drug screen.
2. Students must provide their own tools. Please see adviser for the current tool list.

Admission to the college does not guarantee admissions to the program.

Adviser: Young, McGonagill

- Offered at Senatobia campus only

*Career Certificate*

## Work-Based Learning

Career and technical students at Northwest Mississippi Community College may participate in Work-Based Learning. WBL is designed for students enrolled in a career or technical program and employed in a parallel workplace environment. Students are required to acquire a certain number of Work-Based Learning hours within a single semester to earn semester credit hours.

1 semester credit hour = 45 Work-Based Learning hours

2 semester credit hours = 90 Work-Based Learning hours

3 semester credit hours = 135 Work-Based Learning hours

These hours are verified with the employer by the Northwest Work-Based Learning Coordinator.

Course content is based upon the career-technical course curriculum framework, specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Education/ Training Agreement. Grade is determined collaboratively by the worksite supervisor, major instructor, and the WBL coordinator. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated, or resign without officially withdrawing from the program, a grade of "F" is granted. Semester hour credit is based on quantity/quality of industry contact hours. Six hours of WBL credit may be applied as technical electives and counted toward the graduation requirements of the career-technical course.

## School of Health Sciences

### School of Health Science Mission Statement

NWCC School of Health Sciences provides excellence in academic instruction, instills proficient and safe clinical practices in students, and meets the community needs in which they serve. The collaborative effort of the SHS develops

students with a knowledge base including cultural competence and continued advancement through service, professionalism, excellence, and leadership.

## Contact Information

Dr. Stephanie Mullins, Dean  
smullins@northwestms.edu

Marla Kennedy, Administrative Assistant  
mkennedy@northwestms.edu  
662.562.3460

## Location

Gary Lee Spears Center for Nursing and Health Sciences, Suite 306

## Mailing Address

Northwest Mississippi Community College  
School of Health Sciences  
4975 Hwy 51 North  
P.O Box 7037  
Senatobia, MS 38668

## Cardiovascular Technology

The Cardiovascular Technology Program trains students to obtain the necessary skills to perform the delicate and advanced skills of Registered Cardiovascular Invasive Specialist (RCIS). These specialists are trained to assist cardiologist in cardiac catheterization laboratories or electrophysiology procedures. These include but are not limited to angioplasty, coronary stent implantation, ablation procedures, or pacemaker insertions.

The four-semester plan allows the graduate student to obtain an Associate of Applied Science degree. After completion of the program, the student is able take the national certification as a RCIS.

### How do I Get into the Program?

Applications are open for the CVT program. Students must meet the following requirements prior to applying to the Cardiovascular Program:

- Be 18 years of age or older
- Have a high school diploma or equivalent on file with the NWCC office of admissions and records.
- Have a NWCC ID:

If you do not have a NWCC ID you must be accepted to NWCC. Complete the steps for application to NWCC at <https://www.northwestms.edu/admissions>.

- Have an ACT composite score of 18 or higher on file with the NWCC office of admissions and records.
- Anatomy & Physiology I Lecture and Lab with a grade of C or higher
- Anatomy & Physiology II Lecture and Lab with a grade of C or higher
- College Algebra with a grade of C or higher

**Admission to the college does not guarantee admission to the program.**

If all of the above criteria are met, the student can then complete the online application for the Cardiovascular Technology Program at (Special application link )

Applications are open throughout the year

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## **Contact:**

Cynthia Stanford-Means  
662.996.1920  
cstanford-means@northwestms.edu

Marla Kennedy  
662.562.3460  
mkennedy@northwestms.edu

## **Emergency Services Technology**

**<https://www.northwestms.edu/programs/healthsciences/emergency-medical-technology>**

## **Emergency Medical Technology - Basic and Advanced**

Offered at Senatobia campus, DeSoto Center-Southaven and Lafayette-Yalobusha Technical Center

*Career Certificate*

### **EMT-Basic Admission Requirements:**

- Be at least 18 years of age
- Be a high school or GED graduate
- Attain an 18 on the ACT

## **Emergency Medical Technology - Paramedic**

Offered at Senatobia campus only

*Associate of Applied Science*

**EMT-Paramedic Admission Requirements:**

- Valid EMT-Basic state certification
- Grade point average of "C" or better in Anatomy and Physiology I with lab
- (BIO 2513 and BIO 2511)
- Must be 18 years of age or older with a high school diploma or GED
- ACT composite score of 18
- *Special admissions requirements:* Special admission requirements include limited enrollment, and other stipulations.

## **Paramedic/EMT Faculty**

James Leslie Duke  
662.562.3937  
jduke@northwestms.edu

Dave Kuchta, Director  
662.562.3986  
dkuchta@northwestms.edu

Jennifer Lance  
662-560-1127  
jlance@northwestms.edu

## **Funeral Services Technology**

<https://www.northwestms.edu/programs/healthsciences/funeral-service-technology>

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## **Funeral Services Technology Advisors**

Ebone Dukes, Director  
662.280.6137  
edukes@northwestms.edu

Daniel Moore  
662.280.6136  
damoore@northwestms.edu

## Health Care Assistant & Phlebotomy

<http://www.northwestms.edu/programs/healthsciences/health-care-assistant>

The Health Care Assistant (HCA) Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional. Students who complete the program will be eligible to sit for the State Licensure Exam as well as certification in phlebotomy.

Graduates of the one semester program will be awarded the Career Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, Home Health Aides or Phlebotomists in the Mississippi health care industry. Admission to the program is on a competitive basis.

### Special admissions requirements:

1. Be 18 years of age or older with a high school diploma or HSE.
2. Complete the online Health Care Assistant program application.
3. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
4. Successfully pass a background check and drug screening.
5. Applicant must have a completed HCA clinical packet and on file by the designated deadline date.

Persons interested in the Health Care Assistant program should complete an online application and select their campus choice. For further information regarding the health care assistant program, visit <https://www.northwestms.edu/programs/healthsciences/health-care-assistant> or email Marla Kennedy at [mkennedy@northwestms.edu](mailto:mkennedy@northwestms.edu),

Applications are open throughout the year.

Directors: Weeks, (Senatobia)

- Offered at Senatobia campus, DeSoto Center (Southaven) & Lafayette-Yalobusha Technical Center (Oxford)
- Career Certificate*

## Health Care Assistant/Phlebotomy Faculty

### Senatobia

Carly Weeks, Director  
662.560.1111  
cweeks@northwestms.edu

Oxford

Stacy Shoaf  
662.238.7909  
sshoaf@northwestms.edu

## **Nursing - Associate Degree (RN)**

**<https://www.northwestms.edu/programs/healthsciences/nursing-department>**

## **Nursing - Associate Degree Program**

The Associate Degree Program in Nursing provides a foundation in general education and nursing. Upon completion of the curriculum, an Associate of Arts degree is awarded. Graduates of the program are eligible to apply for licensure by the National Council for Licensure Examination for Registered Nurses (NCLEX-RN®). Graduates are prepared to provide nursing services in beginning staff level positions and have potential for advancement on an individual basis. The traditional plan of study in the nursing program is four semesters in length, and classes are admitted each fall and spring semester. Clinical practice experiences are available in Memphis, northwest Mississippi hospitals, and other healthcare agencies. All prospective students, who have an ACT of 18 or greater, should be advised by an associate degree nursing adviser.

## **Program Requirements**

A minimum grade of "C" or better is required in every course outlined in the nursing curriculum for graduation. The Department of Nursing reserves the right to recommend for continuation only those students who, in the judgment of the faculty, satisfy the requirements and aptitude for nursing. Nursing students who fail one required nursing course are eligible to repeat the course and will be readmitted within one calendar year, based on space availability. Failure of two required nursing courses will result in dismissal from the program. Students will be allowed one nursing course withdrawal throughout the program. A second withdrawal from a nursing course will result in dismissal from the program. An exception may be made for a medical or family crisis but only if the student is passing the nursing course at the time of the second withdrawal and the student has incurred no previous nursing course failures. NOTE: Students are only allowed to enroll in the same nursing course twice. Students dismissed for withdrawals or nursing course failures are eligible to reapply to the associate degree nursing program in three years OR after the successful completion of an accredited practical nursing program and passing NCLEX-PN®.

Students must be enrolled in a minimum of 12 credit hours per semester while enrolled in the nursing program. An exception to this requirement is the NUR 1316 LPN-RN Transition course during the summer term. Student schedules will be reviewed by nursing faculty at mid-term. Failure to maintain 12 credit hours will result in the student being withdrawn from the nursing course. The withdrawal will count toward the one withdrawal allowed. To satisfy scholarship and/or financial aid requirements, students may be required to enroll in 15 credit hours per semester. It is the student's responsibility to ensure all requirements are met.

## **Background Checks**

In compliance with the amended Section 73-15-19 from the 2017 Mississippi Nursing Practice Law ([www.msbn.ms.gov](http://www.msbn.ms.gov)), all students enrolled in the Associate Degree Nursing Program are among those subject to criminal background checks before admitted to the program. Applicants must provide a list of all prior arrests, convictions, and pending charges. Proof of disposition of charges must be provided upon admission to the nursing program. If at any time the determination is made that a student, as a result of the background check, is not eligible to be admitted/attend clinical, the student will not be allowed in the nursing program. The Mississippi Board of Nursing requires that graduates are also fingerprinted by the Mississippi Board of Nursing prior to sitting for the licensing exam (NCLEX-RN®). License or practice privilege denial, revocation or suspension:

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

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board or to revoke or suspend any privilege to practice, or deny any application for a license, or to fine, place on probation and/or discipline a licensee, in any manner specified in this article upon proof that such person:
  1. Has committed fraud or deceit in securing or attempting to secure such license;
  2. Has been convicted of a felony, or a crime involving moral turpitude or has had accepted by a court a plea of nolo contendere to a felony or a crime involving moral turpitude (see entire section at [www.msbn.ms.gov](http://www.msbn.ms.gov)).

All Licensed Practical Nurses (LPNs) in the program who maintain an active license must have an unencumbered license and disclose any disciplinary action that is initiated while enrolled in the program. All licenses will be checked through Nursys® and/or the Board of Nursing. Disciplinary actions by the Board of Nursing are grounds for dismissal from the program.

## Drug Screening

All nursing students must be free of any chemical impairment. All students will have initial drug screening and are subject to additional drug screens according to the Nursing Department Drug and Alcohol Policy. Students with a positive drug screen will be advised to seek on-campus counseling services; however, they will be dismissed from the program, with eligibility to reapply in 3 years.

The Mississippi Board of Nursing states the board has the power to deny, revoke or suspend a nursing license upon proof of one of the following: Is addicted to or dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect (Section 73-15-29: Nursing Practice Law).

## Student Health Record Requirements

Nursing students must be able to demonstrate certain essential functions noted in the Student Health Record in order to participate in clinical experiences and care for patients in the clinical area. The Student Health Record, including the essential functions, is available on the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) in the Nursing Student Handbook. Students with disabilities requiring special accommodations should register with the campus Disability Support Services officer. Approval of special accommodations while in the program will not guarantee approval for special accommodations for taking NCLEX-RN®.

All students are required to provide proof of negative tuberculosis (TB) status and negative COVID-19 (PCR test) status, immunizations or proof of immunity to MMR/varicella/hepatitis, proof of Tdap, polio, and influenza vaccines before attending the first clinical rotation. All documents submitted in support of an application or clinical requirements documentation become the property of Northwest Mississippi Community College and cannot be returned, copied or forwarded to another individual or school. No exceptions are allowed for this requirement. If a student is pregnant or breastfeeding and cannot have immunizations, they must withdraw before the first clinical rotation. They will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this



reason is not counted toward the one withdrawal allowed. Specific information regarding health requirements including all immunizations can be found in the Nursing Student Handbook on the website.

## Special Admissions Requirements

Due to the purpose and objectives of the Associate Degree Nursing Program, the requirements for admission to the program differ from the general admission requirements for NWCC. Meeting the minimum standards for admission to the college does not guarantee admission to the Nursing Program. The number of students admitted each semester is dependent upon educational resources available to the school. Two classes are admitted each year. The fall class is notified of acceptance in March, and the spring class is notified of acceptance in October each year. Application forms for admission to the Associate Degree Nursing Program are available online on the College's website ([www.northwestms.edu](http://www.northwestms.edu)).

Applications are ONLY accepted between January 1-February 15 for the fall semester and between August 1-September 15 for the spring semester. Applications must be resubmitted each semester for reconsideration. Each applicant must ensure that his or her file in the Office of Admissions and Records is complete by the February 15 deadline for fall applicants and the September 15 deadline for spring applicants. This includes but may not be limited to: Application, high school transcripts, high school equivalency scores, ACT scores, and all other college transcripts. It is the student's responsibility to notify the nursing office of any information changes.

**Admission Requirements: College admission forms should be sent to the Office of Admissions and Records, and the application to the nursing program should be submitted online to the Nursing Department. ONLY Mississippi residents are admitted to the nursing program.**

## Admission Criteria

Students are chosen by the admission committee based on the following criteria and a competitive point system:

- An Enhanced ACT composite score of 19 or greater (students who hold a bachelor's degree or higher or are a Licensed Practical Nurse are considered for admission with a composite ACT score of 18). ACT must have science sub-score (SAT conversion is not accepted).
- Completion of College Algebra (MAT 1313) or approved higher-level math with a grade of "C" or better (If College Algebra is older than seven years, the highest grade will be used for GPA calculation.).
- Completion of Anatomy & Physiology I with Lab (BIO 2513 and BIO 2511) with a grade of "C" or better within the last seven years (If A&P I with Lab are taken within the past three years, all attempts will be calculated into GPA. If A&P I with Lab grades are four to seven years old, the highest A&P I with Lab grades will be used to calculate GPA.) All required science courses that have been completed prior to entering the nursing program must have been taken within the past seven years.
- GPA of 2.5 on required pre-requisite courses noted above.
- Completion of the TEAS pre-admission test. Applicants who score at least 66 are given first consideration for admission. A student may take the TEAS once per application period.
- Students must be 18 years of age before entering the first nursing course (NUR 1109).
- Students must be a Mississippi resident upon entering the first nursing course (NUR 1109).

Refer to the admissions procedure and point calculation information on the Nursing Department page of the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) for detailed information. Refer to the Nursing Department page of the Northwest website for estimated costs for the program. A computer with internet access is required for electronic books, resources, and communication via CANVAS. Students may use computers at the Learning Resource Center (library); however, it is recommended that the student have a computer and internet access at home. It is important to note that iPads do not have the ability to operate all of the software required for the nursing program.

# Acceptance Policy

Notification of acceptance must come from the Director of Nursing Instruction. Admission to the college does not guarantee admission to nursing. Places will not be held for admitted students. If the student is accepted to the nursing program but fails to apply and be admitted to the College, the student must reapply for acceptance for the next semester. **There is no waiting list.**

# Transfer Students

All students desiring to transfer from another nursing program must consult with the Director of Nursing Instruction. All transfer applicants must be in good standing and eligible for continuation in the previous college and nursing program attended. Additionally, all admission criteria must be met, including the Anatomy and Physiology I and College Algebra requirements, prior to transfer into the program. Transcripts from the previous college must be submitted to the Director of Nursing Instruction for prior approval to be applied toward an Associate Degree in Nursing. The applicant will also be asked to submit proof of content for any courses considered for transfer. This may include but not be limited to: course outlines, course syllabi, skills check list, etc. All eligible transfer students are accepted on a space-available basis. Out-of-state students are eligible for transfer if accepted. Applicants who have failed a previous nursing program and are ineligible to continue in that program may apply three years from the date of the previous failure.

# Advanced Standing for Licensed Practical Nurses

LPNs have the opportunity to seek advanced standing in the Associate Degree Nursing Program by successfully completing the LPN-RN Transition course (NUR 1316 ) completed during an eight-week summer term which allows entry into the final two semesters of the traditional plan of study. For further information, prospective students may access the information on the College's website ([www.northwestms.edu](http://www.northwestms.edu)). LPNs in the Transition course must also maintain a current, active, unencumbered license while enrolled in the program.

# Program Accreditation

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

# Nursing Department Contacts:

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## Nursing - Practical (LPN)

<https://www.northwestms.edu/programs/healthsciences/practical-nursing>

Offered at Senatobia campus, DeSoto Center-Southaven, Benton County/NWCC Career-Tech Center (Ashland),  
Lafayette-Yalobusha Technical Center (Oxford)

### Career Certificate

Practical Nursing Program learning outcomes are built upon the educational experience in which students learn to develop critical thinking skills, apply acquired knowledge, and become valuable members of the health care industry. Providing safe, effective, competent client care is significant in obtaining positive driven client-care goals. Achievement of sequential development occurs through instruction, practice, and clinical experiences. The students will learn the essential skills to deliver basic care to clients according to the variation of health care needs under the supervision of a registered nurse, licensed physician, and/or licensed dentist. Ownership, professionalism, teamwork, and being responsible are characteristics woven throughout the program curriculum that support the achievement of the Practical Nursing Program Learning Outcomes.

The Northwest Mississippi Community College Practical Nursing Program follows the *2020 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement.

Graduates of the program receive a Career Certificate and meet the requirements for application to the Mississippi Board of Nursing to take the National Council Licensure Examination-PN (NCLEX-PN®) for licensure. Students applying to the Practical Nursing Program must complete a criminal affidavit and, in some cases, a criminal background check.

Students may attend the Practical Nursing Program at any of our four locations:

#### **Senatobia Campus-Fall and Spring Start Classes**

Northwest Mississippi Community College  
4975 Highway 51 N.  
NWCC Box 5432  
Senatobia, MS 38668

#### **Benton County Career-Technical Center (Ashland)-Fall Start Class**

25 Industrial Drive  
Ashland, MS 38603

#### **DeSoto Campus-Fall Start Class & Evening/Weekend Program**

DeSoto Center  
5197 W.E. Ross Parkway  
Southaven, MS 38671

### **Oxford Campus-Fall Start Class, Spring Start Class & Evening/Weekend Program**

Lafayette-Yalobusha Technical Center  
1310 Belk Drive  
Oxford, MS 38655

Admission into the Practical Nursing Program is limited. Applicants therefore must complete a special application process and meet all the program requirements in order for applicant consideration. Admission to the College does not guarantee admission to the Practical Nursing Program.

*Applications for fall enrollment* for Senatobia, Ashland, DeSoto, and Oxford will occur from January through the last week of spring final exams of the application year. Testing for the TEAS test will begin in February.

*Applications for fall enrollment for the Evening/Weekend Program* at DeSoto Center and Oxford campus will occur from January through the last week of spring final exams of the application year.

*Applications for spring enrollment* for January-December class at the Senatobia and Oxford campus will occur from June through September, with TEAS testing to begin in July.

Students should visit [www.northwestms.edu/PN](http://www.northwestms.edu/PN) for Practical Nursing Program application information, online application and contact information for each campus.

Application Requirements: Students must meet the following admission requirements to be considered for admission to the Practical Nursing Program:

- Applicants must be at least 18 years of age.
- Applicants must have an enhanced ACT composite score of 16 or greater.
- Applicants must have a Practical Nursing application completed online.
- After completing the online application and meeting the criteria, the student can then schedule a TEAS test date online.

Applicants will be ranked utilizing the program approval ranking system. This can be found at the Northwest Practical Nursing webpage.

Refer to the admission procedure and point calculation information in the Practical Nursing Student Handbook.

Once accepted into the program, applicants must complete the following:

- Student Health Record
- TB Skin test
- COVID-19 PCR test
- Negative 10-panel drug screen (completed at NWCC campus)
- Copy of immunization records
- Completed Hepatitis B vaccine or waiver form
- Provide a certificate of liability insurance for a health provider
- Complete a background affidavit or background check with a statement as to whether he/she has been arrested, charged with, convicted of, plead guilty or nolo contendere to a felony or misdemeanor offense. The applicant may be fingerprinted at any time for a criminal background check as required by clinical agencies. The cost of fingerprinting will be \$50, and each student is responsible for this cost.

**All students must achieve an average of 80% in each class/lab/clinical in the Practical Nursing Program for progression.**

A=94-100

C=80-86

B=87-93

F=79 or below

## Practical Nursing Faculty and Advisors

<u>Ashland</u>	<u>DeSoto</u>	<u>Oxford</u>	<u>Senatobia</u>
Betty Ginn, Lead 662.224.8904 bginn@northwestms.edu	Paula Geeter 662.280.6128 pgeeter@northwestms.edu	Audrey Camp 662.238.7907 aucamp@northwestms.edu	Jessica Barham 662.562.3232 jesbarham@northwestms.edu
	Tamara Pittman, Lead 662.280.6128 tpittman@northwestms.edu	Katina Johnson, Lead 662.238.7941 kajohnson@northwestms.edu	Summer McBride, Lead 662.560.1119 smcbride@northwestms.edu
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		Lauren Murphree 662.238.7949 lmurphree@northwestms.edu	Tracy Shawn 662.560.1115 tshawn@northwestms.edu
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		Debbie Wilson 662.238.7950 dwilson@northwestms.edu	

## Physical Therapist Assistant

The Physical Therapist Assistant (PTA) program, is a 2-yr program of study that prepares a physical therapist assistant to perform interventions under the direction and supervision of physical therapists (PTs) in an ethical, legal, safe, and effective manner. These professionals enhance the delivery of physical therapy services by performing selected data collection skills and providing selected interventions, assisting the PT with data collection, communicating with other members of the health-care delivery team, interacting with members of the patient's family and caregivers, and working cooperatively with other health care providers. Physical therapist assistants participate with the PT in teaching other health-care providers, documenting patient interventions, and providing psychosocial support for patients and their families and caregivers with recognition of individual, cultural, and economic differences.

This program prepares the graduate to practice in schools, hospitals, clinics, home health, and other health-care facilities as a member of the health-care team. In Mississippi, physical therapist assistants are licensed by the Mississippi State Board of Physical Therapy. This curriculum conforms to standards and elements as published by the Commission on Accreditation for Physical Therapy Education. Industry standards are based on the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs.

PTA students will complete a rigorous 2-year program that consists of an academic phase and a professional, technical phase. Once the student has completed the program, the student will then be eligible to sit for the National Physical Therapy Exam for PTAs. Once degree and licensure are obtained, the student will then proceed into the workforce.

This program will allow us to better serve our future students through quality education to meet their diverse needs, and therefore be able to better serve our community and beyond which is consistent with the mission statement of the college.

Entry to the PTA program is expected to be highly competitive and will provide challenging coursework to the student. There will be one cohort admitted annually. The candidate must be admitted to both the NWCC and the PTA program. Admissions requirements for the program will be as follows:

- NWCC Application
- PTA Application
- ACT Score of 18, must also qualify to take or have taken College Algebra
- HESI A2 Entrance Exam
- 2.0 or higher in all academic courses with the exception of 3.0 or higher in Anatomy & Physiology I/II Lecture and Lab is REQUIRED to remain in the program. (*Academic courses may be taken within the first year of the program. See Curriculum and Projected Schedule below for more information.*)

Note: The following courses must have been taken within the last five years (prior to the start date of the program) with a score of "B" or higher to be accepted as academic credit:

- Anatomy and Physiology I and Lab BIO (1514)
- Anatomy and Physiology II and Lab BIO (1524)

Note: The following courses must have been taken within the last five years (prior to the start date of the program) with a score of "C" or higher to be accepted as academic credit:

- Medical Terminology I (BOT 1613)
- Medical Terminology II (BOT 1623)
- Personal and Community Health (HPR 1213)  
\*\*Special circumstances to be considered
- At least 20 Volunteer/Observation Hours
- Background Check
- Drug Screen
- An objective scoring tool will be utilized for student applications
- Must be 18 years or older at start of course
- Applicants who have been enrolled in another PTA program must be eligible to return to that program and must provide a letter of good standing from the PTA program attended in order to be considered for the NWCC PTA Program.
- Applicants with two withdrawals or failures from any other PTA program/course are not eligible for admission to the NWCC PTA Program for three years from the date of the last PTA course taken.

Offered at Senatobia campus

*Associate of Applied Science*

## Physical Therapist Assistant Faculty

Dr. Barton Allen, Director  
662.562.3247  
ballen@northwestms.edu

Casey Saturday  
662.562.3501  
csaturday@northwestms.edu

# Respiratory Therapy

<https://www.northwestms.edu/programs/healthsciences/respiratory-therapy>

Respiratory Therapy is the allied medical discipline that works under the direction of a physician to assist in the diagnosis, treatment, and management of patients with cardiovascular and pulmonary disorders. Students are trained to develop the necessary clinical skills for advanced cardiac life support, advanced patient assessment, neonatal/ pediatric management, home care/pulmonary rehabilitation, advance mechanical ventilation and pulmonary function testing. During clinical practice, the student will rotate through area hospitals where preceptors and clinical instructors will work closely with them allowing direct patient care.

The Respiratory Therapy program is fully accredited by the Commission on Accreditation for Respiratory Care. The Associate of Applied Science degree curriculum will prepare the graduate to take the national credentialing exam.

**Special admissions requirements:** Admission to the program is very competitive. **Meeting minimum admission requirements does not guarantee admission into the program.** It is suggested that the student speak with a Respiratory Therapy Program instructor for advising when registering for the prerequisite courses.

## Program Application

Apply to the Respiratory Program by going to [www.northwestms.edu](http://www.northwestms.edu) program, health sciences, and select Respiratory Therapy. Submit the Respiratory Therapy Program Application and the Respiratory Therapy Department Observation log by JUNE 1st.

Apply to NWCC at [www.northwestms.edu](http://www.northwestms.edu) admissions tab, apply online. Complete all required information online at the Northwest Mississippi Community College website or mail to:

**Northwest Mississippi Community College**  
**Office of Admissions and Records**  
**4975 Highway 51 North**  
**Senatobia, MS 38668**

1. **Northwest Mississippi Community College Application**
2. **ACT score**
3. **High school transcript**
4. **College transcript(s) if applicable**
5. Applicants with a bachelor's degree or greater may waive the ACT score if they have a GPA of 3.25 or better on the academic courses required in the curriculum and have taken their science courses within the last five years.

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Science courses older than five years will have to be repeated.

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



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

ALTERNATE qualifications include, but are not limited to:

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

Admission forms for Respiratory Therapy Program may be obtained by writing to the following address, or complete application on college website: [www.northwestms.edu](http://www.northwestms.edu), select Program and Respiratory Therapy:

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

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## Respiratory Therapy Faculty

Debra Lenox, Director  
662.280.5161  
[dlenox@northwestms.edu](mailto:dlenox@northwestms.edu)

Tessa McMinn  
662.280.6155  
[tmcminn@northwestms.edu](mailto:tmcminn@northwestms.edu)

## Surgical Technology

<https://www.northwestms.edu/programs/healthsciences/surgical-technology>

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant and circulator. Upon completion of the program, students are eligible to test for the National Center for Competency Testing Tech in Surgery - Certified Exam.

### **Special admissions requirements:**

1. The applicant must be at least 18 years of age
2. A health examination record, negative drug screen, appropriate screening tests, immunization documentation, certified criminal background affidavit, professional liability insurance and CPR certification will be required to meet clinical agency requirements.
3. The applicant must complete a special program application (found here) to be considered for the program.

Offered at Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*

*Associate of Applied Science*

## Surgical Technology Advisors

Cathy Wilburn, Director

662.280.1912

cwilburn@northwestms.edu

## Programs of Study

## Academic Education

Northwest offers classes in many different disciplines, coordinated by seven academic departments: the Business Department, the Education Department, the Fine Arts Department, the Humanities Department, the Social Science Department, the Mathematics Department, and the Natural Sciences Department. Students in the General College Degree Program follow educational pathways leading to transfer to a four-year university or college. Pathways for specific four-year programs are listed under the corresponding discipline. Course requirements for each pathway are provided in the degree map. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your area of focus can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi Community College Board reached an articulation agreement on the transfer of student coursework between state universities and community colleges. This agreement provides for the smooth transfer from the community college to programs of study offered by the universities. Each university will accept the courses listed on a particular transfer program without loss of credit toward the conclusion of the four-year degree. It is intended that this articulation agreement be a minimum program transfer for all students moving from the community college to the university system - acting as a "safety net" for transfer students. The agreement does not replace any individual articulation agreement between a particular community college and a university which would allow additional courses to transfer into a specific program of study.

Some degree plans provide guidance for transfer to specific regional or MS universities. Please refer to the listing below for abbreviations of four-year universities and colleges in Mississippi used in the degree plans.

ASU     Alcorn State University

BMC     Blue Mountain College

DSU     Delta State University

JSU     Jackson State University

MI     Millsaps College

MC	Mississippi College
MSU	Mississippi State University
MUW	Mississippi University for Women
MVSU	Mississippi Valley State University
UM	University of Mississippi
UMMC	University of Mississippi Medical Center
USM	University of Southern Mississippi
WC	William Carey University

Abbreviations for other area colleges:

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

## Art Transfer Pathways, A.A.

# Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3

- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## **Second Semester**

- **ENG 1123 - English Composition II** 3 **Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- **SPT 1113 - Public Speaking I** 3 **Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

# Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Biological Sciences Transfer Pathways, A.A.

# Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### Second Semester

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3

- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Business Transfer Pathways, A.A.**

# **Academic Degree Map**

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## **FRESHMAN YEAR**

### **First Semester**

- **ENG 1113 - English Composition I 3 Credit Hours**
- **MAT 1313 - College Algebra 3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### **Second Semester**

- **ENG 1123 - English Composition II 3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

## **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Computer Science Transfer Pathways, A.A.**

## **Academic Degree Map**

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.



# FRESHMAN YEAR

## First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## Second Semester

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

# SOPHOMORE YEAR

## Third Semester

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

## Fourth Semester

- **General College Elective** Credit/Units: 3

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Criminal Justice Transfer Pathways, A.A.

# Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- **ENG 1113 - English Composition I** **3 Credit Hours**
- **MAT 1313 - College Algebra** **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## **Second Semester**

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **English and Languages Transfer Pathways, A.A.**

# **Academic Degree Map**

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## **FRESHMAN YEAR**

### **First Semester**

- **ENG 1113 - English Composition I 3 Credit Hours**
- **MAT 1313 - College Algebra 3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### **Second Semester**

- **ENG 1123 - English Composition II 3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **General College, A.A.**

The general college degree map is a recommended guide to the classes students should take each semester while providing an opportunity for students to explore different academic areas. Some courses outlined in this degree map may be taken out of sequence, and some courses allow substitutions. Subject-specific degree plans can be found in two

locations: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their advisors for details.

## Freshman Year

### First Semester

#### **ENG 1113 - English Composition I**

##### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

#### **MAT 1313 - College Algebra**

##### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Computer Science Elective:** CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I

Total Credit Hours: 16

### Second Semester

#### **ENG 1123 - English Composition II**

##### **3 Credit Hours**

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.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Humanities Elective**

- **Fine Arts Elective:** ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)

Total Credit Hours: 16

## Sophomore Year

### Third Semester

#### **SPT 1113 - Public Speaking I**

##### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- **General College Elective**
- **General College Elective**
- **General College Elective**
- **General College Elective**

Total Credit Hours: 15

### Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3

Total Credit Hours: 15

Total Credit Hours: 62

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the Academic Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement, called the MATT Transfer Tool, for courses accepted by each Mississippi public university.

# Health, Physical Education and Recreation Transfer Pathways, A.A.

## Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### Second Semester

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## SOPHOMORE YEAR



## Third Semester

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

## Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

**History and Political Science Transfer Pathways, A.A.**

## Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in

two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

# FRESHMAN YEAR

## First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## Second Semester

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

# SOPHOMORE YEAR

## Third Semester

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

## Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Mathematics Transfer Pathways, A.A.

## Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- **ENG 1113 - English Composition I 3 Credit Hours**
- **MAT 1313 - College Algebra 3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3

- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## **Second Semester**

- **ENG 1123 - English Composition II** **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- **SPT 1113 - Public Speaking I** **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

# TOTAL CREDIT HOURS: 60

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Music Transfer Pathways, A.A.

## Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### Second Semester

- ENG 1123 - English Composition II **3 Credit Hours**

- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- **SPT 1113 - Public Speaking I 3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.

4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Physical Sciences Transfer Pathways, A.A.**

# **Academic Degree Map**

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## **FRESHMAN YEAR**

### **First Semester**

- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### **Second Semester**

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

## Third Semester

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

## Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Pre-Occupational Therapy Transfer Pathway, A.A.

### Academic Degree Map

The degree map is a recommended guide to the classes you should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (Click on Degree Plans tab at the top) and the MS Articulation and Transfer Tool. See your Faculty Advisor for details.

### Freshman Year



## First Semester

### ENG 1113 - English Composition I

#### 3 Credit Hours

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### MAT 1313 - College Algebra

#### 3 Credit Hours

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Computer Science Elective: CSC 1113 or CSC 1123**

Total Credit Hours: 16

## Second Semester

### ENG 1123 - English Composition II

#### 3 Credit Hours

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.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Humanities Elective**
- **Fine Arts Elective: ART 1113 or MUS 1113 or SPT 2233**

Total Credit Hours: 16

## Sophomore Year

## Third Semester

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- **General College Elective**
- **General College Elective**
- **General College Elective**
- **General College Elective**

Total Credit Hours: 15

## Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

Total Credit Hours: 13

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the Academic Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work is limited to one-half of the total degree hour requirement for graduation in a given 4-year degree curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Pre-Pharmacy Transfer Pathway, A.A.**

### Academic Degree Map

The degree map is a recommended guide to the classes you should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (Click on Degree Plans tab at the top) and the MS Articulation and Transfer Tool. See your Faculty Advisor for details.

## Freshman Year

## First Semester

### ENG 1113 - English Composition I

#### 3 Credit Hours

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### MAT 1313 - College Algebra

#### 3 Credit Hours

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Computer Science Elective: CSC 1113 or CSC 1123**

Total Credit Hours: 16

## Second Semester

### ENG 1123 - English Composition II

#### 3 Credit Hours

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.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Humanities Elective**
- **Fine Arts Elective: ART 1113 or MUS 1113 or SPT 2233**

Total Credit Hours: 16

## Sophomore Year

## Third Semester

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- **General College Elective**
- **General College Elective**
- **General College Elective**
- **General College Elective**

Total Credit Hours: 15

## Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

Total Credit Hours: 13

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the Academic Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work is limited to one-half of the total degree hour requirement for graduation in a given 4-year degree curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Pre-Physical Therapy Transfer Pathway, A.A.**

## Academic Degree Map

The degree map is a recommended guide to the classes you should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two

places: myNWCC (Click on Degree Plans tab at the top) and the MS Articulation and Transfer Tool. See your Faculty Advisor for details.

## Freshman Year

### First Semester

#### **ENG 1113 - English Composition I**

##### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

#### **MAT 1313 - College Algebra**

##### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Computer Science Elective: CSC 1113 or CSC 1123**

Total Credit Hours: 16

### Second Semester

#### **ENG 1123 - English Composition II**

##### **3 Credit Hours**

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.

- **Science Lecture**
- **Matching Science Lab**
- **Social Science Elective**
- **Humanities Elective**

- **Fine Arts Elective:** ART 1113 or MUS 1113 or SPT 2233

Total Credit Hours: 16

Sophomore Year

Third Semester

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- **General College Elective**
- **General College Elective**
- **General College Elective**
- **General College Elective**

Total Credit Hours: 15

Fourth Semester

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

Total Credit Hours: 13

### **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the Academic Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work is limited to one-half of the total degree hour requirement for graduation in a given 4-year degree curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Social Sciences Transfer Pathways, A.A.**

# Academic Degree Map

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## FRESHMAN YEAR

### First Semester

- **ENG 1113 - English Composition I 3 Credit Hours**
- **MAT 1313 - College Algebra 3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

### Second Semester

- **ENG 1123 - English Composition II 3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## SOPHOMORE YEAR

### Third Semester

- **SPT 1113 - Public Speaking I 3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

- **General College Elective Credits / Units: 3**

**Total Credit Hours: 15**

## **Fourth Semester**

- **General College Elective Credit/Units: 3**
- **General College Elective Credit/Units: 3**
- **General College Elective Credit/Units: 3**
- **General College Elective Credit/Units: 3**
- **General College Elective Credit/Units: 1**

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## **Notes**

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## **Speech and Theatre Transfer Pathways, A.A.**

## **Academic Degree Map**

The degree map is a recommended guide to the classes a student should take each semester. Some courses may be taken out of sequence and some courses allow substitutions. Specific courses related to your focus area can be found in two places: myNWCC (click on the Degree Plans tab) and the MS Articulation and Transfer Tool. Students should contact their faculty advisor for details.

## **FRESHMAN YEAR**

### **First Semester**



- ENG 1113 - English Composition I **3 Credit Hours**
- MAT 1313 - College Algebra **3 Credit Hours** (or higher)
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Computer Science Elective: CSC 1113 - Computer Concepts or CSC 1123 - Computer Applications I** Credits / Units: 3

**Total Credit Hours: 16**

## **Second Semester**

- ENG 1123 - English Composition II **3 Credit Hours**
- **Science Lecture** Credits / Units: 3
- **Matching Science Lab** Credits / Units: 1
- **Social Science Elective** Credits / Units: 3
- **Humanities Elective** Credits / Units: 3
- **Fine Arts Elective: ART 1113 - Art Appreciation or MUS 1113 - Music Appreciation or SPT 2233 - Theatre Appreciation (Non-Majors)** Credits / Units: 3

**Total Credit Hours: 16**

## **SOPHOMORE YEAR**

### **Third Semester**

- SPT 1113 - Public Speaking I **3 Credit Hours**
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3
- **General College Elective** Credits / Units: 3

**Total Credit Hours: 15**

### **Fourth Semester**

- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 3
- **General College Elective** Credit/Units: 1

**Total Credit Hours: 13**

**TOTAL CREDIT HOURS: 60**

## Notes

1. Use the list of approved electives to choose Social Science, Humanities, and Science electives as outlined in the NWCC Core Curriculum.
2. Please consult with the curriculum from the catalog of the university to which you plan to transfer for specific courses that can be taken at NWCC.
3. Acceptance of community college work at a four-year institution is limited to one-half of the total degree hour requirement for graduation in a given curriculum.
4. It is the student's responsibility to review the Mississippi Statewide Articulation Agreement called the MATT Transfer Tool for courses accepted by each Mississippi public university.

## Workforce Solutions and Career-Technical Education

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

- Beverly Brewer Stark Career Center (see Student Activities and Services)
- Career-Tech Education Support Services Lab (see Student Activities and Services)

## Career and Technical Program Admissions

Students are required to meet the general admission requirements for the college. (see Admissions).

Special Career and Technical program requirements are listed under individual program descriptions. Admission to the College does not guarantee admission to a program.

## Degrees and Certificates

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

## Associate of Applied Science Degree

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

1. Earn a minimum of sixty (60) semester hours to include the fifteen (15) semester hours listed in the Technical Core Curriculum.
2. Complete the remaining courses designated by the program of study.
3. Earn a minimum grade point of 2.0 on all work completed at Northwest Mississippi Community College.
4. Complete a minimum of fifteen (15) semester hours of content specific coursework at Northwest Mississippi Community College in the area of study.
5. Earn not more than fifteen (15) semester hours through any combination of the following: College Level Placement Examination (CLEP) or Advanced Placement Examination. Credit by examination may be given to participants in articulated workforce training programs.

## Career and Technical Certificates

Certificates for specific programs are awarded to students who successfully complete requirements for these programs of study as outlined in the college **Bulletin**. Students completing a one-year minimum of 30 hours career program will receive a Career Certificate, and those students completing a minimum of 45 hours technical program will receive a Technical Certificate.

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

1. Make a passing grade and average a minimum 2.0 grade point on those courses required in the curriculum. Grades in the courses not listed in the curriculum will not be counted in calculating the grade point average.

## Course Offerings

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

*\* Career Certificate also available*

*\*\* Industry or State Accreditation*

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

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

### TECHNICAL PROGRAMS-SENATOBIA CAMPUS

- Agricultural Business & Management Technology \*
- Agribusiness or Animal Science
- Agricultural Technology/John Deere Tech
- Automotive Technology \* \*\*
- Chrysler MOPAR College Automotive Program
- Business & Office Technology
- Administrative Office Technology \*
- Business Management Technology \*
- Medical Office Technology \*
- Civil Engineering Technology \*
- Industrial Electronics Engineering Technology \*
- Graphic Design Technology \*
- Heating, Air Conditioning & Refrigeration Technology \* \*\*

- Electronics Engineering Technology \*
- Information Systems Technology \*
- Computer Networking or Coding Technology
- Paralegal Technology \*
- Legal Studies (Ole Miss 2+2 Option)
- Precision Manufacturing & Machining Technology \* \*\*

#### **CAREER PROGRAMS-SENATOBIA CAMPUS**

- Collision Repair Technology \*
- Cosmetology \*\*
- Instructor Trainee Option \* \*\*
- Welding and Cutting \*\*

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

- Cosmetology \*\*

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

#### **TECHNICAL PROGRAMS-SOUTHAVEN CAMPUS**

- Business & Office Technology
  - Administrative Office Technology \*
  - Business Management Technology \*
  - Medical Office Technology \*
- Business & Marketing Management Technology \*
- Hotel & Restaurant Management Technology \*
- Paralegal Technology \*

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

- Aviation Maintenance Technology \*\*

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

- Commercial Truck Driving
- Utility Lineworker \*\*

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

#### **TECHNICAL PROGRAMS-OXFORD CAMPUS**

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

#### **CAREER PROGRAMS-OXFORD CAMPUS**

- Cosmetology \*\*

## **Batesville Concourse**

- Diesel Technology

## Water Valley Everest

- Coding Technology

## Courses of Study

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

The **MS-CPAS2 (Mississippi Career Planning Assessment System)** is administered to all Career-Technical students completing a program of study, unless the program requires a specific certification, license or alternative curriculum assessment.

## Career Education

The curricula in this section are based on clock hours rather than semester hours. Admission to these programs may vary from regular academic or technical admission. Refer to the section on Admissions for detailed information. Career Certificates are awarded to graduates of these programs. All Career students with deficiencies are required to attend reading, language and mathematics resource laboratory until deficiencies in these areas are corrected. Students who lack entry level skills in math, English, science, etc. will be provided related studies. All career programs have limited availability and competitive admissions depending on student interest. Each of these programs only admit in the fall semester.

## Administrative Office Technology, A.A.S.

The Administrative Office Technology program is designed to prepare a student for a career as an administrative assistant. Upon successful completion of the required two-year curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

### Freshman Year

#### Semester I

#### **BOT 1013 - Introduction To Keyboarding**

##### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

#### **BOT 1233 - Microsoft Word I**

### **3 Credit Hours**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1313 - Applied Business Math**

### **3 Credit Hours**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1413 - Records Management**

### **3 Credit Hours**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 15**

## **Semester II**

## **BOT 1763 - Communication Essentials**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

## **BOT 1823 - Microsoft Excel I**

### **3 Credit Hours**

This course focuses on application Microsoft Excel as an aid to management decision making.

**Lecture Hours:** Three hours lecture.

## **BOT 2433 - Quickbooks**

### **3 Credit Hours**

This course applies basic accounting principles using QuickBooks.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1243 - Microsoft Word II**

### **3 Credit Hours**

This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skill building.

**Prerequisite:** Completion of BOT 1233 with a "C" or higher.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

- BOT Adviser Approved Elective **3 Credit Hours** \*

Total Credit Hours: 15

## **Career Certificate Exit Point**

## **Sophomore Year**

## **Semester III**

## **BOT 2233 - Human Resource Management**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2333 - Microsoft Access**

### **3 Credit Hours**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1853 - Microsoft Excel II**

### **3 Credit Hours**

This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software.

**Prerequisite:** Completion of BOT 1823 with a "C" or higher.

## **BOT 2183 - Career Readiness**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

- BOT Adviser Approved Elective **3 Credit Hours** \*

Total Credit Hours: 15

## **Semester IV**

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**



- Social/Behavioral Science Elective **3 Credit Hours**
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

## Technical Certificate Exit Point

Note(s):

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

## Agricultural Business and Management Technology/Agribusiness, A.A.S.

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

### Freshman Year

#### Semester I

#### **AGT 1112 - Survey Of Agricultural Technology**

##### **2 Credit Hours**

A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lecture and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc.

**Lecture Hours:** Two hours lecture; may be repeated for a maximum of 4 credit hours.

#### **AGR 1214 - Animal Science**

##### **4 Credit Hours**

Fundamental principles and practical application of livestock, dairy, and poultry science. Prerequisite to all animal husbandry, dairy science, and poultry courses.

**Lecture Hours:** Three lectures per week.

**Lab Hours:** Two hours lab.

#### **AGR 1313 - Plant Science**

### **3 Credit Hours**

Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2713 - Beef Production I**

### **3 Credit Hours**

A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 1413 - Principles Of Agricultural Management**

### **3 Credit Hours**

A course which provides instruction in organization and structure of agricultural businesses, decision-making, and the planning process for farming operations.

**Lecture Hours:** Two hours lecture, two hours lab.

Total Credit Hours: 15

## **Semester II**

## **AGR 2314 - Basic Soils**

### **4 Credit Hours**

A general course in soils designed to give the student basic understanding of all important phases of the subject including soil genesis, morphology, classification; and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils. High school chemistry recommended.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2723 - Beef Production II**

### **3 Credit Hours**

A continuation of Beef Production with emphasis on management, herd health, and marketing.

**Prerequisite:** AGT 2713 - Beef Production I.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2923 - Supervised Agricultural Experience**

### **3 Credit Hours**

This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor.

## **AGT 1813 - Fitting/Grooming/Judging**

### **3 Credit Hours**

Provides information and practice on fitting, grooming, and judging agricultural products.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- Technical Elective **3 Credit Hours** \*

Total Credit Hours: 16

## **Career Certificate Exit Point**

## **Sophomore Year**

## **Semester III**

## **AGT 1613 - Agricultural Records**

### **3 Credit Hours**

An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2663 - Applied Animal Nutrition**

### **3 Credit Hours**

A comprehensive course of study on the practical principles and applications of nutrition.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2613 - Forage And Pasture Crops**

### **3 Credit Hours**

A comprehensive course in the production and management of forage and pasture crops.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Math/Science Elective **3/4 Credit Hours**

Total Credit Hours: 15/16

## **Semester IV**

### **AGT 2263 - Applied Agriculture Economics**

#### **3 Credit Hours**

A course to introduce the student to economic principles as applied to agribusiness operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 1513 - Principles Of Agricultural Marketing**

#### **3 Credit Hours**

An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Fine Arts/Humanities Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**

Total Credit Hours: 15

## Note(s):

\* Any instructor approved technical elective

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## **Agricultural Business and Management Technology/Animal Science, A.A.S.**

The Animal Science Concentration of Agricultural Business and Management Technology is designed to prepare the student for a career in the animal husbandry industry. Students will receive instruction in feeding, breeding, management, and health care of cattle and horses. In addition, the student will complete course work dealing with feed crops and soils. Students in the program will complete the CPAS exam.

### Freshman Year

#### Semester I

##### **AGT 1112 - Survey Of Agricultural Technology**

###### **2 Credit Hours**

A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lecture and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc.

**Lecture Hours:** Two hours lecture; may be repeated for a maximum of 4 credit hours.

##### **AGR 1214 - Animal Science**

###### **4 Credit Hours**

Fundamental principles and practical application of livestock, dairy, and poultry science. Prerequisite to all animal husbandry, dairy science, and poultry courses.

**Lecture Hours:** Three lectures per week.

**Lab Hours:** Two hours lab.

##### **AGR 1313 - Plant Science**

###### **3 Credit Hours**

Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 1413 - Principles Of Agricultural Management**

### **3 Credit Hours**

A course which provides instruction in organization and structure of agricultural businesses, decision-making, and the planning process for farming operations.

**Lecture Hours:** Two hours lecture, two hours lab.

## **AGT 1613 - Agricultural Records**

### **3 Credit Hours**

An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

## **Semester II**

## **AGT 1513 - Principles Of Agricultural Marketing**

### **3 Credit Hours**

An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 1813 - Fitting/Grooming/Judging**

### **3 Credit Hours**

Provides information and practice on fitting, grooming, and judging agricultural products.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGR 2314 - Basic Soils**

### **4 Credit Hours**

A general course in soils designed to give the student basic understanding of all important phases of the subject including soil genesis, morphology, classification; and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils. High school chemistry recommended.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 2863 - Horse Production**

#### **3 Credit Hours**

A comprehensive course in the production and management of horses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 2263 - Applied Agriculture Economics**

#### **3 Credit Hours**

A course to introduce the student to economic principles as applied to agribusiness operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 16

## **Career Certificate Exit Point**

## **Sophomore Year**

## **Semester III**

### **AGT 2713 - Beef Production I**

#### **3 Credit Hours**

A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 2663 - Applied Animal Nutrition**

#### **3 Credit Hours**

A comprehensive course of study on the practical principles and applications of nutrition.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 2613 - Forage And Pasture Crops**

### **3 Credit Hours**

A comprehensive course in the production and management of forage and pasture crops.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Math/Science Elective **3/4 Credit Hours**

Total Credit Hours: 15/16

## **Semester IV**

### **AGT 2723 - Beef Production II**

#### **3 Credit Hours**

A continuation of Beef Production with emphasis on management, herd health, and marketing.

**Prerequisite:** AGT 2713 - Beef Production I.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AGT 1913 - Animal Reproduction**

#### **3 Credit Hours**

Provides information and laboratory opportunities to assist students in learning about animal reproduction.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- Social/Behavioral Science Elective **3 Credit Hours**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.



- Humanities/Fine Arts Elective **3 Credit Hours**

Total Credit Hours: 15

Note(s):

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

## **Agricultural Technology/John Deere Tech, A.A.S.**

Freshman Year

Semester I (Fall)

### **AMT 1123 - Agricultural Mechanics Fundamentals**

**3 Credit Hours**

The proper use and application of technical terms. The usage, storage, and safety of hand tools, measuring tools, and special tools. A study of the size and strength of standard and metric fasteners. Safety is applied as it relates to agricultural equipment, shop maintenance, oxyacetylene cutting, and arc/mig welding.

**Lecture Hours:** Three hours lecture.

### **AMT 1213 - Basic Electrical/Electronics Systems**

**3 Credit Hours**

A study of electrical/electronics systems as it relates to agricultural power machinery and equipment.

**Lecture Hours:** Two hours lecture.

### **AMT 1313 - Basic Power Trains**

**3 Credit Hours**

A study of machines and the principles upon which they operate in the transmission of power.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AMT 1413 - Basic Engines**

**3 Credit Hours**

A study of the theory of operation, parts identification, and operational characteristics of internal combustion engines.

**Lecture Hours:** Three hours lecture.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

Total Credit Hours: 15

## **Semester II (Spring)**

### **AMT 2814 - Compact Engines & Equipment**

#### **4 Credit Hours**

This course provides knowledge about inspection, service, and repair of compact equipment.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

### **AMT 2926 - Supervised Work Experience In Agriculturaltechnology**

#### **6 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

**Prerequisite:** Consent of instructor.

### **AMT 1615 - Basic Hydraulic Systems**

#### **5 Credit Hours**

Theory and application of hydraulic systems in agricultural machinery and equipment.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** One hour lab.

- Basic Computer Skills Elective **3 Credit Hours**

Total Credit Hours: 18

## **Semester III (Summer)**

### **AMT 1162 - Introduction To Spatial Information Systems**

## **2 Credit Hours**

This course is a continuation of AMT 1161 and provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab.

## **AMT 1511 - Principles of Air Conditioning Systems**

### **1 Credit Hours**

Principles and service of air conditioning systems used on agricultural equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **AMT 2111 - Grain Harvesting Equipment**

### **1 Credit Hours**

This is a course designed to provide procedures for the inspection, adjustment, repair and lubrication of grain harvesting equipment.

**Lecture Hours:** One hour lecture.

## **AMT 2411 - Hay Harvesting Equipment**

### **1 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the procedures for inspection, adjustment, repair, and lubrication of hay harvesting equipment.

**Lecture Hours:** One hour lecture.

## **AMT 2311 - Cotton Harvesting Equipment**

### **1 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the functions, maintenance, and repair of cotton picker drums and support systems.

**Lecture Hours:** One hour lecture.

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech

preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**

Total Credit Hours: 12

Sophomore Year

Semester IV (Fall)

### **AMT 1223 - Advanced Electrical/Electronic Systems**

**3 Credit Hours**

Theory and operation of the onboard diagnostic systems and electrical/electronics test procedures.

**Prerequisite:** Electrical/Electronics Systems ( AMT 1213).

**Lecture Hours:** Two hours lecture.

### **AMT 1323 - Advanced Power Trains**

**3 Credit Hours**

A study of machines and the principles upon which they operate in the transmission of power. Emphasis will be placed upon disassembly and assembly power train components.

**Prerequisite:** Basic Power Trains (AMT 1313) and Basic Hydraulics (AMT 1613).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

### **AMT 2936 - Supervised Work Experience In Agricultural Technology**

**6 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

**Prerequisite:** Consent of instructor.

- Social/Behavioral Science Elective **3 Credit Hours**

Total Credit Hours: 15

Semester V (Spring)

### **AMT 1424 - Advanced Engines**

#### **4 Credit Hours**

Adjustment, repair and overhaul of agricultural diesel engines.

**Prerequisite:** Basic Engines (AMT 1413)

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AMT 291(1-3) - Special Problems**

#### **1-3 Credit Hours**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Mechanics Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Can be offered in one to three credit hour courses.

### **AMT 2512 - Spray Equipment**

#### **2 Credit Hours**

Selection, assembly, inspection, adjustment, and calibration of seeding and spray equipment including safety procedures.

**Lecture Hours:** Two hours lecture.

### **AMT 2712 - Row Crop Planting Systems**

#### **2 Credit Hours**

Setup, inspection, adjustment, and service of row crop planting equipment and global positioning systems (GPS) equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AMT 2623 - Advanced Hydraulics**

#### **3 Credit Hours**

Diagnosis, adjustment, and repair of hydraulic systems in agricultural machinery and equipment.

**Prerequisite:** Basic Hydraulic Systems (AMT 1615) and Basic Power Trains (AMT 1313).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 17

Note(s):

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

## **Automotive Technology, A.A.S.**

### **Freshman Year**

#### **Semester I (Fall)**

##### **ATT 1715 - Engine Repair**

###### **5 Credit Hours**

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. Includes instruction and practice in the diagnosis and repair of engine components including valvetrains, blocks, pistons and connecting rods, crankshafts, and oil pumps.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

##### **ATT 1124 - Basic Electrical/Electronic Systems**

###### **4 Credit Hours**

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Math/Science Elective **3/4 Credit Hours**

##### **ATT 1812 - Introduction To Safety And Employability Skills**

###### **2 Credit Hours**

A course designed to provide knowledge of classroom and lab policies and procedures. Includes instruction in safety practices and procedures associated with the automotive program and automotive industry.

**Lecture Hours:** Two hours lecture.

##### **ATT 1134 - Advanced Electrical/Electronic Systems**

###### **4 Credit Hours**

A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.

**Prerequisite:** ATT 1124.  
**Lecture Hours:** Two hours lecture.  
**Lab Hours:** Four hours lab.

Total Credit Hours: 18/19

## Semester II (Spring)

### **ATT 2434 - Engine Performance II**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the ignition system, fuel, air induction and exhaust systems. Includes instruction in the diagnosis and correction of problems associated within these areas.

**Prerequisite:** ATT 1424.  
**Lecture Hours:** Two hours lecture.  
**Lab Hours:** Four hours lab.

### **ATT 2334 - Steering And Suspension Systems**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components.

**Prerequisite:** ATT 1124.  
**Lecture Hours:** Two hours lecture.  
**Lab Hours:** Four hours lab.

### **ATT 1424 - Engine Performance I**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction in the diagnosis and correction of problems associated with these areas.

**Prerequisite:** ATT 1124.  
**Lecture Hours:** Two hours lecture.  
**Lab Hours:** Four hours lab.

### **ATT 1214 - Brakes**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Humanities/Fine Arts Elective **3 Credit Hours**

Total Credit Hours: 19

## Career Certificate Exit Point

### Sophomore Year

#### Semester III (Fall)

#### **ATT 1314 - Manual Drive Trains/Transaxles**

##### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

#### **ATT 2325 - Automatic Transmissions/Transaxles**

##### **5 Credit Hours**

A course to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting and repair of these devices.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

#### **ATT 2445 - Engine Performance III**

##### **5 Credit Hours**

A course to provide advanced skills and knowledge related to the emissions control systems and engine related service. Includes instruction in the diagnosis and correction of problems associated within these areas.

**Prerequisite:** ATT 2434.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

#### **SPT 1113 - Public Speaking I**

##### **3 Credit Hours**



Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Technical Elective **3 Credit Hours**

Total Credit Hours: 15

## Semester IV (Spring)

### **ATT 2325 - Automatic Transmissions/Transaxles**

#### **5 Credit Hours**

A course to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting and repair of these devices.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

### **ATT 2614 - Heating And Air Conditioning**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Social/Behavioral Science Elective **3 Credit Hours**

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Technical Elective **3 Credit Hours**

Total Credit Hours: 18

Note(s):

\* Courses required in addition to career certificate courses for Technical Certificate.

All other courses listed are the framework for the Associate of Applied Science. Please note that students in the CAP program are required to complete an internship in the second and third semester. Students are also required to have an in-program minimum GPA of 2.0 to continue to the sophomore year.

## **Aviation Maintenance Technology, A.A.S.**

### **Freshman Year**

#### **Semester I (Fall)**

##### **APT 1114 - Aviation Applied Science**

###### **4 Credit Hours**

A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

##### **APT 1123 - Aviation Electricity I**

###### **3 Credit Hours**

A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law.

##### **APT 1134 - Aviation Materials And Processes**

###### **4 Credit Hours**

A study of materials and processes used in the construction and repair of aircraft and components, fluid lines and fittings, and corrosion protection.

##### **APT 1143 - Aircraft Servicing And Weight And Balance**

###### **3 Credit Hours**

A study of aircraft ground operation and servicing and weight and balance checks and records.

##### **APT 1153 - Maintenance Forms, Records And Regulations**

###### **3 Credit Hours**

A study of maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

##### **APT 1171 - Human Factors/General Troubleshooting And Inspection Principles**

**1 Credit Hours**

A study of the human factor element involved in air maintenance and development of general troubleshooting and inspection skills.

Total Credit Hours: 18

**Semester II (Spring)****APT 1214 - Reciprocating Engine Overhaul And Inspection****4 Credit Hours**

This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly.

**APT 1221 - Turbine Engine Theory****1 Credit Hours**

A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

**APT 1234 - Turbine Engine Overhaul And Inspection****4 Credit Hours**

A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines.

**APT 1161 - Reciprocating Engine Theory****1 Credit Hours**

A study of theory and principles of operation of reciprocating engines.

**APT 1255 - Lubrication And Fuel Metering Systems****5 Credit Hours**

The system of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants.

**APT 1263 - Induction, Cooling, And Exhaust Systems****3 Credit Hours**

A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems.

Total Credit Hours: 18

## Academic Core Requirements:

To be eligible to receive Associate of Applied Science degree.

- Social/Behavioral Science Elective **3 Credit Hours**

### ENG 1113 - English Composition I

#### 3 Credit Hours

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Basic Computer Skills Elective **3 Credit Hours**

### MAT 1313 - College Algebra

#### 3 Credit Hours

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

### SPT 1113 - Public Speaking I

#### 3 Credit Hours

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**

Total Credit Hours: 18

## Sophomore Year

### Semester III (Fall)

### APT 2115 - Aviation Electricity II

**5 Credit Hours**

The study of aircraft engine systems including instrument, engine fire protection, engine electrical, ignition, and starting.

**APT 2122 - Propellers And Powerplant Review****2 Credit Hours**

A course of study to inspect, check, service, and repair fixed pitch, constant speed, and feathering propellers. Included are propeller governing systems, propeller synchronizing, and ice removal systems. Review of powerplant courses.

**APT 1242 - Powerplant Conformity Airworthiness Inspection****2 Credit Hours**

Inspection of aircraft powerplants for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

**APT 2136 - Structures I****6 Credit Hours**

A study of sheet metal and composite structures and welding process.

**APT 2143 - Structures II****3 Credit Hours**

A study of aircraft wood and nonmetallic structures, covering, and finishes.

Total Credit Hours: 18

Semester IV (Spring)

**APT 2212 - Flight Control****2 Credit Hours**

A study of aircraft rigging and assembly.

**APT 2223 - Aviation Electricity III****3 Credit Hours**

A study of airframe electrical systems and components including wiring, switches, and controls.

**APT 2232 - Hydraulic And Pneumatic Power Systems**

**2 Credit Hours**

A study of aircraft hydraulic and pneumatic power systems and components.

**APT 2243 - Landing Gear And Protective Systems**

**3 Credit Hours**

A study of aircraft landing gear systems, position and warning systems, and ice and rain control systems.

**APT 2251 - Environmental Control Systems**

**1 Credit Hours**

A study of cabin atmosphere control systems.

**APT 2264 - Aircraft Instrumentation Systems**

**4 Credit Hours**

A study of aircraft instrument systems, communications and navigation systems, and aircraft fire protection systems.

**APT 2271 - Aircraft Fuel Systems**

**1 Credit Hours**

A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses.

**APT 2282 - Airframe Inspection And Review**

**2 Credit Hours**

A study of airframe conformity and airworthiness inspections and maintenance procedures. Review of all airframe courses.

Total Credit Hours: 18

**Business and Marketing Management Technology, A.A.S.**

Freshman Year

Semester I

**MMT 1114 - Principles Of Marketing**

**4 Credit Hours**

Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets.

**Lecture Hours:** Four hours lecture.

## **MMT 1313 - Selling**

### **3 Credit Hours**

Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations.

**Lecture Hours:** Three hours lecture.

## **MMT 2213 - Principles Of Management**

### **3 Credit Hours**

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling.

**Lecture Hours:** Three hours lecture.

## **MMT 1712 - Marketing Seminar I**

### **2 Credit Hours**

Develops leadership skills and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities.

**Lecture Hours:** Two hours lecture.

## **MMT 2513 - Entrepreneurship**

### **3 Credit Hours**

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours: 15**

## **Semester II**

## **MMT 1123 - Marketing Management**

**3 Credit Hours**

A project-based course as a continuation of MMT 1114.

**Prerequisite:** MMT 1114.

**Lecture Hours:** Three hours lecture.

**MMT 1413 - Merchandising Math****3 Credit Hours**

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control.

**Lecture Hours:** Three hours lecture.

**MMT 1223 - Consumer Behavior****3 Credit Hours**

This course introduces the fundamentals of Consumer Behavior patterns and motivations of the buying process and their relationship in the marketplace. Consumer Behavior is the study of individuals, groups, or organizations and the processes they use to select, secure, use, and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society.

**Lecture Hours:** Three hours lecture.

**MMT 2423 - Retail Management****3 Credit Hours**

Introduction to retailing and the retail management process.

**Lecture Hours:** Three hours lecture.

- BOT Computer Elective **3 Credit Hours**

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

Semester III

**BAD 2413 - Legal Environment Of Business****3 Credit Hours**



This course is an introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

## **MMT 2323 - Internet Marketing**

### **3 Credit Hours**

This course introduces the online application of marketing communications. Topics include basic website design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities.

**Lecture Hours:** Three hours lecture.

- Math/Science Elective **3 Credit Hours**

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 15**

## **Semester IV**

## **MMT 1722 - Marketing Seminar II**

### **2 Credit Hours**

A continuation of MMT 1712.

**Prerequisite:** Marketing Seminar I (MMT 1712).

**Lecture Hours:** Two hours lecture.

## **MMT 1324 - Advertising**

#### **4 Credit Hours**

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertisement.

**Lecture Hours:** Four hours lecture.

### **MMT 2233 - Human Resource Management**

#### **3 Credit Hours**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer employee relationships, and employee services.

**Lecture Hours:** Three hours lecture.

- Humanities/Fine Arts Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**

Total Credit Hours: 15

Note(s):

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

## **Business Management Technology, A.A.S.**

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

### **Freshman Year**

#### **Semester I**

#### **BOT 1013 - Introduction To Keyboarding**

##### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

#### **BOT 1233 - Microsoft Word I**

### **3 Credit Hours**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1313 - Applied Business Math**

### **3 Credit Hours**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1453 - Introduction To Business Management**

### **3 Credit Hours**

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 15**

## **Semester II**

## **BOT 1763 - Communication Essentials**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

## **BOT 1823 - Microsoft Excel I**

### **3 Credit Hours**

This course focuses on application Microsoft Excel as an aid to management decision making.

**Lecture Hours:** Three hours lecture.

## **BOT 2433 - Quickbooks**

### **3 Credit Hours**

This course applies basic accounting principles using QuickBooks.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1243 - Microsoft Word II**

### **3 Credit Hours**

This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skill building.

**Prerequisite:** Completion of BOT 1233 with a "C" or higher.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1493 - Social Media Management**

### **3 Credit Hours**

This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video sharing sites, podcasts, widgets, virtual worlds, and more.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

## Semester III

### **BOT 2233 - Human Resource Management**

#### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

### **BOT 2613 - Entrepreneurial Problem Solving**

#### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

### **BOT 1853 - Microsoft Excel II**

#### **3 Credit Hours**

This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software.

**Prerequisite:** Completion of BOT 1823 with a "C" or higher.

### **BOT 2183 - Career Readiness**

#### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

- BOT Adviser Approved Elective **3 Credit Hours** \*

Total Credit Hours: 15

## Semester IV

### **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

## **Technical Certificate Exit Point**

Note(s):

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

## **Civil Engineering Technology, A.A.S.**

Freshman Year

Semester I

### **DDT 1163 - Engineering Graphics**

#### **3 Credit Hours**

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

**Lecture Hours:** Three hours lecture.

### **CIT 1213 - Civil Construction Methods And Materials**

#### **3 Credit Hours**

A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.

**Lecture Hours:** Three hours lecture.

## **CIT 1413 - Elementary Surveying**

### **3 Credit Hours**

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

- CIT 2913 - Special Projects **3 Credit Hours**

## **CIT 1133 - Introduction To Craft Skills**

### **3 Credit Hours**

This module explains the role of safety in the construction crafts. Trainees will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment. Trainees will be able to describe safe work procedures for lifting heavy objects, fighting fires, and working around electrical hazards.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

## **Semester II**

## **CIT 2453 - Fundamentals Of Geographical Information Systems (Gis)**

### **3 Credit Hours**

This course includes the use of computer mapping and databases in multiple applications. Included is incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications.

**Lecture Hours:** Three hours lecture.

## **DDT 1313 - Computer Aided Design I**

### **3 Credit Hours**

This course is designed to develop basic operating system and drafting skills on CAD.

**Prerequisite:** DDT 1163 Engineering Graphics.

**Lecture Hours:** Three hours lecture.

## **CIT 1223 - Construction Plans And Specifications**

### **3 Credit Hours**

A course to provide students with an introduction to the plans, and specifications for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

**Lecture Hours:** Three hours lecture.

## **CIT 1113 - Route Surveying**

### **3 Credit Hours**

This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CIT 2413 - Concrete And Hot Mix Asphalt Testing**

### **3 Credit Hours**

A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

Semester III

## **CIT 2113 - Legal Principles Of Surveying**

### **3 Credit Hours**

A study of the legal aspects of boundary controls for the survey and resurvey of real property.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.



## **CIT 2433 - Land Surveying**

### **3 Credit Hours**

This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys.

**Lecture Hours:** Three hours lecture.

- Math/Science Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

Total Credit Hours: 15

## **Semester IV**

## **CIT 2423 - Mapping And Topography**

### **3 Credit Hours**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CIT 2443 - GPS Surveying**

### **3 Credit Hours**

This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful data base.

**Lecture Hours:** Three hours lecture.

## **CIT 2124 - Advanced Surveying Practices**

### **4 Credit Hours**

A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Humanities/Fine Arts Elective **3 Credit Hours**

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

**Total Credit Hours: 15**

**Note(s):**

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

## **Coding Technology, A.A.S.**

The **Coding Technology** option offers training in software development by understanding the fundamentals of coding, app development, web applications, and the life leadership skills needed to be successful in careers and competitive in the job market. The Coding Technology curriculum is aligned to a skillset that enables students to learn and enhance skills as they relate to: HTML and CSS, Database Fundamentals, Python and JavaScript.

## **Freshman Year**

### **Semester I**

## **IST 1143 - Security Principles And Policies**

### **3 Credit Hours**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. IST students are required to pass the Microsoft Technology Associates Certification test.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1724 - Programming In Python**

#### **4 Credit Hours**

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.

### **IST 1514 - SQL Programming I**

#### **4 Credit Hours**

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 retrieve data and produce readable output.

- IST 1414 - Client-Side Prog **4 Credit Hours**

Total Credit Hours: 15

### **Semester II**

### **IST 1764 - Programming In Python II**

#### **4 Credit Hours**

This course is designed to provide advanced information to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises.

**Prerequisite:** Programming in Python (IST 1724).

### **IST 1523 - SQL Programming II**

#### **3 Credit Hours**

This course is the second 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 retrieve data and produce readable output.

**Prerequisite:** IST 1514 - SQL Programming I

### **IST 1714 - Java Programming**

#### **4 Credit Hours**

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 1154 - Web And Programming Concepts**

#### **4 Credit Hours**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of creating web pages. Upon completion of this course, students will be able to create a personalized home page.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

Semester III

### **IST 2723 - Advanced Java Programming**

**3 Credit Hours**

This course is the second of a two-part series that offers students an extensive introduction into Java programming. Students will be taught advanced concepts of arrays, inheritance, applets, and swing components.

**Prerequisite:** Java Programming (IST 1714).

### **IST 2834 - Full-Stack Web Application**

**4 Credit Hours**

This course is the second of a two-part series that offers students an extensive introduction into web application (Spring or other applicable software). Students will be taught advanced concepts of components.

**Prerequisite:** consent of instructor.

- IST 2854 - Capstone Coding Project **4 Credit Hours**

### **IST 2814 - Full-Stack Web Development**

**4 Credit Hours**

This course offers students an introduction into full-stack web development (Django or other applicable software). Students will be taught concepts related to Django and other aspects of full-stack web development components and applications.

**Prerequisite:** consent of instructor.

Total Credit Hours: 15

Semester IV

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

### **Note(s):**

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

**\*\*Courses required in addition to Career Certificate courses for Technical Certificate**

## **Collision Repair Technology**

### **Freshman Year**

#### **Semester I (Fall)**

### **ABT 1146 - Structural Analysis And Damage Repair I**

#### **6 Credit Hours**

A course to 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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

## **ABT 1223 - Non-Structural Analysis And Damage Repair I**

### **3 Credit Hours**

A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ABT 1443 - Mechanical And Electrical Components I**

### **3 Credit Hours**

A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations.

**Lecture Hours:** Three hours lecture.

## **ABT 1313 - Refinishing I**

### **3 Credit Hours**

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

**Total Credit Hours: 15**

## **Semester II (Spring)**

## **ABT 1153 - Structural Analysis And Damage Repair II**

### **3 Credit Hours**

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in unibody inspection, measurement, and repair.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ABT 1236 - Non-Structural Analysis And Damage Repair II**

### **6 Credit Hours**

This course is a continuation of Non-Structural Analysis and Damage Repair I. It provides instruction for preparation principles and practices, outer body panel repair and replacement, and adjustment principles and practices.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

## **ABT 1453 - Mechanical And Electrical Components II**

### **3 Credit Hours**

A continuation of Mechanical and Electrical Components I. A course designed to provide theory and practice in the areas of brakes and electrical.

**Lecture Hours:** Three hours lecture.

## **ABT 1323 - Refinishing II**

### **3 Credit Hours**

Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

**Total Credit Hours: 15**

## **Career Certificate Exit Point**

### **Note(s):**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

## **Commercial Truck Driving Certificate**

The Commercial Truck Driving program prepares students for occupations in the trucking industry. It is an 8-week course which meets five days per week. In presenting the material, the instructor uses both the lecture and demonstration method of teaching with active participation and practice by the students.

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

Entrance requirements are as follows:

1. Must have high school diploma or HSE.
2. Must be 21 years of age.

3. Must be able to produce a valid driver's license. (Commercial license not required for admission; should be capable of meeting requirements).
4. Must be capable of driving a manual transmission.
5. Must present a copy of official driving record. (MVR)
6. Must pass DOT physical, drug screen, and blood alcohol tests. Results must be submitted before enrollment.
7. Must have CDL learner's permit.
8. **Application for admission to Northwest Mississippi Community College with required high school and college transcript(s) and ACT scores must be sent to the DeSoto Center campus.**

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

The Commercial Truck Driving curriculum consists of four general categories:

1. CLASSROOM - Department of Transportation regulations, demonstrations, freight handling, defensive driving, accidents, insurance, customer relations, maintenance of equipment, etc.
2. FIELD WORK - Basic driving skills, handling of equipment, yard tests, various transmissions, etc.
3. ROAD DRIVING - Actual day and night highway driving.
4. CITY DRIVING - Actual driving in city traffic.

## Required Courses

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

### **DTV 1116 - Commercial Truck Driving I**

#### **6 Credit Hours**

This course is designed to teach fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

### **DTV 1312 - Hazardous Materials**

#### **2 Credit Hours**

This course is designed to meet the theory instruction training requirements for drivers pursuing their hazmat endorsement.

### **DTV 1126 - Commercial Truck Driving II**

#### **6 Credit Hours**

This course is a continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.



## **DTV 1322 - Professional Truck Driving**

### **2 Credit Hours**

This course is designed to cover life on the road topics as it pertains to professional truck driving.

Total Credit Hours: 16

## **Computer Networking Technology**

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

### **Freshman Year**

#### **Semester I**

- Programming Elective **4 Credit Hours** \*\*

## **IST 1143 - Security Principles And Policies**

### **3 Credit Hours**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. IST students are required to pass the Microsoft Technology Associates Certification test.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1124 - IT Foundations**

### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1133 - Fundamentals Of Data Communications**

### **3 Credit Hours**

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- Technical Elective **3/4 Credit Hours** \*\*

Total Credit Hours: 17/18

## **Semester II**

### **IST 1163 - Database And Sql Concepts**

#### **3 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **IST 1244 - Network Administration Using Microsoft Windowsserver**

#### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **IST 1224 - Network Components**

#### **4 Credit Hours**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. IST students are required to pass the Microsoft Technology Associates Certification test.

**Prerequisite:** Fundamentals of Data Communications (IST 1133).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **IST 1434 - Web Development Using Html & Css**

#### **4 Credit Hours**

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

Semester III

### **IST 2224 - Network Planning And Design**

**4 Credit Hours**

Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution.

**Prerequisite:** IST 1224 - Network Components

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Networking Elective **3/4 Credit Hours \*\***
- Programming Elective **4 Credit Hours \*\***
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 14/15

Semester IV

### **IST 2234 - Network Implementation**

**4 Credit Hours**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution.

**Prerequisite:** Network Planning and Design (IST 2224).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **ENG 1113 - English Composition I**

**3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Humanities/Fine Arts Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 16**

### **Note(s):**

Programming/Coding/Technical electives may be any WDT or IST class or any other class as approved by the adviser.

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

**\*\*Courses required in addition to Career Certificate courses for Technical Certificate**

## **Cosmetology Certificate**

The instructional program prepares individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination. Admission to the program is on a competitive basis. This program requires 1500 clock hours for completion. Students are only accepted during the fall semester on the Senatobia campus. Students are accepted both fall and spring semesters at the Oxford and Ashland campuses.

### **Special admissions requirements:**

1. Applicant must be at least 17 years of age.
2. Completion of Cosmetology Program application.
3. Must be a high school graduate (diploma) or HSE.
4. Must have an ACT subscore of 15 in math and in reading or complete and obtain the required score on the Test of Adult Basic Education (TABE).

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

## **First Semester**

### **COV 1122 - Cosmetology Orientation**

#### **2 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

## **COV 1245 - Cosmetology Sciences I**

### **5 Credit Hours**

This course consists of the study of bacteriology, sterilization, and sanitation.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

## **COV 1426 - Hair Care I**

### **6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

## **COV 1622 - Skin Care I**

### **2 Credit Hours**

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1522 - Nail Care I**

### **2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 17**

## **Second Semester**

## **COV 1255 - Cosmetology Sciences II**

**5 Credit Hours**

This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practices governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

**COV 1436 - Hair Care II****6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

**COV 1632 - Skin Care II****2 Credit Hours**

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

**COV 1532 - Nail Care II****2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

**COV 1722 - Salon Business I****2 Credit Hours**

This course will cover preparing to operate a successful salon.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 17**

## Summer Semester

### **COV 1263 - Cosmetology Sciences III**

#### **3 Credit Hours**

This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practices governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Three hours lab.

### **COV 1443 - Hair Care III**

#### **3 Credit Hours**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring.

**Lab Hours:** Nine hours lab.

### **COV 1642 - Skin Care III**

#### **2 Credit Hours**

This course consists of advanced skincare services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lab Hours:** Six hours lab.

### **COV 1542 - Nail Care III**

#### **2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lab Hours:** Six hours lab.

### **COV 1732 - Salon Business II**

#### **2 Credit Hours**

This course will cover operating a successful salon and seeking employment.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

Total Credit Hours: 12

### Note(s):

The ratio of lab hours to lecture hours for Cosmetology is 3 to 1.

## Instructor Trainee Option

Offered at Senatobia campus only

This instructional program prepares individuals to teach Cosmetology. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology Instructor Examination. This program requires 1000 clock hours for completion.

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

1. Hold a current Mississippi license to practice in the field of cosmetology.
2. Be at least 20 years of age (21 at time of Instructor Examination).
3. Have a high school diploma or HSE.
4. Be a graduate of a licensed cosmetology school in Mississippi or any other state.
5. Submit a Resume
6. Must have completed one Mississippi Cosmetology Board "methods of teaching" seminar.
7. Must have completed 6 semester hours in college courses approved by the Mississippi Cosmetology Board.

## First Semester

### COV 2816 - Cosmetology Teacher Training I

#### 6 Credit Hours

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours clinical lab.

### COV 2826 - Cosmetology Teacher Training II

#### 6 Credit Hours

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

Total Credit Hours: 12



## Second Semester

### **COV 2836 - Cosmetology Teacher Training III**

#### **6 Credit Hours**

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours clinical lab.

### **COV 2846 - Cosmetology Teacher Training IV**

#### **6 Credit Hours**

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Twelve hours clinical lab.

Total Credit Hours: 12

### Note(s):

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

## **Diesel Technology, A.A.S.**

### Semester I (Fall)

### **DET 1114 - Fundamentals of Equipment Mechanics**

#### **4 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **DET 1223 - Electrical/Electronic Systems I**

#### **3 Credit Hours**

This course is designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines.

This course includes instruction in general systems diagnosis, starting and charging systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1364 - Diesel Systems I**

### **4 Credit Hours**

This is a course designed to provide diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1614 - Preventative Maintenance and Service**

### **4 Credit Hours**

This is a course designed to provide practice in the preventative maintenance of diesel-powered equipment. This course includes instruction in general preventative maintenance of vehicles and equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

**Total Credit Hours: 15**

## **Semester II (Spring)**

## **DET 1213 - Hydraulic Brake Systems**

### **3 Credit Hours**

This is a course designed to provide diagnosis and repair of hydraulic brake systems, includes instruction in hydraulic and mechanical systems, power assist units, and antilock braking systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1263 - Electrical/Electronic Systems II**

### **3 Credit Hours**

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.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 1374 - Diesel Systems II**

#### **4 Credit Hours**

This is a course designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling systems, and air induction and exhaust systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **DET 1513 - Hydraulics I**

#### **3 Credit Hours**

This is a course designed to provide knowledge of basic operation and maintenance of hydraulic systems associated with diesel-powered equipment. This course includes instruction in safety, system components, operation, and repair.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

### **DET 1813 - Air Conditioning and Heating Systems**

#### **3 Credit Hours**

This is a course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. This course 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.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

**Total Credit Hours: 16**

### **Semester III (Summer)**

- **Supervised Work Experience DET 292(1-3)**

**Total Credit Hours: 1-3**

### **Semester IV (Fall)**

### **DET 2253 - Steering and Suspension Systems**

#### **3 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the operation, maintenance, and repair of heavy duty steering and suspension systems. This course includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2273 - Electrical/Electronic Systems III**

### **3 Credit Hours**

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. This course includes instruction in electronic fuel management systems.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 1713 - Transportation Power Train**

### **3 Credit Hours**

This is a course 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 axels.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 15**

**Semester V (Spring)**

## **DET 2383 - Diesel Systems III**

### **3 Credit Hours**

A basic course to provide students with an opportunity to diagnosis, service, and repair general engine operations and fuel system operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2623 - Advanced Brake Systems**

### **3 Credit Hours**

This course is designed to provide students with instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered transportation and heavy equipment. This course includes instruction in maintenance and repair of the air supply systems, mechanical system, antilock braking system, and traction control system.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- **Humanities/Fine Arts Elective**
- **Natural Science/Mathematics Elective**
- **Social/Behavioral Science Elective**

Total Credit Hours: 15

Total Credit Hours: 62-64

## **Early Childhood Education Technology, A.A.S.**

Freshman Year

Semester I

### **CDT 1113 - Early Childhood Profession**

#### **3 Credit Hours**

This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **CDT 1313 - Creative Arts For Young Children**

#### **3 Credit Hours**

This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be

implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Three hours lecture.

## **CDT 1214 - Infant And Toddler Development**

### **4 Credit Hours**

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1344 - Child Health, Safety And Nutrition**

### **4 Credit Hours**

This course emphasizes health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**Corequisite:** CDT 1340.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1340 - Child Health, Safety And Nutrition Lab**

### **0 Credit Hours**

A laboratory course that contains experiences in preparing nutritious meals and snacks for the children in the Child Enrichment Center. The laboratory experiences reinforce the principles and concepts introduced in CDT 1344.

**Corequisite:** CDT 1344.

**Lab Hours:** Two hours lab.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

**Total Credit Hours: 17**

## **Semester II**

## **CDT 1223 - Preschool Development**

### **4 Credit Hours**

This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3-8).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1713 - Language And Literacy Development For Young Children**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

- Fine Arts/Humanities Elective **3 Credit Hours**
- Math/Nat. Science Elective **3 Credit Hours**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 16**

**Sophomore Year**

**Semester III**

## **CDT 2233 - Guiding Social And Emotional Behavior**

### **3 Credit Hours**

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 Child care Facilities, Mississippi Early Learning Standards and Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R) , and Early Childhood Environmental Rating Scale Revised (ECERS-R).Lab activities will be implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Three hours lecture.

## **CDT 2613 - Methods, Materials And Measurements**

### **3 Credit Hours**

This course specializes in an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Initial Practicum and Advanced Practicum.

**Prerequisite:** CDT 1713 and CDT 1313 (must have "C" or higher).

**Corequisite:** CDT 2915.

**Lecture Hours:** Three hours lecture.

## **CDT 2915 - Initial Practicum**

### **5 Credit Hours**

This course is a supervised practicum which includes a minimum of 150 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children.

**Prerequisite:** CDT 1313 and CDT 1713 (must earn a "C" or better).CDT 2613.

**Lab Hours:** Ten hours lab.

- Social/Beh. Science Elective **3 Credit Hours**

## **CDT 2714 - Social Studies, Math, And Science For Young Children**

### **4 Credit Hours**

This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Four hours lecture.

## **CDT 1911 - Early Childhood Education Seminar I**

### **1 Credit Hours**

This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities.

**Lecture Hours:** One hour lecture.

**Total Credit Hours: 18**

**Semester IV**



## **CDT 2413 - Development Of The Exceptional Child**

### **3 Credit Hours**

This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R) , and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 2813 - Administration Of Programs For Young Children**

### **3 Credit Hours**

This course provides an overview of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies.

**Lecture Hours:** Three hours lecture.

## **CDT 2945 - Advanced Practicum**

### **5 Credit Hours**

This course is a supervised practicum which includes a minimum of 150 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program.

**Prerequisite:** CDT 2613 and CDT 2915. May be taken along with CDT 2613 and CDT 2915, if necessary to graduate.

**Lab Hours:** Ten hours lab.

## **CDT 2513 - Family Dynamics And Community Involvement**

### **3 Credit Hours**

This course prepares students for successful partnerships with children's families and communities. They explore ways to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning (ages birth to 8 years).

**Lecture Hours:** Three hours lecture.

## **CDT 1911 - Early Childhood Education Seminar I**

### **1 Credit Hours**

This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities.

**Lecture Hours:** One hour lecture.

Total Credit Hours: 15

Career Certificate Exit Point

TECHNICAL CERTIFICATE EXIT POINT

Note(s):

\* Courses required for Career Certificate.

\*\* Courses required in addition to Career Certificate courses for Technical Certificate.

\*\*\* Co-requisite with CDT 1344

## **Graphic Design Technology, A.A.S.**

Freshman Year

Semester I (Fall)

### **CAT 1113 - Graphic Design And Production I**

#### **3 Credit Hours**

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

### **CAT 1143 - Typography**

#### **3 Credit Hours**

A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on computer.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **CAT 1153 - Drawing For Designers I**

### **3 Credit Hours**

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

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 1213 - Fundamentals Of Graphic Computers**

### **3 Credit Hours**

An introduction to graphic interface computers related to the graphic design industry, utilizing current software and related hardware emphasizing industry specifications, print production, and digital image manipulation.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2413 - Rendering Techniques and Visual Production**

### **3 Credit Hours**

A study of various illustration and rendering techniques. The student will learn professional methods of illustration and visual production for mass distribution using electronic, mechanical, and traditional art techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

Total Credit Hours: 15

## **Semester II (Spring)**

## **CAT 1163 - Drawing For Designers II**

### **3 Credit Hours**

This course introduces color media, continues to build observational skills, and pushes creative skills by exploring dynamic composition as it affects content.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 1123 - Graphic Design And Production II**

### **3 Credit Hours**

A continuation of Graphic Design and Production I with concentration on color printing, industry terminology and standards, corporate identity, and branding with continued emphasis on design, typography, and balance. The course

will utilize current computer technology.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 1323 - Advertising Principles for Digital Design**

### **3 Credit Hours**

Introduction to advertising techniques, marketing concepts, careers, industry requirements, and regulations specifically for students majoring in visual technology programs.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 1173 - Typography II**

### **3 Credit Hours**

A continuation of the exploration of typography as utilized in modern design. This is an in-depth exploration of the use of type in relation to understanding and utilizing advanced design and layout techniques within print and digital applications.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 2223 - Basic Digital Photography**

### **3 Credit Hours**

An introduction to photography with emphasis on digital camera, exposure, composition, and lighting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

Career Certificate Exit Point

Sophomore Year

Semester III (Fall)

## **CAT 2313 - Basic Advertising Design**

### **3 Credit Hours**

Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related

hardware.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2133 - Graphic Design Studio**

### **3 Credit Hours**

A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story broadsheet. , according to industry needs.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

- **CAT 2913 Special Projects**

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- **Math/Science Elective 3 Credit Hours**

Total Credit Hours: 15

## **Semester IV (Spring)**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **CAT 2323 - Advanced Advertising Design**

### **3 Credit Hours**

A continuation of Basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in industry.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

- CAT 2333 - Prac. Adv. Techniques **3 Credit Hours** \*\*
- **Humanities/Fine Arts 3 Credit Hours** \*\*
- **Social/Behavioral Science Elective 3 Credit Hours**

Total Credit Hours: 15

Note(s):

\*Courses required for Career Certificate

\*\*Courses required in addition to Career Certificate courses for Technical Certificate

^1 Technical Electives Required for Graphic Design Technology. All Technical Electives must be advisor-approved and may be substituted with approval from the program instructor.

## **Heating, Air Conditioning and Refrigeration Technology, A.A.S.**

Freshman Year

Semester I (Fall)

### **ACT 1124 - Basic Compression Refrigeration**

**4 Credit Hours**

An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, heat transfer, recovery, and lubricants.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **ACT 1713 - Electricity For Heating, Ventilation, Air Conditioning, And Refrigeration**

**3 Credit Hours**

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **ACT 1134 - Brazing And Piping**

**4 Credit Hours**

Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air

conditioning, and refrigeration.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ACT 1004 - Introduction To Heating And Air Conditioning Technology**

### **4 Credit Hours**

This course is designed to introduce students to the fundamentals skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.

**Lecture Hours:** Four hours lecture.

Total Credit Hours: 15

## **Semester II (Spring)**

## **ACT 1313 - Refrigeration System Components**

### **3 Credit Hours**

An in depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2413 - HVAC I**

### **3 Credit Hours**

Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 1213 - Controls**

### **3 Credit Hours**

Fundamentals of gas, fluid, electrical, and programmable controls.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2433 - Refrigerant, Retrofit, And Regulations**

### **3 Credit Hours**

Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EOA regulations, local, and state codes.

**Prerequisite:** must complete freshman courses and have CORE and Type IEPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2513 - Heating Systems**

### **3 Credit Hours**

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems.

**Prerequisite:** must complete freshman courses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

## **Career Certificate Exit Point**

## **Sophomore Year**

## **Semester III (Fall)**

### **ACT 2425 - HVAC II**

### **5 Credit Hours**

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **ACT 2324 - Commercial Refrigeration**

### **4 Credit Hours**

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Humanities/Fine Arts Elective **3 Credit Hours**



- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

## Semester IV (Spring)

### **ACT 2624 - Heat Load And Air Properties**

#### **4 Credit Hours**

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage.

**Prerequisite:** must complete freshman courses and have CORE and Type IEPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **ACT 2912 - Special Project In Heating, Air Conditioning And Refrigeration Technology**

#### **2 Credit Hours**

A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience.

**Lab Hours:** Two to six hours lab.

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Social/Behavioral Science Elective **3 Credit Hours**

Total Credit Hours: 15

## Note(s):

Students must receive a grade of "C" or higher in all ACT course work prior to progressing to the next semester or completing the program.

\*Courses required in addition to Career Certificate courses for Technical Certificate

## **Hotel and Restaurant Management Technology, A.A.S.**

### Freshman Year

#### Semester I

##### **HRT 1123 - Hospitality And Tourism Industry**

###### **3 Credit Hours**

An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field.

**Lecture Hours:** Three hours lecture.

##### **HRT 1115 - Culinary Principles I**

###### **5 Credit Hours**

Introduction to the foodservice industry emphasizing sanitation and safety, tools and equipment, basic cooking principles, the recipe (its structure and use) , the menu, and fundamentals of food preparation and cookery emphasizing high standards for preparation of, but not limited to such foods as stocks, sauces, soups, and meats.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** two hours lab.

##### **HRT 1213 - Sanitation And Safety**

###### **3 Credit Hours**

Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning material and procedures, general safety regulations, food processing methods, first aid, and fire prevention.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- HRT 1511 - Hospitality Seminar I **1 Credit Hours**

##### **BOT 1313 - Applied Business Math**

###### **3 Credit Hours**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

Total Credit Hours: 15

## Semester II

### **HRT 1413 - Rooms Division Management**

#### **3 Credit Hours**

A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **HRT 1224 - Restaurant And Catering Operations**

#### **4 Credit Hours**

This course focuses on principles of organizing and managing food and beverage facilities and catering operations.

**Prerequisite:** Culinary Principles I (HRT 1115).

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

- HRT 1521 - Hospitality Seminar II **1 Credit Hours**

### **HRT 2914 - Supervised Work Experience**

#### **4 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 50 industrial contact hours.

- Technical Computer Elective **3 Credit Hours \***

Total Credit Hours: 15

## Career Certificate Exit Point

## Sophomore Year

## Semester III

### **HRT 2613 - Hospitality Supervision**

### **3 Credit Hours**

Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 2623 - Hospitality Human Resource Management**

### **3 Credit Hours**

Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 2233 - Cost Control**

### **3 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- HRT 1531 - Hospitality Seminar III **1 Credit Hours** \*\*

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 16**

## Semester IV

- HRT 1541 - Hosp. Seminar IV **1 Credit Hours** \*\*

### **CUT 2224 - Menu Planning**

#### **4 Credit Hours**

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

- Social/Behavioral Science Elective **3 Credit Hours**
- Fine Arts/Humanities Elective **3 Credit Hours**
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 14

### Note(s):

\* BOT 1233 - Microsoft Word I or BOT 1823 - Microsoft Excel I

\*\* Courses required in addition to Career Certificate courses for Technical Certificate

## **Industrial Electronics Engineering Technology, A.A.S.**

The Industrial Electronics Engineering Technology program is designed to prepare graduates for a career in the installation, maintenance, testing, and repair of industrial electrical and electronic equipment and systems.

This program introduces the fundamentals of electricity, electronics, digital techniques, electrical power distribution, motor controls, fluid power systems, programmable logic controllers, and automation systems.

Graduates will possess the skills necessary to enter the workforce as technicians in the field of industrial electronics and electrical servicing, PLC and process control, industrial automation, power distribution, and as general electronic technicians.

Upon satisfactory completion of this curriculum, an Associate of Applied Science degree is awarded along with a NIMS credential.

A minimum grade of "C" or better is required in every EET course outlined in the curriculum for graduation. Failure or withdrawal of two required EET courses will result in dismissal from the program for a period of one year.

Readmission into the program will be based on space availability and instructor approval.

**Special admissions requirements:** Students who wish to enroll in the Industrial Electronics Engineering Technology program must:

1. Have an ACT subscore of 17 in English and Math or be eligible to enroll in English Comp I and Intermediate Algebra, or obtain instructor approval.
2. Contact an Industrial Electronics adviser for a program visit.

3. Submit necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.
4. Admission to the college does not guarantee admission to the program of study.

## Freshman Year

### Semester I

#### **EET 1145 - DC/AC Circuits**

##### **5 Credit Hours**

Principles and theories associated with DC and AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC and AC circuits.

**Corequisite:** Digital Electronics (EET 1214).

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

#### **EET 1214 - Digital Electronics**

##### **4 Credit Hours**

A course designed to introduce students to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system.

**Corequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

#### **EET 1154 - Equipment Maintenance, Troubleshooting And Repair**

##### **4 Credit Hours**

A course of instruction in maintenance and troubleshooting techniques, use of technical manuals, test equipment, and inspection/evaluation/repair of equipment.

**Corequisite:** Hand Tools (MST 1523).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

#### **EET 1713 - Drafting for Electronics Technology**

##### **3 Credit Hours**

Preparation and interpretation of schematics, block diagrams, flow charts, and PCB prototyping.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

Total Credit Hours: 16

## Semester II

### **EET 1334 - Solid State Devices And Circuits**

#### **4 Credit Hours**

A course designed to introduce the student to active devices that include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low-frequency application and troubleshooting.

**Prerequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **EET 1344 - Motor Control Systems**

#### **4 Credit Hours**

This course covers installation of motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the circuits and mechanical control devices.

**Prerequisite:** Prerequisite DC/AC Circuits (EET 1145).

**Corequisite:** Electrical Power (EET 1133).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **EET 1133 - Electrical Power**

#### **3 Credit Hours**

This course covers electrical motors, electrical motor installation, and offers instruction and practice in using different types of motors, transformers, and alternators.

**Prerequisite:** DC/AC Circuits (EET 1145).Motor Control Systems (EET 1344).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **EET 1174 - Fluid Power**

#### **4 Credit Hours**

A course that provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

- \*\*\*Technical Elective

Total Credit Hours: 18

## Career Certificate Exit Point

### Sophomore Year

#### Semester III

### **EET 2354 - Solid State Motor Controls**

#### **4 Credit Hours**

This course covers the principles and operation of solid state motor controls as well as the design, installation, and maintenance of different solid state devices for motor control.

**Prerequisite:** Motor Control Systems (EET 1344).Programmable Logic Controllers (EET 2363).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **EET 2363 - Programmable Logic Controllers**

#### **3 Credit Hours**

A course to provide instruction and practice in the use of programmable logic controllers (PLCs) in modern industrial settings. It includes instruction in the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs.

**Prerequisite:** Digital Electronics (EET 1214).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

- Humanities/Fine Arts Elective **3 Credit Hours**

### **EET 1443 - Fundamentals Of Instrumentation**

#### **3 Credit Hours**

This course provides students with a general knowledge of instrumentation principles as they relate to industrial devices and their application for the purpose of observation, measurement, and control of industrial processes.

**Prerequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.



**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

Total Credit Hours: 16

## Semester IV

### SPT 1113 - Public Speaking I

#### 3 Credit Hours

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Social/Behavioral Science Elective **3 Credit Hours**

### EET 1163 - Motor Maintenance And Troubleshooting

#### 3 Credit Hours

This course covers the principles and practice of electrical motor repair and includes topics on the disassembly/assembly and preventive maintenance of common electrical motors.

**Prerequisite:** Electrical Power (EET 1133).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### MAT 1313 - College Algebra

#### 3 Credit Hours

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

### EET 2383 - Advanced Programmable Logic Controllers

#### 3 Credit Hours

A course that provides instruction in the advanced features, programming functions and instructions, network communications, PLC report processing, and system troubleshooting of programmable logic controllers.

**Prerequisite:** Programmable Logic Controllers (EET 2363).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

## Note(s):

All EET courses are restricted to IEET majors only.

Students must receive a grade of "C" or higher in all EET coursework prior to progressing to the next semester or completing the program.

\*Courses required for career certification in Industrial Electronics.

\*/\*\*Courses required for Technical Certificate in Industrial Electronics.

\*\*\*Technical Electives required for Industrial Electronics. All Technical Electives must be advisor approved and may be substituted with approval from the program instructors.

## Legal Studies (University of Mississippi 2+2 Option), A.A.S.

This program is designed to transfer to The University of Mississippi's program where the student may receive a baccalaureate degree. An Associate of Applied Science degree is awarded upon completion.

### Freshman Year

#### First Semester

#### **ENG 1113 - English Composition I**

##### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

#### **BIO 1113 - Principles Of Biology I, Lecture**

##### **3 Credit Hours**

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics.

**Corequisite:** Concurrent enrollment in BIO 1111.

#### **BIO 1111 - Principles Of Biology I, Laboratory**

**1 Credit Hours**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

**Corequisite:** concurrent enrollment in BIO 1113.

**MFL 1213 - Spanish I****3 Credit Hours**

This course is an oral-aural approach, which stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

**CSC 1113 - Computer Concepts****3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

**LET 1123 - Introduction To Law****3 Credit Hours**

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours: 16**

**Second Semester****ENG 1123 - English Composition II****3 Credit Hours**

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.

**BIO 1123 - Principles Of Biology II, Lecture**

### **3 Credit Hours**

A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

**Prerequisite:** BIO 1113.

**Corequisite:** Concurrent enrollment in BIO 1121.

## **BIO 1121 - Principles Of Biology II, Laboratory**

### **1 Credit Hours**

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.

**Corequisite:** concurrent enrollment in BIO 1123.

## **MFL 1223 - Spanish II**

### **3 Credit Hours**

This course continues MFL 1213 with wider vocabulary and more complex structures and functions.

## **LET 1713 - Legal Writing**

### **3 Credit Hours**

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations.

**Lecture Hours:** Three hours lecture.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

Total Credit Hours: 16

Sophomore Year

Third Semester

**LET 1213 - Legal Research**

**3 Credit Hours**

This course is an introduction to basic sources of law and the methods of legal research, including ethics.

**MUS 1113 - Music Appreciation****3 Credit Hours**

A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

**ENG 2223 - American Literature I****3 Credit Hours**

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War.

**Prerequisite:** ENG 1123.

**PSY 1513 - General Psychology****3 Credit Hours**

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.

**PSC 1113 - American National Government****3 Credit Hours**

Survey of the foundations, institutions, and political aspects of American national government.

Total Credit Hours: 15

**Fourth Semester****SPT 1113 - Public Speaking I****3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**MAT 2323 - Statistics****3 Credit Hours**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.

**Prerequisite:** MAT 1233 (or higher level math) with a grade of "C" or higher or ACT math sub-score of 19 or higher.

## **PHI 2713 - Introduction To Logic**

### **3 Credit Hours**

An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills.

## **SOC 2113 - Introduction To Sociology I**

### **3 Credit Hours**

This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups.

## **HIS 2213 - American (U.S.) History I**

### **3 Credit Hours**

This is a survey of American (U.S.) history to 1877.

**Total Credit Hours: 15**

### **Note(s):**

\* The student may choose either Prin. of Biology I, General Biology I, or Anatomy & Physiology I.

\*\* The student may choose Prin. of Biology II, General Biology II, or Anatomy & Physiology II.

\*\*\* The student may choose either British Literature, American Literature, or World Literature.

\*\*\*\* The student may choose from Music Appreciation, Art Appreciation, or Theatre Appreciation.

## **Medical Office Technology, A.A.S.**

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

## **Freshman Year**

### **Semester I**

## **BOT 1013 - Introduction To Keyboarding**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1233 - Microsoft Word I**

### **3 Credit Hours**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1313 - Applied Business Math**

### **3 Credit Hours**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1613 - Medical Office Terminology I**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 15**

**Semester II**

## **BOT 1763 - Communication Essentials**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

## **BOT 1623 - Medical Office Terminology II**

### **3 Credit Hours**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Health-care Data Technology.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2743 - Medical Office Concepts**

### **3 Credit Hours**

This course will provide coverage and integration of medical office skills. Problem solving will be emphasized.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1823 - Microsoft Excel I**

### **3 Credit Hours**

This course focuses on application Microsoft Excel as an aid to management decision making.

**Lecture Hours:** Three hours lecture.

## **BOT 2763 - Electronic Health Records**

### **3 Credit Hours**

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**Total Credit Hours: 15**



# Career Certificate Exit Point

## Sophomore Year

### Semester III

#### **BOT 2643 - CPT Coding**

##### **3 Credit Hours**

This course is an introduction to the field of procedural coding and requirements for insurance reimbursement.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

#### **BOT 2653 - ICD Coding**

##### **3 Credit Hours**

This course is an introduction to the field of diagnostic and inpatient procedural coding.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

#### **BOT 2183 - Career Readiness**

##### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

#### **BOT 2673 - Medical Insurance Billing**

##### **3 Credit Hours**

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs.

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

- BOT Adviser Approved Elective **3 Credit Hours** \*

Total Credit Hours: 15

### Semester IV

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Humanities/Fine Arts Elective **3 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**
- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

## **Technical Certificate Exit Point**

### **Note(s):**

\* BOT Electives: BOT 1243 - Microsoft Word II, BOT 1853 - Microsoft Excel II, BOT 1643 - Pathophysiology, BOT 2433 - Quickbooks, BOT 2663 - Advanced Coding, WBL 1913 Work-Based Learning

## **Paralegal Technology, A.A.S.**

### **Freshman Year**

#### **Semester I**

### **LET 1213 - Legal Research**

#### **3 Credit Hours**

This course is an introduction to basic sources of law and the methods of legal research, including ethics.

### **LET 1123 - Introduction To Law**

#### **3 Credit Hours**

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics.

**Lecture Hours:** Three hours lecture.

## **LET 1513 - Family Law**

### **3 Credit Hours**

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics.

**Lecture Hours:** Three hours lecture.

## **LET 1523 - Wills And Estates**

### **3 Credit Hours**

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics.

**Lecture Hours:** Three hours lecture.

- **LET Elective**

Total Credit Hours: 15

## **Semester II**

## **BAD 2413 - Legal Environment Of Business**

### **3 Credit Hours**

This course is an introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

## **LET 2323 - Torts**

### **3 Credit Hours**

This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, types of tort, damages, ethics, and remedies.

**Lecture Hours:** Three hours lecture.

## **LET 2313 - Civil Litigation I**

### **3 Credit Hours**

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi court system Andon gathering information and evidence, summarizing and arranging materials, maintaining docket and file control,

developing a litigation case, and interviewing clients and witnesses, using ethical standards.

**Lecture Hours:** Three hours lecture.

## **LET 2453 - Real Property I**

### **3 Credit Hours**

This course is an introduction to real property law including ownership and transfer, employing ethics.

**Lecture Hours:** Three hours lecture.

- **LET Elective**

Total Credit Hours: 15

## **Career Certificate Exit Point**

## **Sophomore Year**

## **Semester III**

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **LET 2333 - Civil Litigation II**

### **3 Credit Hours**

This course is designed to continue the study of the litigation process from discovery through appeal.

**Prerequisite:** Civil Litigation I (LET 2313)

**Lecture Hours:** Three hours lecture.

## **LET 2463 - Real Property II**

### **3 Credit Hours**

This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post closing implementing ethics.

**Prerequisite:** Real Property I (LET 2453)

**Lecture Hours:** Three hours lecture.

- Humanities/Fine Arts Elective **3 Credit Hours**

## **CRJ 2323 - Criminal Law**

### **3 Credit Hours**

Basic elements of substantive criminal law including defenses to criminal liability.

Total Credit Hours: 15

## **Semester IV**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **LET 1713 - Legal Writing**

### **3 Credit Hours**

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations.

**Lecture Hours:** Three hours lecture.

## **LET 2653 - Law Office Management**

### **3 Credit Hours**

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management.

- Math/Natural Science Elective **3/4 Credit Hours**
- Social/Behavioral Science Elective **3 Credit Hours**

Total Credit Hours: 15/16

## **Note(s):**

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

All LET courses will be offered every school year online by approved Northwest faculty. Any online LET course to be taken and applied to graduation must either be through Northwest faculty or approved by the Paralegal Technology adviser. The LET 2923 Internship may be waived under limited circumstances.

## **Precision Manufacturing & Machining Technology, A.A.S.**

### **Freshman Year**

#### **Semester I (Fall)**

##### **MST 1116 - Power Machinery I**

###### **6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

##### **MST 1313 - Machine Tool Math**

###### **3 Credit Hours**

An applied mathematics course designed for machinists that includes instruction and practice in algebraic and trigonometric operations.

**Lecture Hours:** Three hours lecture.

##### **MST 1613 - Precision Layout**

###### **3 Credit Hours**

Precision layout for machining operations that includes instruction and practice in the use of layout instruments.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

##### **MST 1413 - Blueprint Reading**

###### **3 Credit Hours**

Interpreting and applying prints and specifications designed for machinists.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Total Credit Hours: 15**

## Semester II (Spring)

### **MST 2714 - CNC I**

#### **4 Credit Hours**

An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **MST 1125 - Power Machinery II**

#### **5 Credit Hours**

A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, and precision grinders.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

### **MST 2813 - Metallurgy**

#### **3 Credit Hours**

Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing.

**Lecture Hours:** Three hours lecture.

### **MST 1423 - Advanced Blueprint Reading**

#### **3 Credit Hours**

A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 15

## Career Certificate Exit Point

Sophomore Year

Semester III (Fall)

## **MST 2724 - CNC II**

### **4 Credit Hours**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, and CNC machine centers).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2135 - Power Machinery III**

### **5 Credit Hours**

A continuation of Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling, and grinding machine.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Math/Science Elective **3 Credit Hours**

Total Credit Hours: 15

## **Semester IV (Spring)**

## **MST 2144 - Power Machinery IV**

### **4 Credit Hours**

A continuation of Power Machinery III with emphasis on advanced operations on the milling machine and engine lathe and discussion of advanced machining technologies.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2734 - Fundamentals Of CAD/CAM**



#### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

- Social/Behavioral Science Elective **3 Credit Hours**
- Humanities/Fine Arts Elective **3 Credit Hours**

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

Total Credit Hours: 17

#### **Note(s):**

\*Courses required in addition to Career Certificate courses for Technical Certificate

Students must receive a grade of "C" or higher in all MST coursework prior to progressing to the next semester or completing the program.

## **Utility Line Worker, Certificate**

### **Semester I**

#### **ULT 1112 - Interpersonal Skills for Line Workers**

##### **2 Credit Hours**

This course is designed to cover the basic communication skills for interaction with others.

**Lecture Hours:** Two hours lecture.

#### **ULT 1122 - Line Worker Safety**

##### **2 Credit Hours**

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills.

**Lecture Hours:** Two hours lecture.

## **ULT 1192 - Fundamentals of Electricity for Line Workers**

### **2 Credit Hours**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **ULT 1324 - Truck Driving for Line Workers**

### **4 Credit Hours**

This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Driver's License) with air brake endorsement.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

## **ULT 1413 - Pole Climbing**

### **3 Credit Hours**

This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ULT 1523 - National Electrical Code**

### **3 Credit Hours**

This course is designed to introduce the students to the basic fundamentals and safety requirements as set forth in the National Electric Safety Code for the power line industry.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Total Credit Hours: 16**

## **Career Certificate Exit Point**

## **Registered Apprenticeship Program**

Students enrolled in the Registered Apprenticeship program through the Electric Cooperatives of Mississippi have the opportunity to earn a Career Certificate, Technical Certificate, and Associate of Applied Science degree in Utility Line Worker Technology by completing the following courses:

## **ULT 2013 - Line Worker Registered Apprentice I**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2023 - Line Worker Registered Apprentice II**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2034 - Line Worker Registered Apprentice III**

### **4 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2044 - Line Worker Registered Apprentice IV**

### **4 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2053 - Line Worker Registered Apprentice V**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2063 - Line Worker Registered Apprentice VI**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2073 - Line Worker Registered Apprentice VII**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2083 - Line Worker Registered Apprentice VIII**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2093 - Line Worker Registered Apprentice Capstone**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- **Math/Science Elective**
- **Social/Behavioral Science Elective**
- **Humanities/Fine Arts Elective**

Please contact the Office of Career-Technical Education to see if you qualify.

## **Welding and Cutting, Certificate**

### **Semester I (Fall)**

#### **WLT 1114 - Shielded Metal Arc Welding I**

##### **4 Credit Hours**

This course is designed to teach students welding techniques using E-601X electrodes.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

#### **WLT 1225 - Shielded Metal Arc Welding II**

##### **5 Credit Hours**

This course is designed to teach students welding techniques using E-7018 electrodes.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Eight hours lab.

#### **WLT 1313 - Cutting Processes**

##### **3 Credit Hours**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

#### **WLT 1173 - Introduction To Welding & Safety**

##### **3 Credit Hours**

This course is designed to give the student an introduction to the welding profession and experience in safety procedures related to welding.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

**Total Credit Hours: 15**

### **Semester II (Spring)**

## **WLT 1135 - Gas Tungsten Arc Welding (GTAW)**

### **5 Credit Hours**

This course is designed to give the student experience in various welding applications with the GTAW welder.

**Lecture Hours:** One hour lecture.

**Lab Hours:** 10 hours lab.

## **WLT 1125 - Gas Metal Arc Welding (GMAW)**

### **5 Credit Hours**

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer.

**Lecture Hours:** One hour lecture.

**Lab Hours:** 10 hours lab.

## **WLT 1143 - Flux Cored Arc Welding (FCAW)**

### **3 Credit Hours**

This course is designed to give the student experience in FCAW.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **WLT 1232 - Blueprint Reading, Welding Symbols, & Metallurgy**

### **2 Credit Hours**

This course is designed to give the student advanced experience in reading welding symbols.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Two hours lab.

**Total Credit Hours: 15**

**Note(s):**

Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

# **School of Health Sciences**

## **School of Health Science Mission Statement**

NWCC School of Health Sciences provides excellence in academic instruction, instills proficient and safe clinical practices in students, and meets the community needs in which they serve. The collaborative effort of the SHS develops students with a knowledge base including cultural competence and continued advancement through service, professionalism, excellence, and leadership.

## Contact Information

Dr. Stephanie Mullins, Dean  
smullins@northwestms.edu

Marla Kennedy, Administrative Assistant  
mkennedy@northwestms.edu  
662.562.3460

## Location

Gary Lee Spears Center for Nursing and Health Sciences, Suite 306

## Mailing Address

Northwest Mississippi Community College  
School of Health Sciences  
4975 Hwy 51 North  
P.O Box 7037  
Senatobia, MS 38668

## Cardiovascular Technology, A.A.S.

<https://www.northwestms.edu/programs/healthsciences/cardiovascular-technology>

## Prerequisites

### BIO 2513 - Anatomy And Physiology I, Lecture

#### 3 Credit Hours

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

## **Freshman Year**

### **First Semester**

## **PSY 1513 - General Psychology**

### **3 Credit Hours**

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.



## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **BOA 2613 - Business Communications**

### **3 Credit Hours**

This course develops written and oral communications skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications.

**Prerequisite:** A grade of C or better in ENG 1113 - English Composition I or permission of instructor.

## **CVT 1113 - Foundations Of Cardiovascular Technology**

### **3 Credit Hours**

This course is designed to introduce the student to the fundamental elements in cardiovascular technology, including terminology, important to the delivery of health care in a safe, efficient, and professional manner.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (contact hours)

## **BIO 2923 - Microbiology, Lecture**

### **3 Credit Hours**

A lecture course that provides an introduction to the general principles of microbiology with emphasis on microorganisms and human/animal diseases. Topics include laboratory techniques, cellular biology, immunology, genetics, microbial classification and an introduction to biotechnology.

**Prerequisite:** Successful completion of BIO 2523 and BIO 2521 or 8 hours of upper-level biology courses with a grade of "C" or better.

**Corequisite:** BIO 2921.

## **BIO 2921 - Microbiology, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2923 Microbiology lecture.

**Corequisite:** concurrent enrollment in BIO 2923.

Total Credit Hours: 16

## Second Semester

### **CHE 1313 - Principles Of Chemistry I, Lecture**

#### **3 Credit Hours**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**Prerequisite:** one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**Corequisite:** Concurrent enrollment in CHE 1311.

### **CHE 1311 - Principles Of Chemistry I, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.

**Corequisite:** Concurrent enrollment in CHE 1313.

### **CVT 1415 - Cardiovascular Anatomy, Physiology, And Pharmacology**

#### **5 Credit Hours**

A study of anatomy and physiology in relation to the practice of cardiovascular technology.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 90 hours (contact hours)

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

### **CVT 2414 - Invasive Cardiology I**

#### **4 Credit Hours**

Introduces students to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart catheters, and complications and treatment of cardiac

catheterization.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **CVT 2423 - Invasive Cardiology II**

### **3 Credit Hours**

Designed to tie together cardiac diseases as well as to continue teaching students classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, arrhythmias, congenital anomalies, and repair procedures is used.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

Total Credit Hours: 18

## **Sophomore Year**

### **Third Semester**

## **CVT 2716 - Cardiovascular Clinical I**

### **6 Credit Hours**

Patient assessment and care plan formation are presented in the hospital environment. Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests, and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring, and introduction to echocardiography.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

## **CVT 2726 - Cardiovascular Clinical II**

### **6 Credit Hours**

Designed for students to gain more in-depth clinical experience in invasive cardiology including pre and post-cath activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording, and manipulating the imaging equipment during both diagnosis and interventional catheterization procedures.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

- Humanities/Fine Arts Elective **3 Credit Hours**

Total Credit Hours: 15

## Fourth Semester

### **CVT 2513 - Critical Care Applications**

#### **3 Credit Hours**

This course is designed to familiarize students with characteristics of critically ill cardiopulmonary patients and specific needs of such patients in relation to their particular illnesses. Patient case studies will be presented for student discussion and will address the specific diagnostic and therapeutic modalities available to the cardiovascular patient for palliative and corrective results.

**Lecture Hours:** Three hours lecture.

### **CVT 2736 - Cardiovascular Clinical III**

#### **6 Credit Hours**

Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

### **CVT 2746 - Cardiovascular Clinical IV**

#### **6 Credit Hours**

Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

Total Credit Hours: 14

Note(s):

\*Social/Behavioral Science Elective must be PSY 1513 - General Psychology

## **Emergency Medical Technology-Advanced Certificate**

<https://www.northwestms.edu/programs/healthsciences/emergency-medical-technology-paramedic>

## First Semester

### **EMS 1142 - Foundations Of Paramedicine, Lecture**

## **2 Credit Hours**

This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations.

**Lecture Hours:** Two hours lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1151 - Foundations Of Paramedicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** One-hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1242 - Concepts Of Airway And Respiratory Medicine, Lecture**

### **2 Credit Hours**

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1251 - Concepts Of Airway And Respiratory Medicine,Laboratory**

### **1 Credit Hours**

This course in co-requisite with the lecture portion will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1343 - Concepts Of Cardiovascular Medicine, Lecture**

### **3 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 1352 - Concepts Of Cardiovascular Medicine, Laboratory**

### **2 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 2912 - Concepts Of Ems Operations**

### **2 Credit Hours**

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1514 - Practicum I**

### **4 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics.

**Clinical Hours:** Four clinical hours.

**Field Hours:** 180 hours (contact hours)

**Total Credit Hours: 17**

## **Second Semester**

## **EMS 2743 - Concepts Of Traumatic Medicine, Lecture**

### **3 Credit Hours**

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2752 - Concepts Of Traumatic Medicine, Laboratory**

### **2 Credit Hours**

The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in

the lecture.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

## **EMS 2312 - Fundamentals of Advanced EMT, Lecture**

### **2 Credit Hours**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients across the lifespan who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the AEMT level and the EMS course sequence listed before eligibility to test NREMT AEMT exam is granted.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2211 - Fundamentals of Advanced EMT - Practicum Clinical II**

### **1 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic course to live patients in the out of hospital setting.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

**Total Credit Hours: 8**

## **Emergency Medical Technology-Basic Certificate**

<https://www.northwestms.edu/programs/healthsciences/emergency-medical-technology>

### **One Semester**

- EMS 1118 - Emergency Medical Technician **8 Credit Hours**  
**OR**

A student receiving a scholarship or grant must take 15 credit hours per semester. Below, is a full-time semester course offering. If the student has already taken BIO 2513 and BIO 2511, an advisor will help the student register for other courses within the degree plan.

## **EMS 1118 - Emergency Medical Technician**

### **8 Credit Hours**

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.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

**Clinical Hours:** One hour clinical.

**Field Hours:** 195 hours (contact hours)

## **BIO 2513 - Anatomy And Physiology I, Lecture**

### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

- (3) hours of the Technical Core Curriculum **3 Credit Hours**

## **Emergency Medical Technology-Paramedic , A.A.S.**

<https://www.northwestms.edu/programs/healthsciences/emergency-medical-technology-paramedic>

### **Freshman Year**

### **First Semester**

## **EMS 1142 - Foundations Of Paramedicine, Lecture**

### **2 Credit Hours**

This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access,



medication administration, patient assessment, and introductory pharmacological calculations.

**Lecture Hours:** Two hours lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1151 - Foundations Of Paramedicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** One-hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1242 - Concepts Of Airway And Respiratory Medicine, Lecture**

### **2 Credit Hours**

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1251 - Concepts Of Airway And Respiratory Medicine,Laboratory**

### **1 Credit Hours**

This course in co-requisite with the lecture portion will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1343 - Concepts Of Cardiovascular Medicine, Lecture**

### **3 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 1352 - Concepts Of Cardiovascular Medicine, Laboratory**

### **2 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 2912 - Concepts Of Ems Operations**

### **2 Credit Hours**

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1514 - Practicum I**

### **4 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics.

**Clinical Hours:** Four clinical hours.

**Field Hours:** 180 hours (contact hours)

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

Total Credit Hours: 21

## **Second Semester**

## **EMS 2743 - Concepts Of Traumatic Medicine, Lecture**

### **3 Credit Hours**

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2752 - Concepts Of Traumatic Medicine, Laboratory**

### **2 Credit Hours**

The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

- EMS 1742 - Con. Neuro. Med. Lect **2 Credit Hours**

## **EMS 1751 - Concepts Of Neurological Medicine, Laboratory**

### **1 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** One-hour lab.

## **EMS 2343 - Medical Emergencies Of The Secondary Assessment, Lecture**

### **3 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2351 - Medical Emergencies Of The Secondary Assessment, Laboratory**

### **1 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to perform a secondary assessment in order to formulate a field impression and implement a comprehensive treatment/disposition plan for a

patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** Two-hour lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 1525 - Practicum II**

### **5 Credit Hours**

A continuation of EMS 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514, EMS 1742  
CONCEPTS OF NEUROLOGICAL MEDICINE, LECTURE

**Clinical Hours:** Four hours clinical.

**Field Hours:** 225 hours (contact hours)

Total Credit Hours: 17

## Sophomore Year

### Third Semester

## **EMS 1942 - Concepts Of Reproductive Medicine, Lecture**

### **2 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included.

**Prerequisite:** EMS 2743, EMS 2752, EMS1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1951 - Concepts Of Reproductive Medicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 2743, EMS 2752, EMS 1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lab Hours:** One hour lab.

## **EMS 2942 - Paramedic Capstone, Lecture**

### **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2952 - Paramedic Capstone, Laboratory**

### **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 2566 - Practicum III**

### **6 Credit Hours**

Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS.

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (contact hours)

**Total Credit Hours: 13**

## **Fourth Semester**

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

- Basic Computer Skills Elective **3 Credit Hours**

### **PSY 1513 - General Psychology**

#### **3 Credit Hours**

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.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Fine Arts/Humanities Elective **3 Credit Hours**

Total Credit Hours: 15

## **Funeral Service Technology, A.A.S.**

<https://www.northwestms.edu/programs/healthsciences/funeral-service-technology>

### **Day Program (Fall Enrollment)**

**Academic Core Requirements (to be taken in other semesters or prior to FST entry)**

## **PSY 1513 - General Psychology**

### **3 Credit Hours**

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.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **BOA 2613 - Business Communications**

### **3 Credit Hours**

This course develops written and oral communications skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications.

**Prerequisite:** A grade of C or better in ENG 1113 - English Composition I or permission of instructor.

## **CHE 1313 - Principles Of Chemistry I, Lecture**

### **3 Credit Hours**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**Prerequisite:** one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**Corequisite:** Concurrent enrollment in CHE 1311.

## **CHE 1311 - Principles Of Chemistry I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.

**Corequisite:** Concurrent enrollment in CHE 1313.

- Math/Science Elective **3 Credit Hours**
- Humanities/Fine Arts Elective **3 Credit Hours**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours:** 25

**First Semester (Fall)**

**BOT 1433 - Business Accounting**

**3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**FST 1113 - Mortuary Anatomy I****3 Credit Hours**

This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts.

**Lecture Hours:** Three hours lecture.

**FST 1213 - Embalming I****3 Credit Hours**

This course is a basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and study of the chemical compositions of embalming fluid. Three hours lecture.

**Lecture Hours:** Three hours lecture.

**FST 1513 - Restorative Art I****3 Credit Hours**

This course includes an in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features and application of restorative techniques in the funeral setting.

**FST 2323 - Funeral Merchandising And Management****3 Credit Hours**

Study of merchandising and general business procedures necessary to operate a successful funeral practice.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 15

**Second Semester (Spring)****FST 1123 - Mortuary Anatomy II****3 Credit Hours**



This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system.

**Prerequisite:** Mortuary Anatomy I (FST 1113).

**Lecture Hours:** Three hours lecture.

## **FST 1224 - Embalming II**

### **4 Credit Hours**

This course is a continuation of FST 1213 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Participate in 10 clinical embalming cases.

**Prerequisite:** Embalming I (FST 1213).

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in at least 10 embalming cases.

## **FST 1533 - Restorative Art II**

### **3 Credit Hours**

This course describes color theory and application to restorative techniques in the funeral setting.

## **FST 2613 - Microbiology/Pathway**

### **3 Credit Hours**

This course is designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Also focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process.

Total Credit Hours: 13

## **Third Sem. (Summer)**

## **FST 1314 - Funeral Directing**

### **4 Credit Hours**

The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in funeral directing cases.

## **FST 1413 - Funeral Service Ethics And Law**

**3 Credit Hours**

Comprehensive review of the legal aspects involved in funeral services.

**Lecture Hours:** Three hours lecture.

**FST 2713 - Psychosocial Aspects Of Grief****3 Credit Hours**

A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 10

**Fourth Semester (Fall)****MMT 2513 - Entrepreneurship****3 Credit Hours**

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise.

**Lecture Hours:** Three hours lecture.

**OR**

**BOT 2613 - Entrepreneurial Problem Solving****3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

**FST 2823 - Current Issues In Funeral Service Technology****3 Credit Hours**

Identifies the contemporary trends and their historical roots in Funeral Service and the impact upon the funeral service profession and society.

**FST 2812 - Comprehensive Review**

## **2 Credit Hours**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board. The NBE is required for program completion under Northwest guidelines.

**Prerequisite:** Student must be in their final semester, have a GPA of 2.0 or better, taking only FST 2823 Current Issues in Funeral Service Technology and one other FST course and have permission from the program director.

**Lab Hours:** Two hours lab.

Total Credit Hours: 8

## **Evening Program (Fall Enrollment)**

This six-semester curriculum is designed to allow students an alternative option to traditional day hours. The Funeral Service Technology Program accepts applications for this evening program from mid-January to July 1st of **each odd year**.

## **First Semester (Fall)**

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

- Math/Science Elective (2nd mini)

### **BOA 2613 - Business Communications**

#### **3 Credit Hours**

This course develops written and oral communications skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications.

**Prerequisite:** A grade of C or better in ENG 1113 - English Composition I or permission of instructor.

### **FST 1113 - Mortuary Anatomy I**

#### **3 Credit Hours**

This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts.

**Lecture Hours:** Three hours lecture.

## **FST 2323 - Funeral Merchandising And Management**

### **3 Credit Hours**

Study of merchandising and general business procedures necessary to operate a successful funeral practice.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 15

Second Semester (Spring)

## **PSY 1513 - General Psychology**

### **3 Credit Hours**

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.

## **MMT 2513 - Entrepreneurship**

### **3 Credit Hours**

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise.

**Lecture Hours:** Three hours lecture.

**OR**

## **BOT 2613 - Entrepreneurial Problem Solving**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

## **FST 1123 - Mortuary Anatomy II**

### **3 Credit Hours**

This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system.

**Prerequisite:** Mortuary Anatomy I (FST 1113).

**Lecture Hours:** Three hours lecture.

## **FST 2613 - Microbiology/Pathway**

### **3 Credit Hours**

This course is designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Also focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process.

Total Credit Hours: 15

## **Third Sem. (Summer)**

## **FST 1314 - Funeral Directing**

### **4 Credit Hours**

The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in funeral directing cases.

- Humanities/Fine Arts Elective **3 Credit Hours**

## **FST 2713 - Psychosocial Aspects Of Grief**

### **3 Credit Hours**

A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 10

## **Fourth Semester (Fall)**

## **FST 1213 - Embalming I**

### **3 Credit Hours**

This course is a basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and study of the chemical compositions of embalming fluid. Three hours lecture.

**Lecture Hours:** Three hours lecture.

## **FST 1413 - Funeral Service Ethics And Law**

### **3 Credit Hours**

Comprehensive review of the legal aspects involved in funeral services.

**Lecture Hours:** Three hours lecture.

## **FST 1513 - Restorative Art I**

### **3 Credit Hours**

This course includes an in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features and application of restorative techniques in the funeral setting.

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

Total Credit Hours: 12

Fifth Sem. (Spring)

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **FST 1224 - Embalming II**

#### **4 Credit Hours**

This course is a continuation of FST 1213 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Participate in 10 clinical embalming cases.

**Prerequisite:** Embalming I (FST 1213).

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in at least 10 embalming cases.

### **FST 1533 - Restorative Art II**

#### **3 Credit Hours**

This course describes color theory and application to restorative techniques in the funeral setting.

Total Credit Hours: 13

Sixth Sem. (Summer)

### **FST 2823 - Current Issues In Funeral Service Technology**

#### **3 Credit Hours**

Identifies the contemporary trends and their historical roots in Funeral Service and the impact upon the funeral service profession and society.

### **CHE 1313 - Principles Of Chemistry I, Lecture**

#### **3 Credit Hours**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**Prerequisite:** one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**Corequisite:** Concurrent enrollment in CHE 1311.

### **CHE 1311 - Principles Of Chemistry I, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.

**Corequisite:** Concurrent enrollment in CHE 1313.

### **FST 2812 - Comprehensive Review**

## **2 Credit Hours**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board. The NBE is required for program completion under Northwest guidelines.

**Prerequisite:** Student must be in their final semester, have a GPA of 2.0 or better, taking only FST 2823 Current Issues in Funeral Service Technology and one other FST course and have permission from the program director.

**Lab Hours:** Two hours lab.

Total Credit Hours: 9

## **Day Program (Spring Enrollment)**

**Academic Core Requirements (to be taken in other semesters or prior to FST entry)**

### **PSY 1513 - General Psychology**

#### **3 Credit Hours**

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.

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### **BOA 2613 - Business Communications**

#### **3 Credit Hours**

This course develops written and oral communications skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications.

**Prerequisite:** A grade of C or better in ENG 1113 - English Composition I or permission of instructor.

### **CHE 1311 - Principles Of Chemistry I, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.



**Corequisite:** Concurrent enrollment in CHE 1313.

## **CHE 1313 - Principles Of Chemistry I, Lecture**

### **3 Credit Hours**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**Prerequisite:** one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**Corequisite:** Concurrent enrollment in CHE 1311.

- **Math/Science Elective**
- **Humanities/Fine Arts Elective**

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours: 25**

**First Semester (Spring)**

## **FST 1113 - Mortuary Anatomy I**

### **3 Credit Hours**

This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts.

**Lecture Hours:** Three hours lecture.

## **FST 1213 - Embalming I**

**3 Credit Hours**

This course is a basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and study of the chemical compositions of embalming fluid. Three hours lecture.

**Lecture Hours:** Three hours lecture.

**FST 2323 - Funeral Merchandising And Management****3 Credit Hours**

Study of merchandising and general business procedures necessary to operate a successful funeral practice.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 9

**Second Semester (Summer)****FST 1314 - Funeral Directing****4 Credit Hours**

The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in funeral directing cases.

**FST 1413 - Funeral Service Ethics And Law****3 Credit Hours**

Comprehensive review of the legal aspects involved in funeral services.

**Lecture Hours:** Three hours lecture.

**FST 2713 - Psychosocial Aspects Of Grief****3 Credit Hours**

A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 10

**Third Semester (Fall)**

## **FST 1123 - Mortuary Anatomy II**

### **3 Credit Hours**

This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system.

**Prerequisite:** Mortuary Anatomy I (FST 1113).

**Lecture Hours:** Three hours lecture.

## **FST 1224 - Embalming II**

### **4 Credit Hours**

This course is a continuation of FST 1213 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Participate in 10 clinical embalming cases.

**Prerequisite:** Embalming I (FST 1213).

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in at least 10 embalming cases.

## **FST 1513 - Restorative Art I**

### **3 Credit Hours**

This course includes an in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features and application of restorative techniques in the funeral setting.

## **FST 2613 - Microbiology/Pathway**

### **3 Credit Hours**

This course is designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Also focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process.

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **MMT 2513 - Entrepreneurship**

**3 Credit Hours**

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise.

**Lecture Hours:** Three hours lecture.

**OR**

**BOT 2613 - Entrepreneurial Problem Solving****3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

Total Credit Hours: 19

**Fourth Semester (Spring)****FST 1533 - Restorative Art II****3 Credit Hours**

This course describes color theory and application to restorative techniques in the funeral setting.

**FST 2823 - Current Issues In Funeral Service Technology****3 Credit Hours**

Identifies the contemporary trends and their historical roots in Funeral Service and the impact upon the funeral service profession and society.

**FST 2812 - Comprehensive Review****2 Credit Hours**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board. The NBE is required for program completion under Northwest guidelines.

**Prerequisite:** Student must be in their final semester, have a GPA of 2.0 or better, taking only FST 2823 Current Issues in Funeral Service Technology and one other FST course and have permission from the program director.

**Lab Hours:** Two hours lab.

Total Credit Hours: 8

## Note(s):

\*Taking the National Board Examination is a component of FST 2812 and is a requirement of NWCC FST program for graduation.

\*\* All courses included in the Comprehensive Review class and those that are tested by the Conference of Funeral Service Examining Boards will not be accepted unless they have been taken within one year of the transfer request (including FST courses, accounting and chemistry).

## Health Care Assistant Certificate

<https://www.northwestms.edu/programs/healthsciences/health-care-assistant>

### One Semester

#### HCA 1116 - Basic Health Care Assisting

##### 6 Credit Hours

This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

**Clinical Hours:** Three hours clinical.

**Field Hours:** 165 hours (contact hours)

#### HCA 1125 - Special Care Procedures

##### 5 Credit Hours

This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident; and CPR/first aid. Safety is emphasized throughout each procedure.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

**Clinical Hours:** Three hours clinical.

**Field Hours:** 150 hours (contact hours)

#### HCA 1214 - Body Structure And Function

##### 4 Credit Hours

This course includes study of the structure, function, common disorders, and normal aging related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

**Field Hours:** 75 hours (contact hours)

## **HCA 1133 - Phlebotomy**

### **3 Credit Hours**

This course presents the theory and practice of phlebotomy, that includes such topics as: phlebotomists in health care delivery systems; medical terminology; infection control and safety; anatomy and physiology of body systems; collection equipment, reagents and interfering factors in blood collection; venipuncture and capillary puncture blood collection procedures and requisitioning.

**Lecture Hours:** One hour lecture.

**Clinical Hours:** 6 hours clinical.

**Field Hours:** 105 hours (contact hours)

Total Credit Hours: 18

## **Nursing, A.A. - Nursing**

<https://www.northwestms.edu/programs/healthsciences/nursing-department>

### **Traditional Plan of Study**

#### **Pre-requisites**

### **BIO 2513 - Anatomy And Physiology I, Lecture**

#### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

### **BIO 2511 - Anatomy And Physiology I, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

Total Credit Hours: 7

## **First Semester**

### **NUR 1109 - Nursing I**

#### **9 Credit Hours**

This course introduces concepts required for the foundation of nursing knowledge, professional nursing practice and the nursing role on the health care team. The course focuses on the development of clinical reasoning to provide basic physiological and psychosocial patient-centered nursing care utilizing safety, teamwork and communication. This course provides students with didactic and clinical learning experiences in the nursing laboratory and selected clinical agencies. This course will also provide information for the calculations needed to accurately calculate fractional dosages and equivalences as needed to safely implement medication administration for clients. A grade of "C" or above is required for the theory component before advancing to the clinical component. If this does not occur, the theory, pharmacology and clinical components must be retaken. Clock hours: 90 theory/135 clinical.

**Prerequisite:** Admission to the Nursing Program, BIO 2513, BIO 2511, MAT 1313.

**Lecture Hours:** Six theory hours.

**Clinical Hours:** Nine clinical hours per week.

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### **BIO 2523 - Anatomy And Physiology II, Lecture**

#### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

**Total Credit Hours: 16**

## **Second Semester**

## **NUR 1209 - Nursing II**

### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences designed to provide physiological and psychosocial nursing care to adult clients. Emphasis is placed on functioning as a client advocate and a member of the multidisciplinary team with appropriate prioritization and delegation of care. This course builds on the development of clinical reasoning presented in NUR 1109 to provide supervised learning experiences to prepare the student to provide compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component before advancing to the clinical component. If this does not occur, both the theory and clinical components must be retaken. Clock hours: 90 theory/135 clinical.

**Prerequisite:** NUR 1109, BIO 2523, BIO 2521.

**Lecture Hours:** Six theory hours.

**Clinical Hours:** Nine clinical hours per week.

## **ENG 1123 - English Composition II**

### **3 Credit Hours**

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.

## **EPY 2533 - Human Growth And Development**

### **3 Credit Hours**

A study of various aspects of human growth and development from conception through death. Topics include biological, psychological, and cognitive development.

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**



This 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.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours:** 18

## Third Semester

### **NUR 2119 - Nursing III**

#### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences designed to provide nursing care to the child-bearing family, children and adults with acute and chronic illnesses. This course builds on the development of clinical reasoning to provide compassionate, coordinated, age and culturally appropriate, safe and effective physiological and psychosocial nursing care across the lifespan. This course focuses on wellness, health promotion and prevention of illness to enhance health outcomes of individuals and families. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component in order to progress to NUR 2129. If this does not occur, both the theory and clinical components must be retaken together. Clock hours: 90 theory/135 clinical.

**Prerequisite:** NUR 1109, EPY 2533, NUR 1209 or NUR 1316.

**Lecture Hours:** Six hours of lecture.

**Clinical Hours:** 9 hours clinical practice per week.

### **PSY 1513 - General Psychology**

#### **3 Credit Hours**

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.

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours:** 15

## Fourth Semester

### **NUR 2129 - Nursing IV**

## **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences and builds on the concepts and clinical reasoning skills in NUR 1109, NUR 1209 and NUR 2119. Emphasis is placed on psychosocial assessment, therapeutic communication, psychiatric treatment, advanced medical-surgical conditions, leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies developing skills in preparation to provide competent entry-level professional, compassionate, coordinated, age and culturally appropriate, safe and effective nursing care. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component for success in the course. If this does not occur, both the theory and clinical components must be retaken together.

**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2313.

## **NUR 2313 - Transition To Professional Nursing Practice**

### **3 Credit Hours**

This course facilitates the transition of the student to the role of the professional nurse. Emphasis is placed on preparation for successful completion of licensure examination and employment readiness.

**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2129 - Nursing IV . Three theory hours per week. Clock hours: 45.

- Humanities Elective **3 Credit Hours**

**Total Credit Hours: 15**

### **Note(s):**

Anatomy & Physiology II with Lab must be completed with a "C" or better before NUR 1209.

\* Human Growth and Development must be completed with a "C" or better before NUR 2119. Otherwise, only the nursing courses must be taken in the sequence noted above.

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

## **LPN-RN Transition Plan of Study**

### **Pre-requisites**

## **BIO 2513 - Anatomy And Physiology I, Lecture**

### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

## **EPY 2533 - Human Growth And Development**

### **3 Credit Hours**

A study of various aspects of human growth and development from conception through death. Topics include biological, psychological, and cognitive development.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **ENG 1123 - English Composition II**

### **3 Credit Hours**

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.

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

**Total Credit Hours: 23**

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

## **First Semester (Summer)**

## **NUR 1316 - LPN-RN Transition**

### **6 Credit Hours**

This course facilitates the transition of the licensed practical nurse (LPN) to the role of the registered nurse. The content augments knowledge gained in the LPN program and includes an overview of foundational nursing knowledge, professional nursing practice and the nursing role on the health care team. Course content from NUR 1109 and NUR 1209 is presented in this course to focus on the development of clinical reasoning with emphasis placed on the provision of compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. This course is completed during an eight-week summer term and includes didactic and clinical components. A grade of "C" or above is required for the theory component before progressing to the clinical component. If this does not occur, both the theory and clinical components must be retaken the following summer OR students are eligible to enter NUR 1109 the following fall semester (space permitting) or the following spring semester. Clock hours: 75 theory/45 clinical.

**Clinical Hours:** 45 clinical.

**Total Credit Hours: 6**

\* After successful completion of NUR 1316, student will receive 12 hours credit for NUR 2002 (demonstration of knowledge from previous LPN course work).

## **Second Semester**

### **NUR 2119 - Nursing III**

#### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences designed to provide nursing care to the child-bearing family, children and adults with acute and chronic illnesses. This course builds on the development of clinical reasoning to provide compassionate, coordinated, age and culturally appropriate, safe and effective physiological and psychosocial nursing care across the lifespan. This course focuses on wellness, health promotion and prevention of illness to enhance health outcomes of individuals and families. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component in order to progress to NUR 2129. If this does not occur, both the theory and clinical components must be retaken together. Clock hours: 90 theory/135 clinical.

**Prerequisite:** NUR 1109, EPY 2533, NUR 1209 or NUR 1316.

**Lecture Hours:** Six hours of lecture.

**Clinical Hours:** 9 hours clinical practice per week.

### **PSY 1513 - General Psychology**

#### **3 Credit Hours**

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.

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

**Total Credit Hours: 15**

## **Third Semester**

### **NUR 2129 - Nursing IV**

#### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences and builds on the concepts and clinical reasoning skills in NUR 1109, NUR 1209 and NUR 2119. Emphasis is placed on psychosocial assessment,

therapeutic communication, psychiatric treatment, advanced medical-surgical conditions, leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies developing skills in preparation to provide competent entry-level professional, compassionate, coordinated, age and culturally appropriate, safe and effective nursing care. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component for success in the course. If this does not occur, both the theory and clinical components must be retaken together.

**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2313.

## **NUR 2313 - Transition To Professional Nursing Practice**

### **3 Credit Hours**

This course facilitates the transition of the student to the role of the professional nurse. Emphasis is placed on preparation for successful completion of licensure examination and employment readiness.

**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2129 - Nursing IV . Three theory hours per week. Clock hours: 45.

- Humanities Elective **3 Credit Hours**

Total Credit Hours: 15

## **BSN Transfer Option**

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

*\*Note: Every BSN program sets its own requirements for graduation. It is the responsibility of the student to determine the requirements of the desired BSN program.*

## **Paramedic, Certificate**

### **First Semester**

#### **EMS 1142 - Foundations Of Paramedicine, Lecture**

##### **2 Credit Hours**

This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations.

**Lecture Hours:** Two hours lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1151 - Foundations Of Paramedicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** One-hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1242 - Concepts Of Airway And Respiratory Medicine, Lecture**

### **2 Credit Hours**

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1251 - Concepts Of Airway And Respiratory Medicine,Laboratory**

### **1 Credit Hours**

This course in co-requisite with the lecture portion will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1343 - Concepts Of Cardiovascular Medicine, Lecture**

### **3 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 1352 - Concepts Of Cardiovascular Medicine, Laboratory**

### **2 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 1514 - Practicum I**

### **4 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics.

**Clinical Hours:** Four clinical hours.

**Field Hours:** 180 hours (contact hours)

## **EMS 2912 - Concepts Of Ems Operations**

### **2 Credit Hours**

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

**Total Credit Hours: 21**

## **Second Semester**

## **EMS 1525 - Practicum II**

### **5 Credit Hours**

A continuation of EMS 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting.



**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514, EMS 1742  
**CONCEPTS OF NEUROLOGICAL MEDICINE, LECTURE**

**Clinical Hours:** Four hours clinical.

**Field Hours:** 225 hours (contact hours)

## **EMS 1742 - Concepts of Neurological Medicine, Lecture**

### **2 Credit Hours**

This course consists of the theory, anatomy, physiology, and treatments associated with the nervous system. This includes conditions related to structure and those associated with organic and nonorganic brain disease. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, EMS 1514

**Lecture Hours:** Two hour lecture.

**Clinical Hours:** Two hour clinical/field.

## **EMS 1751 - Concepts Of Neurological Medicine, Laboratory**

### **1 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** One-hour lab.

## **EMS 2343 - Medical Emergencies Of The Secondary Assessment, Lecture**

### **3 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2351 - Medical Emergencies Of The Secondary Assessment, Laboratory**

### **1 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to perform a secondary assessment in order to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** Two-hour lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 2743 - Concepts Of Traumatic Medicine, Lecture**

### **3 Credit Hours**

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2752 - Concepts Of Traumatic Medicine, Laboratory**

### **2 Credit Hours**

The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

**Total Credit Hours: 17**

## **Third Semester**

## **EMS 1942 - Concepts Of Reproductive Medicine, Lecture**

### **2 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included.

**Prerequisite:** EMS 2743, EMS 2752, EMS1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1951 - Concepts Of Reproductive Medicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 2743, EMS 2752, EMS 1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lab Hours:** One hour lab.

## **EMS 2566 - Practicum III**

### **6 Credit Hours**

Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS.

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (contact hours)

## **EMS 2942 - Paramedic Capstone, Lecture**

### **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2952 - Paramedic Capstone, Laboratory**

### **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

Total Credit Hours: 13

Total Credit Hours: 51

Certificate Exit Point

(Minimum of 45 hours)

## **Physical Therapist Assistant, A.A.S.**

<https://www.northwestms.edu/programs/healthsciences/physical-therapy-assistant>

# FIRST YEAR

## Fall Semester

### **BOT 1613 - Medical Office Terminology I**

#### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

### **ENG 1113 - English Composition I**

#### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### **BIO 2511 - Anatomy And Physiology I, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

### **BIO 2513 - Anatomy And Physiology I, Lecture**

#### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

### **MAT 1313 - College Algebra**

#### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

## **PSY 1513 - General Psychology**

### **3 Credit Hours**

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.

Total Credit Hours: 16

## **Spring Semester**

## **HPR 1213 - Personal And Community Health**

### **3 Credit Hours**

This course covers the application of principles and practices of healthful living to the individual and community, major health problems and the mutual responsibilities of home, school, and health agencies.

**OR**

## **HPR 1313 - Introduction To Kinesiology/Health, Physical Education,And Recreation**

### **3 Credit Hours**

This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the

endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **BOT 1623 - Medical Office Terminology II**

### **3 Credit Hours**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Health-care Data Technology.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

Humanities/Fine Arts Elective

Total Credit Hours: 16

First Summer Term

## **PTA 1123 - Fundamental Concepts of Physical Therapy**

### **3 Credit Hours**

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **PTA 1213 - Fundamental Skills for Physical Therapist Assistants**

### **3 Credit Hours**

This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (lecture contact hours), 30 hours (lab contact hours)

Total Credit Hours: 6

## SECOND YEAR

### Fall Semester

#### **PTA 1314 - Kinesiology**

##### **4 Credit Hours**

This course studies individual muscles and muscle function, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

#### **PTA 1224 - Therapeutic Modalities**

##### **4 Credit Hours**

This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

#### **PTA 1324 - Therapeutic Exercise and Rehabilitation**

##### **4 Credit Hours**

This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercises as correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

#### **PTA 2414 - Clinical Education I**

##### **4 Credit Hours**

This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 (clinical contact hours)

Total Credit Hours: 16

## Spring Semester

### **PTA 2234 - Electrotherapy**

#### **4 Credit Hours**

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

### **PTA 2334 - Therapeutic Exercise and Rehabilitation II**

#### **4 Credit Hours**

This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for primary neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics functional training and other techniques are covered.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

### **PTA 2513 - Medical Conditions and Related Pathology**

#### **3 Credit Hours**

This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

### **PTA 2424 - Clinical Education II**

#### **4 Credit Hours**

This is the first of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the physical therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)



Total Credit Hours: 15

## Second Summer Term

### **PTA 2434 - Clinical Education III**

#### **4 Credit Hours**

This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

### **PTA 2444 - Clinical Education IV**

#### **4 Credit Hours**

This is the third of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the Physical Therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

### **PTA 2523 - Physical Therapy Seminar**

#### **3 Credit Hours**

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

Total Credit Hours: 11

## **Practical Nursing Certificate**

<https://www.northwestms.edu/programs/healthsciences/practical-nursing>

## Fall Enrollment - All Campuses

### Semester I-Fall

### **PNV 1213 - Body Structure And Function**

### **3 Credit Hours**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

**Lecture Hours:** Three hours lecture.

## **PNV 1426 - Fundamentals Of Nursing Theory**

### **6 Credit Hours**

This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1437 and requires a passing grade in PNV 1426 and PNV 1437 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1437 - Fundamentals Of Nursing Lab /Clinical**

### **7 Credit Hours**

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**Lab Hours:** Ten hours lab.

**Clinical Hours:** Six clinical hours.

**Total Credit Hours: 16**

## **Semester II-Spring**

## **PNV 1614 - Medical/ Surgical Nursing Theory**

### **4 Credit Hours**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health Theory (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

## **PNV 1622 - Medical / Surgical Nursing Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of

skills, and the use of nursing process.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**Clinical Hours:** Six hours clinical.

## **PNV 1634 - Alterations In Adult Health Theory**

### **4 Credit Hours**

This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1642 - Alterations In Adult Health Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Clinical Hours:** Six hours clinical.

## **PNV 1524 - IV Therapy And Pharmacology**

### **4 Credit Hours**

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical nursing program, will receive a certificate to indicate that he/she has completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification.

**Prerequisite:** Pre-requisites: all first semester courses.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 16

Semester III-Summer

## **PNV 1714 - Maternal-Child Nursing**

#### **4 Credit Hours**

This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

### **PNV 1814 - Mental Health Nursing**

#### **4 Credit Hours**

This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

### **PNV 1914 - Nursing Transition**

#### **4 Credit Hours**

This course promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included.

**Prerequisite:** all first and second semester PNV courses.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** Three hours clinical.

Total Credit Hours: 12

## **Spring Enrollment-Senatobia and Oxford Campus Day Program**

### **Semester I-Spring**

### **PNV 1213 - Body Structure And Function**

#### **3 Credit Hours**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

**Lecture Hours:** Three hours lecture.

### **PNV 1426 - Fundamentals Of Nursing Theory**

## **6 Credit Hours**

This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1437 and requires a passing grade in PNV 1426 and PNV 1437 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1437 - Fundamentals Of Nursing Lab /Clinical**

### **7 Credit Hours**

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**Lab Hours:** Ten hours lab.

**Clinical Hours:** Six clinical hours.

Total Credit Hours: 16

Semester II-Summer

## **PNV 1714 - Maternal-Child Nursing**

### **4 Credit Hours**

This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1814 - Mental Health Nursing**

### **4 Credit Hours**

This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1524 - IV Therapy And Pharmacology**

### **4 Credit Hours**

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical

nursing program, will receive a certificate to indicate that he/she has completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification.

**Prerequisite:** Pre-requisites: all first semester courses.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

Total Credit Hours: 12

## Semester III-Fall

### PNV 1614 - Medical/ Surgical Nursing Theory

#### 4 Credit Hours

This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health Theory (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

### PNV 1622 - Medical / Surgical Nursing Clinical

#### 2 Credit Hours

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**Clinical Hours:** Six hours clinical.

### PNV 1634 - Alterations In Adult Health Theory

#### 4 Credit Hours

This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1642 - Alterations In Adult Health Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Clinical Hours:** Six hours clinical.

## **PNV 1914 - Nursing Transition**

### **4 Credit Hours**

This course promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included.

**Prerequisite:** all first and second semester PNV courses.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** Three hours clinical.

Total Credit Hours: 16

## **Fall Enrollment-Desoto Center & Oxford Campus Evening and Weekend Program**

This five-semester curriculum is designed to allow students who cannot attend during regular academic sessions a part-time option. The Practical Nursing program at DeSoto Center and at the Oxford campus accepts applications for this evening and weekend program from mid-January through April 30 of **each even year**.

### **Semester I-Fall**

## **PNV 1213 - Body Structure And Function**

### **3 Credit Hours**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

**Lecture Hours:** Three hours lecture.

Total Credit Hours: 3

### **Semester II-Spring**

## **PNV 1426 - Fundamentals Of Nursing Theory**

## **6 Credit Hours**

This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1437 and requires a passing grade in PNV 1426 and PNV 1437 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1437 - Fundamentals Of Nursing Lab /Clinical**

## **7 Credit Hours**

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**Lab Hours:** Ten hours lab.

**Clinical Hours:** Six clinical hours.

**Total Credit Hours: 13**

## **Semester III-Summer**

## **PNV 1524 - IV Therapy And Pharmacology**

## **4 Credit Hours**

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical nursing program, will receive a certificate to indicate that he/she has completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification.

**Prerequisite:** Pre-requisites: all first semester courses.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

**Total Credit Hours: 4**

## **Semester IV-Fall**

## **PNV 1634 - Alterations In Adult Health Theory**

## **4 Credit Hours**

This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.



**Prerequisite:** all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1642 - Alterations In Adult Health Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Clinical Hours:** Six hours clinical.

## **PNV 1614 - Medical/ Surgical Nursing Theory**

### **4 Credit Hours**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health Theory (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

## **PNV 1622 - Medical / Surgical Nursing Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**Clinical Hours:** Six hours clinical.

**Total Credit Hours: 12**

**Semester V-Spring**

## **PNV 1714 - Maternal-Child Nursing**

### **4 Credit Hours**

This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1814 - Mental Health Nursing**

### **4 Credit Hours**

This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1914 - Nursing Transition**

### **4 Credit Hours**

This course promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included.

**Prerequisite:** all first and second semester PNV courses.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** Three hours clinical.

Total Credit Hours: 12

### **Note(s):**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.northwestms.edu](http://www.northwestms.edu).

## **Respiratory Therapy, A.A.S.**

<https://www.northwestms.edu/programs/healthsciences/respiratory-therapy>

### **Prerequisites**

## **BIO 2513 - Anatomy And Physiology I, Lecture**

### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science

course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

(These classes may be taken the summer before fall enrollment. All applications should be submitted by June 1.)

## **Freshman Year**

### **First Semester**

## **RCT 1313 - Cardiopulmonary Anatomy And Physiology**

### **3 Credit Hours**

A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523) ; program admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 1223 - Patient Assessment And Planning**

### **3 Credit Hours**

Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab..

**Field Hours:** 30 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 1213 - Respiratory Care Science**

### **3 Credit Hours**

Designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523) ; program admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 1415 - Respiratory Care Technology I**

### **5 Credit Hours**

A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support.

**Prerequisite:** program admission.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 45 hours (lecture contact hours), 60 hours (lab contact hours)

## **RCT 1613 - Respiratory Care Pharmacology**

### **3 Credit Hours**

Designed to introduce the student to the pharmacology related to cardiopulmonary disorders.

**Prerequisite:** Anatomy and Physiology I (BIO 2513) and Anatomy and Physiology II (BIO 2523) ; program

admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

Total Credit Hours: 17

## Second Semester

### ENG 1113 - English Composition I

#### 3 Credit Hours

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

### RCT 1516 - Clinical Practice I

#### 6 Credit Hours

Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523), RCT 1223 - Patient Assessment And Planning, RCT 1213 - Respiratory Care Science, and RCT 1313 - Cardiopulmonary Anatomy And Physiology

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (clinical contact hours)

### RCT 1424 - Respiratory Care Technology II

#### 4 Credit Hours

A continuation of Respiratory Care Practitioner I. A study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care.

**Prerequisite:** RCT 1415 - Respiratory Care Technology I

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

### RCT 1322 - Pulmonary Function Testing (PFT)

#### 2 Credit Hours

This course is an introduction to pulmonary function technique and testing equipment.

**Prerequisite:** RCT 1415 - Respiratory Care Technology I or instructor's approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 15 hours (lecture contact hours), 30 hours (lab contact hours)

Total Credit Hours: 15

Summer Term

### **SPT 1113 - Public Speaking I**

**3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

### **RCT 1523 - Clinical Practice II**

**3 Credit Hours**

Students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care.

**Prerequisite:** Clinical Practice I (RCT 1516) and Respiratory Care Practitioner II (RCT 1424).

**Clinical Hours:** Three hours clinical.

**Field Hours:** 135 hours (clinical contact hours)

- **Humanities/Fine Arts Elective 3 Credit Hours**

Total Credit Hours: 9

Sophomore Year

First Semester

### **BIO 2923 - Microbiology, Lecture**

**3 Credit Hours**

A lecture course that provides an introduction to the general principles of microbiology with emphasis on microorganisms and human/animal diseases. Topics include laboratory techniques, cellular biology, immunology, genetics, microbial classification and an introduction to biotechnology.

**Prerequisite:** Successful completion of BIO 2523 and BIO 2521 or 8 hours of upper-level biology courses with a grade of "C" or better.

**Corequisite:** BIO 2921.

### **BIO 2921 - Microbiology, Laboratory**

**1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2923 Microbiology lecture.

**Corequisite:** concurrent enrollment in BIO 2923.

## **RCT 2613 - Neonatal/Pediatrics Management**

### **3 Credit Hours**

A study of fetal development and the transition to the extrauterine environment. Includes the most common cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment.

**Prerequisite:** Respiratory Care Practitioner II (RCT 1424) or instructor's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 2434 - Respiratory Care Technology III**

### **4 Credit Hours**

A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support.

**Prerequisite:** Clinical Practice II (RCT 1523) ; program progression.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 2534 - Clinical Practice III**

### **4 Credit Hours**

Students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures.

**Prerequisite:** Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1523) ; program progression.

**Lecture Hours:** No lecture.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

Total Credit Hours: 15

## **Second Semester**

- **Basic Computer Skills Elective 3 Credit Hours**

## **RCT 2712 - Respiratory Care Seminar**

### **2 Credit Hours**

Designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized.

**Prerequisite:** Respiratory Care Practitioner III (RCT 2434) or instructor's approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 15 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 2333 - Cardiopulmonary Pathology**

### **3 Credit Hours**

A study of the cardiopulmonary pathophysiology. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress.

**Prerequisite:** Cardiopulmonary Anatomy and Physiology (RCT 1313) , Respiratory Care Practitioner III (RCT 2434) , and Clinical Practice III (RCT 2534), or instructor's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 2546 - Clinical Practice IV**

### **6 Credit Hours**

Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance.

**Prerequisite:** Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1523), Clinical Practice III (RCT 2534).

**Lecture Hours:** No lecture.

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (clinical contact hours)

- **Behavioral/Social Science Elective 3 Credit Hours**

Total Credit Hours: 17

## **Surgical Technology Certificate**

<https://www.northwestms.edu/programs/healthsciences/surgical-technology>

### **Freshman Year**

#### **First Semester**

### **SUT 1113 - Fundamentals Of Surgical Technology**

#### **3 Credit Hours**



This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia.

### **SUT 1217 - Principles Of Surgical Technique**

#### **7 Credit Hours**

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques.

### **SUT 1314 - Surgical Anatomy**

#### **4 Credit Hours**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience.

### **SUT 1223 - Medical Terminology For Surgical Technologists**

#### **3 Credit Hours**

A study of medical terminology as it relates to the practice of surgical technology.

### **SUT 1413 - Surgical Microbiology**

#### **3 Credit Hours**

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.

Total Credit Hours: 20

## **Second Semester**

### **SUT 1518 - Basic And Related Surgical Procedures**

#### **8 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

### **SUT 1529 - Specialized Surgical Procedures**

#### **9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical

experience in area hospital surgical suite and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

**Lecture Hours:** Five hours lecture.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 75 hours (lecture contact hours), 180 hours (clinical contact hours)

Total Credit Hours: 17

Summer Term (8 Weeks)

## **SUT 1539 - Advanced Surgical Procedures**

### **9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination.

**Prerequisite:** CPR-Health Care Provider and all second semester courses.

Total Credit Hours: 9

## **Surgical Technology, A.A.S.**

<https://www.northwestms.edu/programs/healthsciences/surgical-technology>

Freshman Year

First Semester

## **SUT 1113 - Fundamentals Of Surgical Technology**

### **3 Credit Hours**

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia.

## **SUT 1217 - Principles Of Surgical Technique**

### **7 Credit Hours**

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques.

## **SUT 1314 - Surgical Anatomy**

**4 Credit Hours**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience.

**SUT 1413 - Surgical Microbiology****3 Credit Hours**

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection.

**SUT 1223 - Medical Terminology For Surgical Technologists****3 Credit Hours**

A study of medical terminology as it relates to the practice of surgical technology.

Total Credit Hours: 20

**Second Semester****SUT 1518 - Basic And Related Surgical Procedures****8 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

**SUT 1529 - Specialized Surgical Procedures****9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

**Lecture Hours:** Five hours lecture.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 75 hours (lecture contact hours), 180 hours (clinical contact hours)

Total Credit Hours: 17

Summer Term (8 Weeks)

## **SUT 1539 - Advanced Surgical Procedures**

### **9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination.

**Prerequisite:** CPR-Health Care Provider and all second semester courses.

Total Credit Hours: 9

## **Sophomore Year**

### **First Semester**

- Humanities/Fine Arts Elective **3 Credit Hours**

## **BIO 2513 - Anatomy And Physiology I, Lecture**

### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **SPT 1113 - Public Speaking I**

### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

Total Credit Hours: 13

## **Second Semester**

### **BIO 2523 - Anatomy And Physiology II, Lecture**

#### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

### **BIO 2521 - Anatomy And Physiology II, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

- Psychology or Sociology **3 Credit Hours**
- Math Elective **3 Credit Hours** \*\*

### **EPY 2533 - Human Growth And Development**

#### **3 Credit Hours**

A study of various aspects of human growth and development from conception through death. Topics include biological, psychological, and cognitive development.

Total Credit Hours: 13

### **Note(s):**

\*\* Math requirement must be Intermediate Algebra or higher

### **Fine Arts Electives:**

## **ART 1113 - Art Appreciation**

### **3 Credit Hours**

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

## **MUS 1113 - Music Appreciation**

### **3 Credit Hours**

A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

## **SPT 2233 - Theatre Appreciation (Non-Majors)**

### **3 Credit Hours**

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.

## **Humanities Electives:**

### **ENG 2323 - British Literature I**

#### **3 Credit Hours**

This course surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century.

**Prerequisite:** ENG 1123.

### **ENG 2333 - British Literature II**

#### **3 Credit Hours**

This course surveys British literature from the Romantic Period to the present.

**Prerequisite:** ENG 1123.

### **ENG 2223 - American Literature I**

#### **3 Credit Hours**

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War.

**Prerequisite:** ENG 1123.

### **ENG 2233 - American Literature II**

### **3 Credit Hours**

This course surveys representative prose and poetry of the United States from the Civil War to the present.

**Prerequisite:** ENG 1123.

### **PHI 1113 - Old Testament Survey**

#### **3 Credit Hours**

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

### **PHI 1133 - New Testament Survey**

#### **3 Credit Hours**

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts and other New Testament books.

### **PHI 2113 - Introduction To Philosophy**

#### **3 Credit Hours**

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking.

### **PHI 2143 - Introduction To Ethics**

#### **3 Credit Hours**

An introduction to moral philosophy with the investigation of some selected moral problems.

## **Course Descriptions**

## **Agricultural Business & Management Technology**

Adviser: Benton

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **Agricultural Business and Management Technology**

### **AGT 1112 - Survey Of Agricultural Technology**

**2 Credit Hours**

A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lecture and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc.

**Lecture Hours:** Two hours lecture; may be repeated for a maximum of 4 credit hours.

**AGT 1413 - Principles Of Agricultural Management****3 Credit Hours**

A course which provides instruction in organization and structure of agricultural businesses, decision-making, and the planning process for farming operations.

**Lecture Hours:** Two hours lecture, two hours lab.

**AGT 1513 - Principles Of Agricultural Marketing****3 Credit Hours**

An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of future contracts.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**AGT 1613 - Agricultural Records****3 Credit Hours**

An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**AGT 1813 - Fitting/Grooming/Judging****3 Credit Hours**

Provides information and practice on fitting, grooming, and judging agricultural products.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**AGT 1913 - Animal Reproduction****3 Credit Hours**

Provides information and laboratory opportunities to assist students in learning about animal reproduction.



**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2263 - Applied Agriculture Economics**

### **3 Credit Hours**

A course to introduce the student to economic principles as applied to agribusiness operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2613 - Forage And Pasture Crops**

### **3 Credit Hours**

A comprehensive course in the production and management of forage and pasture crops.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2663 - Applied Animal Nutrition**

### **3 Credit Hours**

A comprehensive course of study on the practical principles and applications of nutrition.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2713 - Beef Production I**

### **3 Credit Hours**

A course to provide knowledge and practice in the area of beef production. Includes instruction in animal breeding and nutrition and livestock handling practices.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2723 - Beef Production II**

### **3 Credit Hours**

A continuation of Beef Production with emphasis on management, herd health, and marketing.

**Prerequisite:** AGT 2713 - Beef Production I.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2863 - Horse Production**

### **3 Credit Hours**

A comprehensive course in the production and management of horses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AGT 2923 - Supervised Agricultural Experience**

### **3 Credit Hours**

This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor.

## **Agricultural Technology/John Deere**

Advisers: Johnston, Massey  
Offered at Senatobia campus only  
*Associate of Applied Science*

Agricultural Technology is an instructional program that prepares individuals to select, operate, maintain, service, and use agricultural power units, machinery, and equipment. Included is instruction in engine design, use, maintenance, and repair techniques. The program covers internal combustion engines service and overhaul, electrical systems, hydraulic systems, power trains, air conditioning, grain harvesting equipment, spray equipment, row crop planting systems, cotton harvesting equipment, hay harvesting equipment compact engines equipment servicing, cutting and welding, and service repair center management and operations.

The Associate of Applied Science degree may be granted to students who complete the curriculum. Students in the program will complete the John Deere University Certifications.

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

1. Contact program adviser for program visit.
2. Have a minimum ACT composite score of 15, be eligible to enroll in English Composition I, or by letter of recommendation from a John Deere Dealer sponsor.
3. Obtain a sponsorship with a qualified John Deere dealership. (Click here for required forms.) Students must complete a Free Application for Federal Student Aid (FAFSA) for sponsorship. Click here for more information on completing a FAFSA.
4. Provide their own tools (tool list available here).
5. Provide their own laptop.
6. Admission to the college does not guarantee admissions to the program of study.

## **Agricultural Technology/John Deere Tech**

### **AMT 291(1-3) - Special Problems**

### **1-3 Credit Hours**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Mechanics Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Can be offered in one to three credit hour courses.

## **AMT 1123 - Agricultural Mechanics Fundamentals**

### **3 Credit Hours**

The proper use and application of technical terms. The usage, storage, and safety of hand tools, measuring tools, and special tools. A study of the size and strength of standard and metric fasteners. Safety is applied as it relates to agricultural equipment, shop maintenance, oxyacetylene cutting, and arc/mig welding.

**Lecture Hours:** Three hours lecture.

## **AMT 1161 - Introduction To Spatial Information Systems**

### **1 Credit Hours**

This course provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future.

**Lecture Hours:** One hour lecture.

## **AMT 1162 - Introduction To Spatial Information Systems**

### **2 Credit Hours**

This course is a continuation of AMT 1161 and provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and remote sensing). Students will recognize the impact of spatial information technology on our lives currently and in the future.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab.

## **AMT 1213 - Basic Electrical/Electronics Systems**

### **3 Credit Hours**

A study of electrical/electronics systems as it relates to agricultural power machinery and equipment.

**Lecture Hours:** Two hours lecture.

## **AMT 1223 - Advanced Electrical/Electronic Systems**

### **3 Credit Hours**

Theory and operation of the onboard diagnostic systems and electrical/electronics test procedures.

**Prerequisite:** Electrical/Electronics Systems ( AMT 1213).

**Lecture Hours:** Two hours lecture.

### **AMT 1313 - Basic Power Trains**

#### **3 Credit Hours**

A study of machines and the principles upon which they operate in the transmission of power.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AMT 1323 - Advanced Power Trains**

#### **3 Credit Hours**

A study of machines and the principles upon which they operate in the transmission of power. Emphasis will be placed upon disassembly and assembly power train components.

**Prerequisite:** Basic Power Trains (AMT 1313) and Basic Hydraulics (AMT 1613).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

### **AMT 1413 - Basic Engines**

#### **3 Credit Hours**

A study of the theory of operation, parts identification, and operational characteristics of internal combustion engines.

**Lecture Hours:** Three hours lecture.

### **AMT 1424 - Advanced Engines**

#### **4 Credit Hours**

Adjustment, repair and overhaul of agricultural diesel engines.

**Prerequisite:** Basic Engines (AMT 1413)

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **AMT 1511 - Principles of Air Conditioning Systems**

#### **1 Credit Hours**

Principles and service of air conditioning systems used on agricultural equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **AMT 1615 - Basic Hydraulic Systems**

**5 Credit Hours**

Theory and application of hydraulic systems in agricultural machinery and equipment.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** One hour lab.

**AMT 2111 - Grain Harvesting Equipment****1 Credit Hours**

This is a course designed to provide procedures for the inspection, adjustment, repair and lubrication of grain harvesting equipment.

**Lecture Hours:** One hour lecture.

**AMT 2311 - Cotton Harvesting Equipment****1 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the functions, maintenance, and repair of cotton picker drums and support systems.

**Lecture Hours:** One hour lecture.

**AMT 2411 - Hay Harvesting Equipment****1 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the procedures for inspection, adjustment, repair, and lubrication of hay harvesting equipment.

**Lecture Hours:** One hour lecture.

**AMT 2512 - Spray Equipment****2 Credit Hours**

Selection, assembly, inspection, adjustment, and calibration of seeding and spray equipment including safety procedures.

**Lecture Hours:** Two hours lecture.

**AMT 2623 - Advanced Hydraulics****3 Credit Hours**

Diagnosis, adjustment, and repair of hydraulic systems in agricultural machinery and equipment.

**Prerequisite:** Basic Hydraulic Systems (AMT 1615) and Basic Power Trains (AMT 1313).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

## **AMT 2712 - Row Crop Planting Systems**

### **2 Credit Hours**

Setup, inspection, adjustment, and service of row crop planting equipment and global positioning systems (GPS) equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **AMT 2814 - Compact Engines & Equipment**

### **4 Credit Hours**

This course provides knowledge about inspection, service, and repair of compact equipment.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

## **AMT 2926 - Supervised Work Experience In Agriculturaltechnology**

### **6 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

**Prerequisite:** Consent of instructor.

## **AMT 2936 - Supervised Work Experience In Agricultural Technology**

### **6 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

**Prerequisite:** Consent of instructor.

## **Art**

Students pursuing an art pathway build a portfolio of their art and are given opportunities to exhibit their work via the Les Fauves Art Club and ultimately a Sophomore show. Instructors are highly educated and competent professionals who actively practice their arts at Northwest and in the surrounding communities. Advisers work with senior institutions to ensure a successful transfer from Northwest to a four-year college.

*\*Offered at Senatobia campus only.*

# **Art**

## **ART 1113 - Art Appreciation**

### **3 Credit Hours**

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

## **ART 1213 - Introductory Art**

### **3 Credit Hours**

A studio course designed to familiarize the student with the fundamental elements of art and develop in the students visual literacy.

## **ART 1313 - Drawing I**

### **3 Credit Hours**

An introduction to the basic principles and materials of drawing. Emphasis will be on observational drawing and black and white media.

**Lab Hours:** Six lab hours per week.

## **ART 1323 - Drawing II**

### **3 Credit Hours**

Continuation of skills from Drawing I with an introduction to color and further study of composition.

**Prerequisite:** ART 1313.

## **ART 1433 - Design I**

### **3 Credit Hours**

Introduction to the fundamentals of two-dimensional design with emphasis in black and white media.

**Lab Hours:** Six hours lab.

## **ART 1443 - Design II**

### **3 Credit Hours**

Continuation of Design I with emphasis in color theory.

**Prerequisite:** ART 1433.

## **ART 1453 - Three Dimensional Design**

### **3 Credit Hours**

Provides 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.

## **ART 1513 - Computer Art**

### **3 Credit Hours**

An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. (For art majors only. )

## **ART 1913 - Art For Elementary Teachers**

### **3 Credit Hours**

Development of essential concepts of children's art education in compliance with the National Standards for Arts Education.

## **ART 2433 - Communication Arts I**

### **3 Credit Hours**

A course designed to study the basic principles of typography, layout, and illustration for reproduction and publication.

**Prerequisite:** ART 1433, ART 1443, ART 1513.

**Lab Hours:** Six lab hours per week.

## **ART 2463 - Communications Arts II**

### **3 Credit Hours**

A course designed to continue the study of the basic principles of typography, layout, and illustration for reproduction and publication.

**Prerequisite:** ART 1433, ART 1443, ART 1513, ART 2433.

**Lab Hours:** Six lab hours per week.

## **ART 2513 - Painting I**

### **3 Credit Hours**

This studio course stresses fundamental concepts of painting with acrylics and/or oils. Emphasis is on painting from observation.

**Prerequisite:** ART 1313, ART 1323, and ART 1433 or special permission of the instructor.

**Lab Hours:** Six lab hours per week.

## **ART 2523 - Painting II**



### **3 Credit Hours**

A continuation which builds on the fundamental concepts of painting with acrylics and/oils. Emphasis is on individual expression.

**Prerequisite:** ART 2513, ART 1313, ART 1323, and ART 1433 or special permission of the instructor.

## **ART 2613 - Ceramics I**

### **3 Credit Hours**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms.

**Lab Hours:** Six lab hours per week.

## **ART 2623 - Ceramics II**

### **3 Credit Hours**

Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving.

**Prerequisite:** ART 2613.

**Lab Hours:** Six lab hours per week.

## **ART 2713 - Art History I**

### **3 Credit Hours**

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history.

## **ART 2723 - Art History II**

### **3 Credit Hours**

Renaissance to Twentieth Century. Special emphasis on modern expression in fields of art.

## **ART 2821 - Exhibition Class IV**

### **1 Credit Hours**

Students will prepare work for archival storage, presentation and exhibition and create a professional portfolio.

# **Automotive Technology**

The Automotive Technology program, fully accredited by the National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE), provides state-of-the-art training for skilled, entry-level

automobile service technicians. Upon graduation, a student will have the knowledge and skills necessary to isolate and correct specific automotive problems.

Employment opportunities for graduates of the certificate program may exist as semi-skilled automotive technicians in the automotive industry. Graduates of the technical program may qualify as automotive electronics technicians or assistant diagnostic technicians in the automotive industry. Students will complete ASE National Certifications. General and Chrysler MOPAR CAP students will be administered the eight (8) standard ASE student tests following completion of the program.

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

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

1. Complete Automotive Program application.
2. Provide their own tools (tool list available on Northwest website at [www.northwestms.edu](http://www.northwestms.edu)).
3. Qualified applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
4. Admissions to the college does not guarantee admissions to the program of study.

Advisers: Herron, Jarreau (ASE Certified Instructors)

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Automotive Technology

### ATT 1124 - Basic Electrical/Electronic Systems

#### 4 Credit Hours

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### ATT 1134 - Advanced Electrical/Electronic Systems

#### 4 Credit Hours

A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 1214 - Brakes**

### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 1314 - Manual Drive Trains/Transaxles**

### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 1424 - Engine Performance I**

### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction in the diagnosis and correction of problems associated with these areas.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 1715 - Engine Repair**

### **5 Credit Hours**

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. Includes instruction and practice in the diagnosis and repair of engine components including valvetrains, blocks, pistons and connecting rods, crankshafts, and oil pumps.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **ATT 1812 - Introduction To Safety And Employability Skills**

### **2 Credit Hours**

A course designed to provide knowledge of classroom and lab policies and procedures. Includes instruction in safety practices and procedures associated with the automotive program and automotive industry.

**Lecture Hours:** Two hours lecture.

## **ATT 2325 - Automatic Transmissions/Transaxles**

### **5 Credit Hours**

A course to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting and repair of these devices.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **ATT 2334 - Steering And Suspension Systems**

### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 2434 - Engine Performance II**

### **4 Credit Hours**

A course to provide advanced skills and knowledge related to the ignition system, fuel, air induction and exhaust systems. Includes instruction in the diagnosis and correction of problems associated within these areas.

**Prerequisite:** ATT 1424.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ATT 2445 - Engine Performance III**

### **5 Credit Hours**

A course to provide advanced skills and knowledge related to the emissions control systems and engine related service. Includes instruction in the diagnosis and correction of problems associated within these areas.

**Prerequisite:** ATT 2434.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **ATT 2614 - Heating And Air Conditioning**

#### **4 Credit Hours**

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of heating and air conditioning system components and control systems.

**Prerequisite:** ATT 1124.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **ATT 2913 - Special Problems In Automotive Technology**

#### **3 Credit Hours**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** Two semesters of coursework in ATT and instructor approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

### **ATT 2934 - Special Problems In Automotive Technology II**

#### **4 Credit Hours**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** Three semesters of coursework in ATT and instructor approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

## **Aviation Maintenance Technology**

The Aviation Maintenance Technology program offers an FAA-certified curriculum designed to prepare students for a career as aircraft, airframe and powerplant mechanics. Upon completion of the program, students are eligible to receive the Associate of Applied Science degree.

**Special Admissions Requirements: Admission forms must be sent to both the Office of Admissions and Records and to the Program Director of the Aviation Maintenance Technology program. Admissions applications must be complete and all required documents must be received by June 1.**

Program requirements include:

1. Applicant must have a composite ACT score of 15 or higher.
2. Completed Aviation Maintenance Program application. When all documents are received, an interview with an instructor will be scheduled. The applicant will be notified of the interview schedule.
3. Interview with Aviation Program lead instructor.

4. Qualified applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen. Applicant must pass a basic, "hands-on" mechanical aptitude test at interview.
5. Applicant must pass a basic, "hands-on" mechanical aptitude test at interview.
6. Admission to the college does not guarantee admission to the program of study.

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

Admission to the college does not guarantee admission to the program.

Adviser: Cooper, Lindsey

- Offered at DeSoto Center-Olive Branch only

*Associate of Applied Science*

## **Aviation Maintenance Technology**

### **APT 1114 - Aviation Applied Science**

#### **4 Credit Hours**

A study of general aviation maintenance practices including orientation to aviation, aircraft maintenance safety procedures, aviation mathematics, aviation physics, and aircraft drawings.

### **APT 1123 - Aviation Electricity I**

#### **3 Credit Hours**

A study of the theory and application of direct and alternating current distribution and utilization of voltage. Practical application of Ohm's Law.

### **APT 1134 - Aviation Materials And Processes**

#### **4 Credit Hours**

A study of materials and processes used in the construction and repair of aircraft and components, fluid lines and fittings, and corrosion protection.

### **APT 1143 - Aircraft Servicing And Weight And Balance**

#### **3 Credit Hours**

A study of aircraft ground operation and servicing and weight and balance checks and records.

### **APT 1153 - Maintenance Forms, Records And Regulations**

#### **3 Credit Hours**

A study of maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

## **APT 1161 - Reciprocating Engine Theory**

### **1 Credit Hours**

A study of theory and principles of operation of reciprocating engines.

## **APT 1171 - Human Factors/General Troubleshooting And Inspection Principles**

### **1 Credit Hours**

A study of the human factor element involved in air maintenance and development of general troubleshooting and inspection skills.

## **APT 1214 - Reciprocating Engine Overhaul And Inspection**

### **4 Credit Hours**

This course contains a detailed study supported by the actual overhaul of reciprocating engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, repair, and reassembly.

## **APT 1221 - Turbine Engine Theory**

### **1 Credit Hours**

A study of the theory of basic gas turbine engines and related accessories including unducted fan systems and turbine-driven auxiliary power units.

## **APT 1234 - Turbine Engine Overhaul And Inspection**

### **4 Credit Hours**

A study of the overhaul of basic gas turbine engines and related accessories and components, including disassembly, inspection, assembly, and operation of jet engines.

## **APT 1242 - Powerplant Conformity Airworthiness Inspection**

### **2 Credit Hours**

Inspection of aircraft powerplants for conformity with airworthiness directives and manufacturer's specifications. Inspections will conform with all Federal Aviation regulations.

## **APT 1255 - Lubrication And Fuel Metering Systems**

### **5 Credit Hours**

The system of aircraft lubrication, fuel metering, and fuel system components. Principles of operation for reciprocating and turbine engines. Identification and selection of engine fuels and lubricants.

## **APT 1263 - Induction, Cooling, And Exhaust Systems**

**3 Credit Hours**

A study of reciprocating and turbine induction and engine airflow systems, engine cooling systems, and engine exhaust and reverser systems.

**APT 2115 - Aviation Electricity II****5 Credit Hours**

The study of aircraft engine systems including instrument, engine fire protection, engine electrical, ignition, and starting.

**APT 2122 - Propellers And Powerplant Review****2 Credit Hours**

A course of study to inspect, check, service, and repair fixed pitch, constant speed, and feathering propellers. Included are propeller governing systems, propeller synchronizing, and ice removal systems. Review of powerplant courses.

**APT 2136 - Structures I****6 Credit Hours**

A study of sheet metal and composite structures and welding process.

**APT 2143 - Structures II****3 Credit Hours**

A study of aircraft wood and nonmetallic structures, covering, and finishes.

**APT 2212 - Flight Control****2 Credit Hours**

A study of aircraft rigging and assembly.

**APT 2223 - Aviation Electricity III****3 Credit Hours**

A study of airframe electrical systems and components including wiring, switches, and controls.

**APT 2232 - Hydraulic And Pneumatic Power Systems****2 Credit Hours**

A study of aircraft hydraulic and pneumatic power systems and components.

**APT 2243 - Landing Gear And Protective Systems**



### **3 Credit Hours**

A study of aircraft landing gear systems, position and warning systems, and ice and rain control systems.

## **APT 2251 - Environmental Control Systems**

### **1 Credit Hours**

A study of cabin atmosphere control systems.

## **APT 2264 - Aircraft Instrumentation Systems**

### **4 Credit Hours**

A study of aircraft instrument systems, communications and navigation systems, and aircraft fire protection systems.

## **APT 2271 - Aircraft Fuel Systems**

### **1 Credit Hours**

A study of construction, inspection, and maintenance of various fuel systems and components including tanks, pumps, strainers, tubing, and hoses.

## **APT 2282 - Airframe Inspection And Review**

### **2 Credit Hours**

A study of airframe conformity and airworthiness inspections and maintenance procedures. Review of all airframe courses.

# **Biological Sciences**

Pathways in the biological sciences at Northwest Mississippi Community College offer options for students planning to transfer to a senior institution in the fields of science and/or medicine. Students enrolled at Northwest will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future careers. Various clubs and organizations are also available to these students.

### **Pathways within the biological sciences include:**

- Biology
- Biology Education
- Dental Hygiene
- Forensic Science
- Forestry
- General Agriculture
- Horticulture
- Medical Lab Sciences (3+1)
- Medical Lab Sciences (2+2)
- Occupational Therapy \*
- Pharmacy \*
- Physical Therapy \*

Radiological Sciences  
Veterinary Medical Technology  
Veterinary Medicine \*

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

## **Agriculture**

### **AGR 1214 - Animal Science**

#### **4 Credit Hours**

Fundamental principles and practical application of livestock, dairy, and poultry science. Prerequisite to all animal husbandry, dairy science, and poultry courses.

**Lecture Hours:** Three lectures per week.

**Lab Hours:** Two hours lab.

### **AGR 1313 - Plant Science**

#### **3 Credit Hours**

Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **AGR 1523 - Introduction To Forestry**

#### **3 Credit Hours**

The history and development of forestry in the United States. Introduction to career opportunities and to the field of forestry.

### **AGR 2314 - Basic Soils**

#### **4 Credit Hours**

A general course in soils designed to give the student basic understanding of all important phases of the subject including soil genesis, morphology, classification; and the physical, chemical, and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils. High school chemistry recommended.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **Biology**

### **BIO 1111 - Principles Of Biology I, Laboratory**

**1 Credit Hours**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

**Corequisite:** concurrent enrollment in BIO 1113.

**BIO 1113 - Principles Of Biology I, Lecture****3 Credit Hours**

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics.

**Corequisite:** Concurrent enrollment in BIO 1111.

**BIO 1121 - Principles Of Biology II, Laboratory****1 Credit Hours**

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.

**Corequisite:** concurrent enrollment in BIO 1123.

**BIO 1123 - Principles Of Biology II, Lecture****3 Credit Hours**

A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

**Prerequisite:** BIO 1113.

**Corequisite:** Concurrent enrollment in BIO 1121.

**BIO 1131 - General Biology I, Laboratory****1 Credit Hours**

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture.

**Corequisite:** concurrent enrollment in BIO 1133.

**BIO 1133 - General Biology I, Lecture****3 Credit Hours**

A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division,

genetics, and molecular genetics.

**Prerequisite:** Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 1131.

## **BIO 1141 - General Biology II, Laboratory**

### **1 Credit Hours**

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143, General Biology II, Lecture.

**Corequisite:** concurrent enrollment in BIO 1143.

## **BIO 1143 - General Biology II, Lecture**

### **3 Credit Hours**

A lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology.

**Prerequisite:** successful completion of BIO 1133 and BIO 1131 with a grade of "C" or better.

**Corequisite:** concurrent enrollment in BIO 1141.

## **BIO 1211 - Environmental Science, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213, Environmental Science, Lecture.

## **BIO 1213 - Environmental Science, Lecture**

### **3 Credit Hours**

A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality.

## **BIO 1311 - Botany I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 - Botany I, Lecture

**Corequisite:** concurrent enrollment in BIO 1313.

## **BIO 1313 - Botany I, Lecture**

### **3 Credit Hours**

A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

**Corequisite:** Concurrent enrollment in BIO 1311.

## **BIO 1321 - Botany II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 - Botany II, Lecture.

**Corequisite:** concurrent enrollment in BIO 1323.

## **BIO 1323 - Botany II, Lecture**

### **3 Credit Hours**

A lecture course that emphasizes classification and identification of plants.

**Prerequisite:** BIO 1313 and BIO 1311.

**Corequisite:** concurrent enrollment in BIO 1321.

## **BIO 1531 - Survey Of Anatomy And Physiology, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles and concepts introduced in BIO 1533, Survey of Anatomy and Physiology, Lecture.

**Corequisite:** concurrent enrollment in BIO 1533.

## **BIO 1533 - Survey Of Anatomy And Physiology, Lecture**

### **3 Credit Hours**

A lecture course covering essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems.

**Corequisite:** Concurrent enrollment in BIO 1531.

## **BIO 1613 - Nutrition**

### **3 Credit Hours**

A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers.

**Same As:** (Same as FCS 1253)

## **BIO 1711 - Biomedical Research I**

### **1 Credit Hours**

This course will provide hands on instruction of the necessary skills in order to prepare students to launch a unique investigation in the area of biomedical research. This course focuses on the structural basics such as literature reviews, elements of a research proposal/publication/presentation, experimental design, analysis of data, and technical skills such as micro pipetting, centrifugation, spectrophotometric analysis, etc.

## **BIO 1721 - Biomedical Research II**

### **1 Credit Hours**

This course will provide students with the opportunity to perform a unique investigation in the area of biomedical research of data, and technical skills such as micro pipetting, centrifugation, spectrophotometric analysis, etc.

## **BIO 1813 - Medical Terminology for Health Professionals**

### **3 Credit Hours**

This course is an introduction to medical language used in health professions. Emphasis is placed on learning medical root words, prefixes, suffixes and applying them to the human body systems in written and verbal communication.

## **BIO 2314 - Dendrology**

### **4 Credit Hours**

A combined lecture and laboratory course concerning the taxonomy, morphology, ecology, and identification of wood plants. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**Prerequisite:** BIO 1313 or other biological science course approved by the instructor.

## **BIO 2414 - Zoology I, Lecture**

### **4 Credit Hours**

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**Prerequisite:** Composite ACT score of 19 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

## **BIO 2424 - Zoology II, Lecture**

### **4 Credit Hours**

A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**Prerequisite:** Successful completion of BIO 2414/BIO 2414 or BIO 1133/BIO 1131 with a grade of "C" or better.

## **BIO 2511 - Anatomy And Physiology I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513, Anatomy and Physiology I, Lecture.

**Corequisite:** Concurrent enrollment in BIO 2513.

## **BIO 2513 - Anatomy And Physiology I, Lecture**

### **3 Credit Hours**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**Prerequisite:** Composite ACT score of 18 or above or successful completion of a college-level biological science course with a grade of "B" or higher.

**Corequisite:** concurrent enrollment in BIO 2511.

## **BIO 2521 - Anatomy And Physiology II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 - Anatomy And Physiology II, Lecture .

**Corequisite:** BIO 2523.

## **BIO 2523 - Anatomy And Physiology II, Lecture**

### **3 Credit Hours**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development.

**Prerequisite:** Successful completion of BIO 2513/BIO 2511 with a grade of "C" or better.

**Corequisite:** BIO 2521.

## **BIO 2921 - Microbiology, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2923

Microbiology lecture.

**Corequisite:** concurrent enrollment in BIO 2923.

## **BIO 2923 - Microbiology, Lecture**

### **3 Credit Hours**

A lecture course that provides an introduction to the general principles of microbiology with emphasis on microorganisms and human/animal diseases. Topics include laboratory techniques, cellular biology, immunology, genetics, microbial classification and an introduction to biotechnology.

**Prerequisite:** Successful completion of BIO 2523 and BIO 2521 or 8 hours of upper-level biology courses with a grade of "C" or better.

**Corequisite:** BIO 2921.

## **Family & Consumer Science**

### **FCS 1253 - Nutrition**

#### **3 Credit Hours**

A study of nutrients required for growth and optimal health emphasizing recommended nutrient intake, food selection, digestion, absorption, transport, metabolism and body functions.

**Same As:** (Same as BIO 1613)

## **Business**

Students wanting to pursue degrees in business pathways will utilize modern computer labs to get hands-on experience using the most up-to-date software applications. Students can also get involved on campus through department clubs and organizations including Phi Beta Lambda, a national business organization.

#### **Pathways within business include:**

- Accountancy
- Business Administration
- Business and Computer Teacher Education
- Business Information Systems
- Integrated Marketing Communications
- Office Administration

## **Accounting**

### **ACC 2213 - Principles Of Accounting I**

#### **3 Credit Hours**



This course develops a study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.

**Lecture Hours:** Three lectures per week.

## **ACC 2223 - Principles Of Accounting II**

### **3 Credit Hours**

A continuation of ACC 2213. Topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making.

**Prerequisite:** A grade of C or better in ACC 2213.

**Lecture Hours:** Three lectures per week.

## **Business Administration**

### **BAD 1121 - Business Seminar I**

#### **1 Credit Hours**

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 and includes student participation and guest speakers.

### **BAD 1131 - Business Seminar II**

#### **1 Credit Hours**

A continuation of BAD 1121 .

### **BAD 1141 - Business Seminar III**

#### **1 Credit Hours**

A continuation of BAD 1131 .

### **BAD 1151 - Business Seminar IV**

#### **1 Credit Hours**

A continuation of BAD 1141 .

## **BAD 2213 - Introduction to Marketing**

### **3 Credit Hours**

This course is a study of principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets are included.

## **BAD 2323 - Business Statistics**

### **3 Credit Hours**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.

**Prerequisite:** MAT 1233 - Intermediate Algebra with a grade of "C" or higher or ACT math subscore of 19 or higher.

## **BAD 2413 - Legal Environment Of Business**

### **3 Credit Hours**

This course is an introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

## **BAD 2523 - Personal Financial Management**

### **3 Credit Hours**

This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. This course focuses on the areas of budgeting, insurance, borrowing and credit purchases, homeownership, investment, taxes and family financial planning.

## **BAD 2713 - Principles Of Real Estate**

### **3 Credit Hours**

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

## **BAD 2723 - Real Estate Law**

### **3 Credit Hours**

Designed to give the student a general background in the law of real property and the law of real estate brokerage.

## **BAD 2733 - Real Estate Finance**

### **3 Credit Hours**

A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental.

## **BAD 2743 - Real Estate Appraisal**

### **3 Credit Hours**

An introductory course. Includes purpose of appraisal, methods, and techniques to determine the value of the various types of property. Emphasis on residential and single unit property.

## **BAD 2763 - Property Management**

### **3 Credit Hours**

This course deals with the nature of real property management. The major functions of property managers includes legal, interpersonal, maintenance, accounting, administrative and other activities. Specific practices and problems are covered.

## **Business and Office Administration**

### **BOA 2613 - Business Communications**

#### **3 Credit Hours**

This course develops written and oral communications skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications.

**Prerequisite:** A grade of C or better in ENG 1113 - English Composition I or permission of instructor.

## **Economics**

### **ECO 2113 - Principles Of Macroeconomics**

#### **3 Credit Hours**

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth and circular flow of market.

### **ECO 2123 - Principles Of Microeconomics**

#### **3 Credit Hours**

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.

## **Business & Marketing Management Technology**

Business and Marketing Management Technology is a two-year business program designed to prepare students for careers in dynamic marketing professions. Any business, firm, or organization that offers products and/or services can only be competitive if it markets its products/services successfully. Specialized occupational training includes internet marketing, consumer behavior, marketing, entrepreneurship, management, advertising, selling, and retail management. Students in the program will complete the CPAS exam.

Adviser: McCann

- Offered at DeSoto Center-Southaven only

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

## **Business and Marketing Management Technology**

### **MMT 1114 - Principles Of Marketing**

#### **4 Credit Hours**

Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets.

**Lecture Hours:** Four hours lecture.

## **Business & Office Technology**

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

Business and Office is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office curriculum.

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia)

- Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford)
- *Major can be completed fully online*

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

## **Business and Marketing Management Technology**

### **MMT 1123 - Marketing Management**

#### **3 Credit Hours**

A project-based course as a continuation of MMT 1114.

**Prerequisite:** MMT 1114.

**Lecture Hours:** Three hours lecture.

### **MMT 1223 - Consumer Behavior**

#### **3 Credit Hours**

This course introduces the fundamentals of Consumer Behavior patterns and motivations of the buying process and their relationship in the marketplace. Consumer Behavior is the study of individuals, groups, or organizations and the processes they use to select, secure, use, and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society.

**Lecture Hours:** Three hours lecture.

## **MMT 1313 - Selling**

### **3 Credit Hours**

Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations.

**Lecture Hours:** Three hours lecture.

## **MMT 1324 - Advertising**

### **4 Credit Hours**

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertisement.

**Lecture Hours:** Four hours lecture.

## **MMT 1413 - Merchandising Math**

### **3 Credit Hours**

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control.

**Lecture Hours:** Three hours lecture.

## **MMT 1712 - Marketing Seminar I**

### **2 Credit Hours**

Develops leadership skills and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities.

**Lecture Hours:** Two hours lecture.

## **MMT 1722 - Marketing Seminar II**

### **2 Credit Hours**

A continuation of MMT 1712.

**Prerequisite:** Marketing Seminar I (MMT 1712).

**Lecture Hours:** Two hours lecture.

## **MMT 2213 - Principles Of Management**

### **3 Credit Hours**

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling.

**Lecture Hours:** Three hours lecture.

## **MMT 2233 - Human Resource Management**

### **3 Credit Hours**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer employee relationships, and employee services.

**Lecture Hours:** Three hours lecture.

## **MMT 2323 - Internet Marketing**

### **3 Credit Hours**

This course introduces the online application of marketing communications. Topics include basic website design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities.

**Lecture Hours:** Three hours lecture.

## **MMT 2423 - Retail Management**

### **3 Credit Hours**

Introduction to retailing and the retail management process.

**Lecture Hours:** Three hours lecture.

## **MMT 2513 - Entrepreneurship**

### **3 Credit Hours**

Overview of key marketing concepts, methods, and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise.

**Lecture Hours:** Three hours lecture.

# **Business and Office Technology, Administrative Office Technology, Business Management Technology, Medical Office Technology**

## **BOT 1013 - Introduction To Keyboarding**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1233 - Microsoft Word I**

### **3 Credit Hours**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1243 - Microsoft Word II**

### **3 Credit Hours**

This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed and practice is given through a variety of documents for skill building.

**Prerequisite:** Completion of BOT 1233 with a "C" or higher.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1273 - Introduction To Microsoft Office**

### **3 Credit Hours**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft Office suite.

## **BOT 1313 - Applied Business Math**

### **3 Credit Hours**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1413 - Records Management**

### **3 Credit Hours**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1433 - Business Accounting**

### **3 Credit Hours**

This course is designed to develop an understanding of recording, classifying, and summarizing financial information of sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1453 - Introduction To Business Management**

### **3 Credit Hours**

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1493 - Social Media Management**

### **3 Credit Hours**

This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video sharing sites, podcasts, widgets, virtual worlds, and more.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1613 - Medical Office Terminology I**



### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1623 - Medical Office Terminology II**

### **3 Credit Hours**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Health-care Data Technology.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1643 - Pathophysiology**

### **3 Credit Hours**

This course will provide an in depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention.

**Prerequisite:** A grade of C or better in BOT 1613 - Medical Office Terminology I **OR** BIO 1533 - Survey Of Anatomy And Physiology, Lecture **OR** BIO 2513 - Anatomy And Physiology I, Lecture

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 1763 - Communication Essentials**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

## **BOT 1823 - Microsoft Excel I**

### **3 Credit Hours**

This course focuses on application Microsoft Excel as an aid to management decision making.

**Lecture Hours:** Three hours lecture.

## **BOT 1853 - Microsoft Excel II**

### **3 Credit Hours**

This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software.

**Prerequisite:** Completion of BOT 1823 with a "C" or higher.

## **BOT 2133 - Desktop Publishing**

### **3 Credit Hours**

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and application to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2183 - Career Readiness**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2233 - Human Resource Management**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2333 - Microsoft Access**

### **3 Credit Hours**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2433 - Quickbooks**

### **3 Credit Hours**

This course applies basic accounting principles using QuickBooks.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2613 - Entrepreneurial Problem Solving**

### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2643 - CPT Coding**

### **3 Credit Hours**

This course is an introduction to the field of procedural coding and requirements for insurance reimbursement.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2653 - ICD Coding**

### **3 Credit Hours**

This course is an introduction to the field of diagnostic and inpatient procedural coding.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2663 - Advanced Coding**

### **3 Credit Hours**

This course includes advanced analysis of diagnostic and procedural coding systems.

**Prerequisite:** CPT Coding (BOT 2643) and ICD Coding (BOT 2653)

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2673 - Medical Insurance Billing**

### **3 Credit Hours**

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs.

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

## **BOT 2723 - Administrative Office Procedures**

### **3 Credit Hours**

This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2743 - Medical Office Concepts**

### **3 Credit Hours**

This course will provide coverage and integration of medical office skills. Problem solving will be emphasized.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2763 - Electronic Health Records**

### **3 Credit Hours**

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings.

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

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Three hours lab.

## **BOT 2913 - Supervised Work Experience**

### **3 Credit Hours**

This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Business Technology. Must be at least 135 clock hours of on-the-job training.

**Prerequisite:** successful completion of at least 30 semester hours in the program and consent of the instructor.

# **Cardiovascular Technology**

The Cardiovascular Technology Program trains students to obtain the necessary skills to perform the delicate and advanced skills of Registered Cardiovascular Invasive Specialist (RCIS). These specialists are trained to assist cardiologist in cardiac catheterization laboratories or electrophysiology procedures. These include but are not limited to angioplasty, coronary stent implantation, ablation procedures, or pacemaker insertions.

The four-semester plan allows the graduate student to obtain an Associate of Applied Science degree. After completion of the program, the student is able take the national certification as a RCIS.

### **How do I Get into the Program?**

Applications are open for the CVT program. Students must meet the following requirements prior to applying to the Cardiovascular Program:

- Be 18 years of age or older
- Have a high school diploma or equivalent on file with the NWCC office of admissions and records.
- Have a NWCC ID:

If you do not have an NWCC ID you must be accepted to NWCC. Complete the steps for application to NWCC at <https://www.northwestms.edu/admissions>.

- Have an ACT composite score of 18 or higher on file with the NWCC office of admissions and records.
- Anatomy & Physiology I Lecture and Lab with a grade of C or higher
- Anatomy & Physiology II Lecture and Lab with a grade of C or higher
- College Algebra with a grade of C or higher

**Admission to the college does not guarantee admission to the program.**

If all of the above criteria are met, the student can then complete the online application for the Cardiovascular Technology Program at (Special application link )

Applications are open throughout the year

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## **Contact:**

Cynthia Stanford-Means  
662.996.1920  
[cstanford-means@northwestms.edu](mailto:cstanford-means@northwestms.edu)

Marla Kennedy  
662.562.3460  
[mkenedy@northwestms.edu](mailto:mkenedy@northwestms.edu)

## **Cardiovascular Technology**

### **CVT 1113 - Foundations Of Cardiovascular Technology**

**3 Credit Hours**

This course is designed to introduce the student to the fundamental elements in cardiovascular technology, including terminology, important to the delivery of health care in a safe, efficient, and professional manner.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (contact hours)

## **CVT 1415 - Cardiovascular Anatomy, Physiology, And Pharmacology**

### **5 Credit Hours**

A study of anatomy and physiology in relation to the practice of cardiovascular technology.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 90 hours (contact hours)

## **CVT 2414 - Invasive Cardiology I**

### **4 Credit Hours**

Introduces students to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart cath, and complications and treatment of cardiac catheterization.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **CVT 2423 - Invasive Cardiology II**

### **3 Credit Hours**

Designed to tie together cardiac diseases as well as to continue teaching students classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, arrhythmias, congenital anomalies, and repair procedures is used.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **CVT 2513 - Critical Care Applications**

### **3 Credit Hours**

This course is designed to familiarize students with characteristics of critically ill cardiopulmonary patients and specific needs of such patients in relation to their particular illnesses. Patient case studies will be presented for student discussion and will address the specific diagnostic and therapeutic modalities available to the cardiovascular patient for palliative and corrective results.

**Lecture Hours:** Three hours lecture.

## **CVT 2716 - Cardiovascular Clinical I**

### **6 Credit Hours**

Patient assessment and care plan formation are presented in the hospital environment. Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests, and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring, and introduction to echocardiography.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

## **CVT 2726 - Cardiovascular Clinical II**

### **6 Credit Hours**

Designed for students to gain more in-depth clinical experience in invasive cardiology including pre and post-cath activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording, and manipulating the imaging equipment during both diagnosis and interventional catheterization procedures.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

## **CVT 2736 - Cardiovascular Clinical III**

### **6 Credit Hours**

Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

## **CVT 2746 - Cardiovascular Clinical IV**

### **6 Credit Hours**

Designed for students to gain additional clinical experience and polish their skills in the cath lab performing all duties involved in diagnostic and interventional cases.

**Clinical Hours:** Eighteen hours clinical.

**Field Hours:** 270 hours (contact hours)

# **Civil Engineering Technology**

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

The graduate is prepared to work with surveyors, civil engineers or other like professionals in the performance of general engineering practices which may include design, drawing, detailing and interpreting working drawings; gathering and interpreting field survey data, inspecting construction, determining equipment, materials and labor required to complete a project, performing various lab tests required in construction and using drones to gather data for engineering, surveying, mapping and construction inspections.

Up-to-date equipment and software used in the program include drafting (Auto-CAD 18), Inventor Professional engineer (Carlson), Survey Pro, Magnet GIS (ArcView), and Drones (DJI GO 4 and DJI GS PRO). Also used are automatic levels, total stations, and RTK satellite survey equipment with multiple data collector software programs.

**Special admissions requirements:**

1. Students who wish to enroll in the Civil Engineering Technology program must have an ACT subscore of 17 in Math or be eligible to enroll in Intermediate Algebra.
2. Qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
3. Admission to the college does not guarantee admission to the program of study.

A minimum of 60 semester credit hours is required to receive an Associate of Applied Science in Civil Engineering Technology. Students who complete a minimum of 30 semester credit hours of required courses in the program may be eligible to receive a career certificate in Civil Engineering Technology. Students who complete a minimum of 45 semester credit hours of required courses in the program may be eligible to receive a technical certificate in Civil Engineering Technology. Students who successfully complete the program will receive a certification and credentials thru the National Center for Construction, Education and Research (NCCER). Students who complete CIT 1133 - Introduction To Craft Skills, will receive a 10-hour OSHA construction certification.

Adviser: Eubanks

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **Civil Engineering Technology**

### **CIT 1113 - Route Surveying**

#### **3 Credit Hours**

This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.



## **CIT 1133 - Introduction To Craft Skills**

### **3 Credit Hours**

This module explains the role of safety in the construction crafts. Trainees will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment. Trainees will be able to describe safe work procedures for lifting heavy objects, fighting fires, and working around electrical hazards.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CIT 1213 - Civil Construction Methods And Materials**

### **3 Credit Hours**

A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.

**Lecture Hours:** Three hours lecture.

## **CIT 1223 - Construction Plans And Specifications**

### **3 Credit Hours**

A course to provide students with an introduction to the plans, and specifications for construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

**Lecture Hours:** Three hours lecture.

## **CIT 1413 - Elementary Surveying**

### **3 Credit Hours**

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CIT 2113 - Legal Principles Of Surveying**

### **3 Credit Hours**

A study of the legal aspects of boundary controls for the survey and resurvey of real property.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CIT 2124 - Advanced Surveying Practices**

**4 Credit Hours**

A course designed to provide the student with practical applications of skills and knowledge gained in other surveying and related courses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

**CIT 2413 - Concrete And Hot Mix Asphalt Testing****3 Credit Hours**

A course which emphasizes standard procedures for sampling, testing, and evaluating materials used in concrete and hot mix asphalt mixtures.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

**CIT 2423 - Mapping And Topography****3 Credit Hours**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

**CIT 2433 - Land Surveying****3 Credit Hours**

This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys.

**Lecture Hours:** Three hours lecture.

**CIT 2443 - GPS Surveying****3 Credit Hours**

This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful data base.

**Lecture Hours:** Three hours lecture.

**CIT 2453 - Fundamentals Of Geographical Information Systems (Gis)****3 Credit Hours**

This course includes the use of computer mapping and databases in multiple applications. Included is incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications.

**Lecture Hours:** Three hours lecture.

## **CIT 2911-2913 - Special Project (Civil Engineering Technology)**

### **1-3 Credit Hours**

A course designed to provide the student with practical application of skills and knowledge gained in other Civil Engineering Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

**Lab Hours:** Two-six hours lab.

## **DDT 1163 - Engineering Graphics**

### **3 Credit Hours**

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

**Lecture Hours:** Three hours lecture.

## **DDT 1313 - Computer Aided Design I**

### **3 Credit Hours**

This course is designed to develop basic operating system and drafting skills on CAD.

**Prerequisite:** DDT 1163 Engineering Graphics.

**Lecture Hours:** Three hours lecture.

# **Collision Repair Technology**

Collision Repair Technology is an instructional program designed to prepare students for entry-level into the collision repair and refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs. A tool list may be obtained from the adviser.

### **Special admissions requirements:**

1. Complete a Collision Repair Program Application.
2. Qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.
3. Provide your own tools (tool list available on Northwest's website at [www.northwestms.edu](http://www.northwestms.edu)).

Students will complete ASE National Certifications. The required courses for the certificate course include:

Admission to the college does not guarantee admissions to the program.

Adviser: Smith

- Offered at Senatobia campus only

*Career Certificate*

## **Collision Repair Technology**

### **ABT 1146 - Structural Analysis And Damage Repair I**

#### **6 Credit Hours**

A course to 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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

### **ABT 1153 - Structural Analysis And Damage Repair II**

#### **3 Credit Hours**

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in unibody inspection, measurement, and repair.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **ABT 1223 - Non-Structural Analysis And Damage Repair I**

#### **3 Credit Hours**

A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **ABT 1236 - Non-Structural Analysis And Damage Repair II**

#### **6 Credit Hours**

This course is a continuation of Non-Structural Analysis and Damage Repair I. It provides instruction for preparation principles and practices, outer body panel repair and replacement, and adjustment principles and practices.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

## **ABT 1313 - Refinishing I**

### **3 Credit Hours**

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **ABT 1323 - Refinishing II**

### **3 Credit Hours**

Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **ABT 1443 - Mechanical And Electrical Components I**

### **3 Credit Hours**

A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations.

**Lecture Hours:** Three hours lecture.

## **ABT 1453 - Mechanical And Electrical Components II**

### **3 Credit Hours**

A continuation of Mechanical and Electrical Components I. A course designed to provide theory and practice in the areas of brakes and electrical.

**Lecture Hours:** Three hours lecture.

# **Commercial Truck Driving**

Adviser: Eldred, Wilbanks

- Offered at DeSoto Center-Olive Branch only

*Career Certificate*

# Commercial Truck Driving

## DTV 1116 - Commercial Truck Driving I

### 6 Credit Hours

This course is designed to teach fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

## DTV 1126 - Commercial Truck Driving II

### 6 Credit Hours

This course is a continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing and driving a tractor-trailer truck under varying road and climate conditions.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

## DTV 1312 - Hazardous Materials

### 2 Credit Hours

This course is designed to meet the theory instruction training requirements for drivers pursuing their hazmat endorsement.

## DTV 1322 - Professional Truck Driving

### 2 Credit Hours

This course is designed to cover life on the road topics as it pertains to professional truck driving.

# Computer Science

Computer science students learn to program in C++ and Java using modern computer labs to get hands-on experience using the most up-to-date software applications.

**Pathways within computer science include:**

- Computer Science
- Computer/Management Information Systems
- Health Informatics & Information Management

## Computer Science

## **CSC 1113 - Computer Concepts**

### **3 Credit Hours**

This 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.

**Lecture Hours:** Three hours lecture.

## **CSC 1123 - Computer Applications I**

### **3 Credit Hours**

This course is designed to teach computer applications to include word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

**Prerequisite:** CSC 1113, IC3 certification, or successful performance on Accuplacer for computer literacy.

**Lecture Hours:** Three hours lecture.

## **CSC 1133 - Computer Applications II**

### **3 Credit Hours**

This course is a continuation of CSC 1123 with concentration in advanced computer applications to include advanced applications, OLE, and emerging technology.

**Lecture Hours:** Three hours lecture.

## **CSC 1213 - Visual Basic Programming I**

### **3 Credit Hours**

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.

**Lecture Hours:** Course has lecture with integrated lab components.

## **CSC 1613 - Computer Programming I**

### **3 Credit Hours**

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).

**Pre/Corequisite:** MAT 1313 or permission of instructor.

**Lecture Hours:** Course has lecture with integrated lab components.

## **CSC 2134 - Computer Programming I With "C"**

### **4 Credit Hours**

An introduction to problem-solving methods, algorithm development, designing, debugging, and documentation in the C language with a variety of applications including: I/O statements, operators, conditional, looping, methods/functions, and array processing.

**Pre/Corequisite:** MAT 1313 or permission of instructor.

**Lecture Hours:** This course has lecture with integrated lab components.

## **CSC 2144 - Computer Programming II With "C"**

### **4 Credit Hours**

This course is designed to be a continuation of the program and algorithm development and analysis; search/sort methods; dynamic memory management; abstract datatypes and object-oriented design; designing and debugging larger programs.

**Prerequisite:** A grade of "C" or better in CSC 2134.

**Lecture Hours:** This course has lecture with integrated lab components.

## **CSC 2623 - Computer Programming II**

### **3 Credit Hours**

This course is a continuation of the object-oriented language from CSC 1613. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging and testing of large programs.

**Prerequisite:** A grade of "C" or better in CSC 1613.

**Lecture Hours:** This course has lecture with integrated lab components.

## **CSC 2844 - Data Structures**

### **4 Credit Hours**

This course includes advanced data abstraction and corresponding algorithms, memory management, searching and sorting techniques, hash tables, and algorithm analysis.

**Prerequisite:** A grade of "C" or better in CSC 2144 or CSC 2623.

**Lecture Hours:** This course has lecture with integrated lab components.

## **Cosmetology**

Advisers: Wilburn (Ashland); Riley (LYTC); Shappley (Senatobia)

- Offered at Senatobia campus, Benton County/NWCC Career-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*



# **Cosmetology**

## **COV 1122 - Cosmetology Orientation**

### **2 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

## **COV 1245 - Cosmetology Sciences I**

### **5 Credit Hours**

This course consists of the study of bacteriology, sterilization, and sanitation.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

## **COV 1255 - Cosmetology Sciences II**

### **5 Credit Hours**

This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practices governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

## **COV 1263 - Cosmetology Sciences III**

### **3 Credit Hours**

This course consists of the study of anatomy and physiology. Included are classroom theory and clinical practices governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Three hours lab.

## **COV 1426 - Hair Care I**

### **6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

## **COV 1436 - Hair Care II**

### **6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

## **COV 1443 - Hair Care III**

### **3 Credit Hours**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring.

**Lab Hours:** Nine hours lab.

## **COV 1522 - Nail Care I**

### **2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1532 - Nail Care II**

### **2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1542 - Nail Care III**

### **2 Credit Hours**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques.

**Lab Hours:** Six hours lab.

## **COV 1622 - Skin Care I**

### **2 Credit Hours**

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1632 - Skin Care II**

### **2 Credit Hours**

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1642 - Skin Care III**

### **2 Credit Hours**

This course consists of advanced skincare services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup.

**Lab Hours:** Six hours lab.

## **COV 1722 - Salon Business I**

### **2 Credit Hours**

This course will cover preparing to operate a successful salon.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 1732 - Salon Business II**

### **2 Credit Hours**

This course will cover operating a successful salon and seeking employment.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

## **COV 2816 - Cosmetology Teacher Training I**

**6 Credit Hours**

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours clinical lab.

**COV 2826 - Cosmetology Teacher Training II****6 Credit Hours**

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours lab.

**COV 2836 - Cosmetology Teacher Training III****6 Credit Hours**

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Nine hours clinical lab.

**COV 2846 - Cosmetology Teacher Training IV****6 Credit Hours**

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Twelve hours clinical lab.

## **Criminal Justice**

The pathway of criminal justice helps to provide a solid foundation for the student planning to pursue a career in one of the many divisions of the Criminal Justice system. Career options are primarily located under the division of Police, Courts and Corrections. The pathway may be used as a terminal point or as a transfer curriculum.

## **Criminal Justice**

**CRJ 1313 - Introduction To Criminal Justice****3 Credit Hours**

History, development, and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; and career orientation.

### **CRJ 1323 - Police Administration And Organization**

#### **3 Credit Hours**

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior.

### **CRJ 1363 - Introduction To Corrections**

#### **3 Credit Hours**

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.

### **CRJ 1373 - Introduction To Homeland Security**

#### **3 Credit Hours**

The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international.

### **CRJ 1383 - Criminology**

#### **3 Credit Hours**

The study of criminal behavior to include theories, statistics, and trends in criminal behavior.

### **CRJ 2313 - Police Operations**

#### **3 Credit Hours**

A study of the operation of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division.

### **CRJ 2323 - Criminal Law**

#### **3 Credit Hours**

Basic elements of substantive criminal law including defenses to criminal liability.

### **CRJ 2333 - Criminal Investigation**

#### **3 Credit Hours**

Principles of investigation; proper collection, documentation, and preservation of evidence.

### **CRJ 2513 - Juvenile Justice**

### **3 Credit Hours**

Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles.

## **CRJ 2713 - Foundations Of Terrorism**

### **3 Credit Hours**

The study of terrorism in the modern world.

## **Diesel Technology**

The Diesel Equipment Technology Program is an instructional program that provides students with the competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in the inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

The curriculum utilizes both the Automotive Service Excellence (ASE) 2014 Medium/Heavy Truck standards and the 2014 Standards for Construction Equipment Technology (AED). These documents serve as national standards for certification of medium/heavy truck technician programs.

## **Diesel Technology**

### **DET 1114 - Fundamentals of Equipment Mechanics**

#### **4 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **DET 1213 - Hydraulic Brake Systems**

#### **3 Credit Hours**

This is a course designed to provide diagnosis and repair of hydraulic brake systems, includes instruction in hydraulic and mechanical systems, power assist units, and antilock braking systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **DET 1223 - Electrical/Electronic Systems I**

#### **3 Credit Hours**

This course is designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines. This course includes instruction in general systems diagnosis, starting and charging systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1263 - Electrical/Electronic Systems II**

### **3 Credit Hours**

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.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 1364 - Diesel Systems I**

### **4 Credit Hours**

This is a course designed to provide diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1374 - Diesel Systems II**

### **4 Credit Hours**

This is a course designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling systems, and air induction and exhaust systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **DET 1513 - Hydraulics I**

### **3 Credit Hours**

This is a course designed to provide knowledge of basic operation and maintenance of hydraulic systems associated with diesel-powered equipment. This course includes instruction in safety, system components, operation, and repair.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 1614 - Preventative Maintenance and Service**

### **4 Credit Hours**

This is a course designed to provide practice in the preventative maintenance of diesel-powered equipment. This course

includes instruction in general preventative maintenance of vehicles and equipment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **DET 1713 - Transportation Power Train**

### **3 Credit Hours**

This is a course 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 axels.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 1813 - Air Conditioning and Heating Systems**

### **3 Credit Hours**

This is a course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. This course 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.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 2253 - Steering and Suspension Systems**

### **3 Credit Hours**

This is a course designed to provide advanced skills and knowledge related to the operation, maintenance, and repair of heavy duty steering and suspension systems. This course includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2273 - Electrical/Electronic Systems III**

### **3 Credit Hours**

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. This course includes instruction in electronic fuel management systems.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **DET 2383 - Diesel Systems III**



### **3 Credit Hours**

A basic course to provide students with an opportunity to diagnosis, service, and repair general engine operations and fuel system operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2513 - Hydraulic/Hydrostats II**

### **3 Credit Hours**

This is a course designed to provide diagnosis and repair of hydraulic brake systems, includes instruction in hydraulic and mechanical systems, power assist units, and antilock braking systems.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2523 - Heavy Equipment Power Trains**

### **3 Credit Hours**

A basic course to provide students with maintenance and repair of fluid power and hydrostat transmissions used on heavy equipment to include operation and diagnosis and repair of system components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2623 - Advanced Brake Systems**

### **3 Credit Hours**

This course is designed to provide students with instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered transportation and heavy equipment. This course includes instruction in maintenance and repair of the air supply systems, mechanical system, antilock braking system, and traction control system.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **DET 2921 - Supervised Work Experience**

### **1 Credit Hours**

A course, which is a cooperative program between industry and education, designed to integrate the student's technical studies with industrial experience. Variable credit is awarded based on one semester hour per 45 industrial contact hours.

**Clinical Hours:** One hour clinical/internship.

## **DET 2922 - Supervised Work Experience**

## **2 Credit Hours**

A course, which is a cooperative program between industry and education, designed to integrate the student's technical studies with industrial experience. Variable credit is awarded based on one semester hour per 45 industrial contact hours.

**Clinical Hours:** Two hour clinical/internship.

## **DET 2923 - Supervised Work Experience**

## **3 Credit Hours**

A course, which is a cooperative program between industry and education, designed to integrate the student's technical studies with industrial experience. Variable credit is awarded based on one semester hour per 45 industrial contact hours.

**Clinical Hours:** 3 hours clinical/internship.

# **Early Childhood Education Technology**

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

The Early Childhood Education Technology curriculum is a two-year discipline that requires a minimum of 60 semester hours of course work. Successful completion of the Early Childhood Education Technology curriculum results in the student receiving a Career Certificate, Technical Certificate and/or an Associate of Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation and the Mississippi Department of Education Standards and Guidelines for Pre-Kindergarten (3- and 4-year-olds). \*The content for the Child Development Associate (CDA) Credential is embedded in the Early Childhood Education Technology course work.

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

The campus child care center is licensed by the Mississippi Department of Health as a Child Care Facility and for food service.

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

**Special admissions requirements:** Students who wish to enroll in the Early Childhood Education Technology program must:

1. Comply with the criminal background check procedure mandated by the law of the State of Mississippi.
2. Submit a completed Immunization Record Form 121 obtainable from the State of Mississippi Public Health Department.

Advisers: Drumheller, Ross

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **The Mississippi Early Childhood Resource and Referral**

The Resource and Referral collaborates with participating community and junior colleges, the Mississippi Department of Human Services, and child care providers to ensure that Mississippi's family-based unified and integrated early childhood system connects and integrates resources and services for both parents/caregivers and their children.

The Resource and Referral offers a variety of services and programs designed to meet the early education needs of children across the state of Mississippi. Our services include resources and referral; assistance for families searching for child care; training, coaching, and technical assistance for early childhood professionals; and working with other service organizations and the business community.

Technical Assistant Coordinators work with early childhood professional in child care centers to support the improvement and quality of classroom instruction, the classroom environment, and teacher-child interaction by: Encouraging, supporting, motivating, and working interactively with teachers and assistant teachers to develop and implement ongoing goals. Supporting the teacher and teacher assistant to provide a learning atmosphere and opportunities which promote: the child's growth and development, approaches to learning, social-emotional development, creative arts, science, and mathematics. Assisting teachers and assistant teachers to structure environments, routines, and interactions that contribute to positive social-emotional outcomes for the children and families in a program.

Focusing on specific tasks, skills, or techniques which can be mastered and measured. Implementing developmentally appropriate infant and toddler teaching techniques and search-based curriculum for infant, toddler, and preschool aged classrooms.

## **The Lending Library**

The Lending Library is a collection of age-appropriate early childhood resources with a variety of learning materials that include: multiple books, games, puppets, etc., for the use of parents and providers who serve early learners. Items available for lending include puzzles, age-appropriate books, sensory items, infant and toddler resources, dramatic play materials, and much more. Materials are distributed on a "borrow basis" to providers and families. The Resource and Referral Associate is in the Resource Center to help with all of your needs.

For more information please contact Heather Perryman at [hperryman@northwestms.edu](mailto:hperryman@northwestms.edu) or 662-560-4201.

## **Northwest Child Enrichment Center**

The Northwest Child Enrichment Center is located in the Marilyn R. Spears Building on the Senatobia campus. It is operated by the Early Childhood Education Technology program and licensed by the Mississippi Department of Health.

The center is open to preschool children (3-4 years of age) of Northwest faculty, staff, and students as well as children from the surrounding community. Information on the application process and fee schedule can be obtained at the center.

For more information please contact Center Director Anne Ross at [aross@northwestms.edu](mailto:aross@northwestms.edu).

## **Early Childhood Education Technology**

## **CDT 1113 - Early Childhood Profession**

### **3 Credit Hours**

This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1214 - Infant And Toddler Development**

### **4 Credit Hours**

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1223 - Preschool Development**

### **4 Credit Hours**

This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3-8).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 1313 - Creative Arts For Young Children**

### **3 Credit Hours**

This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Three hours lecture.

## **CDT 1340 - Child Health, Safety And Nutrition Lab**

### **0 Credit Hours**

A laboratory course that contains experiences in preparing nutritious meals and snacks for the children in the Child Enrichment Center. The laboratory experiences reinforce the principles and concepts introduced in CDT 1344.

**Corequisite:** CDT 1344.

**Lab Hours:** Two hours lab.

## **CDT 1344 - Child Health, Safety And Nutrition**

#### **4 Credit Hours**

This course emphasizes health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**Corequisite:** CDT 1340.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **CDT 1713 - Language And Literacy Development For Young Children**

#### **3 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

### **CDT 1911 - Early Childhood Education Seminar I**

#### **1 Credit Hours**

This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities.

**Lecture Hours:** One hour lecture.

### **CDT 1921 - Early Childhood Education Seminar II**

#### **1 Credit Hours**

This course focuses on objectives that would best prepare students for the national exam and network with state, regional, and national early childhood education activities.

**Lecture Hours:** One hour lecture.

### **CDT 2233 - Guiding Social And Emotional Behavior**

#### **3 Credit Hours**

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 Child care Facilities, Mississippi Early Learning Standards and Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R) , and Early Childhood Environmental Rating Scale Revised (ECERS-R).Lab activities will be implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Three hours lecture.

## **CDT 2413 - Development Of The Exceptional Child**

### **3 Credit Hours**

This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R) , and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CDT 2513 - Family Dynamics And Community Involvement**

### **3 Credit Hours**

This course prepares students for successful partnerships with children's families and communities. They explore ways to create respectful, reciprocal relationships that support and empower families and to involve all families in their children's development and learning (ages birth to 8 years).

**Lecture Hours:** Three hours lecture.

## **CDT 2613 - Methods, Materials And Measurements**

### **3 Credit Hours**

This course specializes in an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Initial Practicum and Advanced Practicum.

**Prerequisite:** CDT 1713 and CDT 1313 (must have "C" or higher).

**Corequisite:** CDT 2915.

**Lecture Hours:** Three hours lecture.

## **CDT 2714 - Social Studies, Math, And Science For Young Children**

### **4 Credit Hours**

This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Initial Practicum and Advanced Practicum.

**Lecture Hours:** Four hours lecture.

## **CDT 2813 - Administration Of Programs For Young Children**

### **3 Credit Hours**

This course provides an overview of the development and administration of early childhood education programs.

Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies.

**Lecture Hours:** Three hours lecture.

## **CDT 2915 - Initial Practicum**

### **5 Credit Hours**

This course is a supervised practicum which includes a minimum of 150 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children.

**Prerequisite:** CDT 1313 and CDT 1713 (must earn a "C" or better).CDT 2613.

**Lab Hours:** Ten hours lab.

## **CDT 2945 - Advanced Practicum**

### **5 Credit Hours**

This course is a supervised practicum which includes a minimum of 150 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program.

**Prerequisite:** CDT 2613 and CDT 2915. May be taken along with CDT 2613 and CDT 2915, if necessary to graduate.

**Lab Hours:** Ten hours lab.

# **Education, Leadership, and Life Skills**

Students wanting to improve their leadership skills, participate in honors courses, participate in ROTC courses, or enhance their knowledge of the college environment and how to study can take advantage of courses in these disciplines. Additionally, students can participate in pathways designed for entrance into education programs at a four-year institution.

### **Pathways within Education include:**

- Biology Education
- Elementary Education
- English Education
- Mathematics Education
- Science Education
- Secondary Education
- Social Science Education
- Special Education
- Sport Coaching Education

## **Honors**

### **HON 1712 - Honors Leadership Development I**

**2 Credit Hours**

Admission is by faculty consent. The central focus is the development of leadership skills. This course integrates readings from the humanities and experiential learning exercises with readings and discussions of traditional theories.

**HON 1911 - Honors Forum I****1 Credit Hours**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussion led by scholars, faculty and/or students.

**HON 1921 - Honors Forum II****1 Credit Hours**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 1923 - Honors Forum II with Lab****3 Credit Hours**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. This course includes experiential learning activities outside of the regular classroom, which may include service learning activities, civic engagement activities, and/or international study.

**HON 2712 - Honors Leadership Development II****2 Credit Hours**

A continuation of HON 1712.

**HON 2911 - Honors Forum III****1 Credit Hours**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2921 - Honors Forum IV****1 Credit Hours**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussion led by scholars, faculty, and/or students.

**Leadership**



## **AFR 1111 - Heritage and Values of the United States Air Force I**

### **1 Credit Hours**

One-hour lecture. A survey course (w/lab) designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Two-hour lab. A dynamic and integrated grouping of leadership development activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the Air Force Reserve Officers Training Corps (AFROTC) academic program.

**Corequisite:** AFR 1121

## **AFR 1121 - Leadership Lab I**

### **1 Credit Hours**

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences.

**Corequisite:** AFR 1111

**Lab Hours:** 2

## **AFR 1211 - Heritage and Values of the United States Air Force II**

### **1 Credit Hours**

One-hour lecture. A survey course (w/lab) designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Two-hour lab. A dynamic and integrated grouping of leadership development activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the Air Force Reserve Officers Training Corps (AFROTC) academic program.

**Prerequisite:** Minimum 2.0 cumulative GPA.

**Corequisite:** AFR 1221

## **AFR 1221 - Leadership Lab II**

### **1 Credit Hours**

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences.

**Corequisite:** AFR 1211

## **AFR 2111 - Team Leadership and Fundamentals I**

### **1 Credit Hours**

A focus on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

**Prerequisite:** Minimum 2.0 cumulative GPA

**Corequisite:** AFR 2121

## **AFR 2121 - Leadership Lab III**

### **1 Credit Hours**

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences.

**Corequisite:** AFR 2111

## **AFR 2211 - Team Leadership and Fundamentals II**

### **1 Credit Hours**

A focus on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

**Prerequisite:** Minimum 2.0 cumulative GPA.

**Corequisite:** AFR 2221

## **AFR 2221 - Leadership Lab IV**

### **1 Credit Hours**

An integral part of the program that provides the opportunity for cadets to practice officership skills and develop leadership and management techniques. This class centers on the organized cadet wing where activities are planned and conducted by cadets and supervised by detachment officers. This course also builds esprit de corps within the cadet organization and allows cadets to make errors and be given feedback on how they can correct them without serious consequences.

**Corequisite:** AFR 2211

## **LEA 1811 - Leadership And Organizational Skills I**

**1 Credit Hours**

An introduction to leadership styles and skills, roles, and functions of officers of student organizations.

**LEA 1821 - Leadership And Organizational Skills II****1 Credit Hours**

An introduction to leadership styles and skills, roles, and functions of officers of student organizations.

**Prerequisite:** LEA 1811.

**LEA 1911 - Leadership & Communication Skills Development - Recruiting & Public Relations I****1 Credit Hours**

This course introduces the student to his/her responsibilities as a member of the recruiting/public relations team.

**LEA 1921 - Leadership & Communication Skills Development - Recruiting & Public Relations II****1 Credit Hours**

A continuation of LEA 1911.

**LEA 2811 - Leadership And Organizational Skills III****1 Credit Hours**

An application of leadership styles and skills, roles and functions of officers of student organizations.

**Prerequisite:** LEA 1811, LEA 1821.

**LEA 2821 - Leadership & Organizational Skills IV****1 Credit Hours**

An evaluation of leadership styles and skills, roles and functions of officers of student organizations.

**LEA 2911 - Leadership & Communication Skills Development - Recruiting & Public Relations III****1 Credit Hours**

A continuation of LEA 1921.

**LEA 2921 - Leadership & Communication Skills Development - Recruiting & Public Relations IV**

**1 Credit Hours**

A continuation of LEA 2911.

## **Learning and Life Skills**

**LLS 1311 - Orientation****1 Credit Hours**

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. Required for new students with a Composite ACT score of 16 or below.

**LLS 1321 - Career Exploration****1 Credit Hours**

This course is designed to assist students in determining career goals. Interest tests, personality inventories and aptitude tests are given to help students determine career choices.

**LLS 1331 - Introduction To Health Professions****1 Credit Hours**

This course looks at specific allied health professions, describes the education necessary, certification requirements and expected salary. The course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor's or doctoral degree.

**LLS 1411 - Enhancement of Study****1 Credit Hours**

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.

**LLS 1423 - College Study Skills****3 Credit Hours**

This course is designed as an advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college level courses, both graduate and undergraduate.

**LLS 1723 - Employment Readiness****3 Credit Hours**

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.

# **Library and Information Science**

## **LIS 1121 - Basic Library Research**

### **1 Credit Hours**

Students will learn 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, discussion plagiarism and copyright, citing information, and annotating bibliographies.

# **Emergency Services Technology**

**<https://www.northwestms.edu/programs/healthsciences/emergency-medical-technology>**

## **Emergency Medical Technology - Basic and Advanced**

Offered at Senatobia campus, DeSoto Center-Southaven and Lafayette-Yalobusha Technical Center

*Career Certificate*

### **EMT-Basic Admission Requirements:**

- Be at least 18 years of age
- Be a high school or GED graduate
- Attain an 18 on the ACT

## **Emergency Medical Technology - Paramedic**

Offered at Senatobia campus only

*Associate of Applied Science*

### **EMT-Paramedic Admission Requirements:**

- Valid EMT-Basic state certification
- Grade point average of "C" or better in Anatomy and Physiology I with lab
- (BIO 2513 and BIO 2511)
- Must be 18 years of age or older with a high school diploma or GED
- ACT composite score of 18
- *Special admissions requirements:* Special admission requirements include limited enrollment, and other stipulations.

# Paramedic/EMT Faculty

James Leslie Duke  
662.562.3937  
jduke@northwestms.edu

Dave Kuchta, Director  
662.562.3986  
dkuchta@northwestms.edu

Jennifer Lance  
662-560-1127  
jlance@northwestms.edu

## Emergency Medical Technology

### EMS 1118 - Emergency Medical Technician

#### 8 Credit Hours

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.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Three hours lab.

**Clinical Hours:** One hour clinical.

**Field Hours:** 195 hours (contact hours)

## Emergency Medical Technology-Paramedic

### EMS 1142 - Foundations Of Paramedicine, Lecture

#### 2 Credit Hours

This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations.

**Lecture Hours:** Two hours lecture.

**Field Hours:** 30 hours (contact hours)

### EMS 1151 - Foundations Of Paramedicine, Laboratory

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** One-hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1242 - Concepts Of Airway And Respiratory Medicine, Lecture**

### **2 Credit Hours**

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1251 - Concepts Of Airway And Respiratory Medicine, Laboratory**

### **1 Credit Hours**

This course in co-requisite with the lecture portion will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all ages.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (contact hours)

## **EMS 1343 - Concepts Of Cardiovascular Medicine, Lecture**

### **3 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 1352 - Concepts Of Cardiovascular Medicine, Laboratory**

### **2 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 1514 - Practicum I**

#### **4 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, OR, respiratory therapy, and pediatrics.

**Clinical Hours:** Four clinical hours.

**Field Hours:** 180 hours (contact hours)

### **EMS 1525 - Practicum II**

#### **5 Credit Hours**

A continuation of EMS 1514. Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514, EMS 1742  
CONCEPTS OF NEUROLOGICAL MEDICINE, LECTURE

**Clinical Hours:** Four hours clinical.

**Field Hours:** 225 hours (contact hours)

### **EMS 1742 - Concepts of Neurological Medicine, Lecture**

#### **2 Credit Hours**

This course consists of the theory, anatomy, physiology, and treatments associated with the nervous system. This includes conditions related to structure and those associated with organic and nonorganic brain disease. Changes in the lifespan will be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, EMS 1514

**Lecture Hours:** Two hour lecture.

**Clinical Hours:** Two hour clinical/field.

### **EMS 1751 - Concepts Of Neurological Medicine, Laboratory**

#### **1 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** One-hour lab.

### **EMS 1942 - Concepts Of Reproductive Medicine, Lecture**

#### **2 Credit Hours**

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included.



**Prerequisite:** EMS 2743, EMS 2752, EMS1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 1951 - Concepts Of Reproductive Medicine, Laboratory**

### **1 Credit Hours**

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 2743, EMS 2752, EMS 1742, EMS 1751, EMS 2343, EMS 2351, and EMS 1525.

**Lab Hours:** One hour lab.

## **EMS 2211 - Fundamentals of Advanced EMT - Practicum Clinical II**

### **1 Credit Hours**

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic course to live patients in the out of hospital setting.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

## **EMS 2312 - Fundamentals of Advanced EMT, Lecture**

### **2 Credit Hours**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients across the lifespan who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the AEMT level and the EMS course sequence listed before eligibility to test NREMT AEMT exam is granted.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2343 - Medical Emergencies Of The Secondary Assessment, Lecture**

### **3 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2351 - Medical Emergencies Of The Secondary Assessment,Laboratory**

### **1 Credit Hours**

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to perform a secondary assessment in order to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lab Hours:** Two-hour lab.

**Field Hours:** 60 hours (contact hours)

## **EMS 2566 - Practicum III**

### **6 Credit Hours**

Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS.

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (contact hours)

## **EMS 2743 - Concepts Of Traumatic Medicine, Lecture**

### **3 Credit Hours**

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span.

**Prerequisite:** EMS 1142, EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three-hour lecture.

**Field Hours:** 45 hours (contact hours)

## **EMS 2752 - Concepts Of Traumatic Medicine, Laboratory**

### **2 Credit Hours**

The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture.

**Prerequisite:** EMS 1142,EMS 1151, EMS 1242, EMS 1251, EMS 1343, EMS 1352, and EMS 1514.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical.

**Field Hours:** 45 hours (contact hours)

## **EMS 2912 - Concepts Of Ems Operations**

## **2 Credit Hours**

Knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2942 - Paramedic Capstone, Lecture**

## **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lecture Hours:** Two-hour lecture.

**Field Hours:** 30 hours (contact hours)

## **EMS 2952 - Paramedic Capstone, Laboratory**

## **2 Credit Hours**

This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS.

**Prerequisite:** EMS 1942 and EMS 1951.

**Lab Hours:** Two hours lab.

**Field Hours:** 60 hours (contact hours)

# **English and Languages**

Students interested in studying English or modern foreign languages should follow the Liberal Arts pathway. This pathway prepares students with the foundational first two years for transfer to a four-year university. This pathway involves foreign language classes and additional social science electives. Students should consult the degree plan for their transfer institution for guidance on specific courses.

## **Communications/Broadcasting**

### **COM 1113 - Public Speaking I**

## **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

### **COM 2463 - Writing For The Electronic Media**

### **3 Credit Hours**

Introductory course to teach the basic skills of broadcast writing, reporting and production.

## **COM 2483 - Introduction To Mass Communication**

### **3 Credit Hours**

A study of the history, organization, mechanics and issues facing the various mass media. Designed to help the student understand the role of mass media in society and how it affects everyday life.

## **English**

## **ENG 0123 - Intermediate English And Reading**

### **3 Credit Hours**

An integrated course designed to advance students to college level writing skills and reading strategies who have not met the prerequisites for ENG 1113 English Composition I. Placement is based on the English ACT sub-score

## **ENG 0143 - Composition Companion**

### **3 Credit Hours**

This course provides direct support and scaffolding exercises for specific projects in ENG 1113. Peer collaboration one-on-one instructional support through the writing process are emphasized. This course is for institutional credit only.

## **ENG 1113 - English Composition I**

### **3 Credit Hours**

This course prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**Prerequisite:** English ACT sub-score of 17 or above, or ENG 0123 with a grade of "C" or higher.

**Corequisite:** Alternate Corequisite Pathway: Students with an English ACT sub-score of 15 or 16 may choose to be placed into both ENG 1113 and ENG 0143 in the same semester (if sections/seats are available).

## **ENG 1123 - English Composition II**

### **3 Credit Hours**

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.

## **ENG 2133 - Creative Writing I**

**3 Credit Hours**

This course involves reading and writing poetry, short fiction, and/or other genres.

**Prerequisite:** ENG 1113.

**ENG 2143 - Creative Writing II****3 Credit Hours**

This course involves reading and writing poetry, short fiction, and/or other genres. Elective.

**Prerequisite:** ENG 1113.

**ENG 2223 - American Literature I****3 Credit Hours**

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War.

**Prerequisite:** ENG 1123.

**ENG 2233 - American Literature II****3 Credit Hours**

This course surveys representative prose and poetry of the United States from the Civil War to the present.

**Prerequisite:** ENG 1123.

**ENG 2323 - British Literature I****3 Credit Hours**

This course surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century.

**Prerequisite:** ENG 1123.

**ENG 2333 - British Literature II****3 Credit Hours**

This course surveys British literature from the Romantic Period to the present.

**Prerequisite:** ENG 1123.

**ENG 2423 - World Literature I****3 Credit Hours**

This course surveys texts representative of global, historical, and cultural diversity from the ancient world through the

early modern world.

**Prerequisite:** ENG 1123.

## **ENG 2433 - World Literature II**

### **3 Credit Hours**

This course surveys texts representative of global, historical, and cultural diversity from the Enlightenment Period to the present.

**Prerequisite:** ENG 1123.

## **ENG 2513 - Survey Of African-American Literature**

### **3 Credit Hours**

This course surveys literature of major African-American writers from its beginnings to the present.

**Prerequisite:** ENG 1113.

## **ENG 2613 - Film As Literature**

### **3 Credit Hours**

This course involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Elective.

**Prerequisite:** ENG 1113.

## **ENG 2813 - Writing Center Peer Tutoring**

### **3 Credit Hours**

This course introduces students to writing center history, theory, and practices, preparing them to work in writing centers as peer tutors.

**Prerequisite:** ENG 1123.

## **Modern Foreign Language**

### **MFL 1113 - French I**

#### **3 Credit Hours**

This course, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language.

### **MFL 1123 - French II**

**3 Credit Hours**

This course continues MFL 1113 with wider vocabulary and more complex structures and functions.

**MFL 1213 - Spanish I****3 Credit Hours**

This course is an oral-aural approach, which stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

**MFL 1223 - Spanish II****3 Credit Hours**

This course continues MFL 1213 with wider vocabulary and more complex structures and functions.

**MFL 2113 - French III****3 Credit Hours**

This course continues MFL 1123 with additional materials of literary and cultural value.

**MFL 2123 - French IV****3 Credit Hours**

This course continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

**MFL 2213 - Spanish III****3 Credit Hours**

This course continues MFL 1223 with additional materials of literary and cultural value.

**MFL 2223 - Spanish IV****3 Credit Hours**

This course continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

**MFL 2513 - Occupational Spanish****3 Credit Hours**

This course is designed to teach basic oral communication skills in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business.

# Funeral Services Technology

<https://www.northwestms.edu/programs/healthsciences/funeral-service-technology>

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## Funeral Services Technology Advisors

Ebone Dukes, Director  
662.280.6137  
edukes@northwestms.edu

Daniel Moore  
662.280.6136  
damoore@northwestms.edu

## Funeral Service Technology

### FST 1113 - Mortuary Anatomy I

#### 3 Credit Hours

This course focuses on the study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative arts.

**Lecture Hours:** Three hours lecture.

### FST 1123 - Mortuary Anatomy II

#### 3 Credit Hours

This course is a continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system.

**Prerequisite:** Mortuary Anatomy I (FST 1113).

**Lecture Hours:** Three hours lecture.

### FST 1213 - Embalming I

#### 3 Credit Hours

This course is a basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols



in preparation of human remains, physical and chemical changes in the dying process, and study of the chemical compositions of embalming fluid. Three hours lecture.

**Lecture Hours:** Three hours lecture.

## **FST 1224 - Embalming II**

### **4 Credit Hours**

This course is a continuation of FST 1213 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Participate in 10 clinical embalming cases.

**Prerequisite:** Embalming I (FST 1213).

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in at least 10 embalming cases.

## **FST 1314 - Funeral Directing**

### **4 Credit Hours**

The total funeral service education environment. Includes duties, responsibilities, and skills required to be a funeral director.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** One hour clinical lab which includes participation in funeral directing cases.

## **FST 1413 - Funeral Service Ethics And Law**

### **3 Credit Hours**

Comprehensive review of the legal aspects involved in funeral services.

**Lecture Hours:** Three hours lecture.

## **FST 1513 - Restorative Art I**

### **3 Credit Hours**

This course includes an in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features and application of restorative techniques in the funeral setting.

## **FST 1533 - Restorative Art II**

### **3 Credit Hours**

This course describes color theory and application to restorative techniques in the funeral setting.

## **FST 2323 - Funeral Merchandising And Management**

### **3 Credit Hours**

Study of merchandising and general business procedures necessary to operate a successful funeral practice.

**Lecture Hours:** Three hours lecture.

## **FST 2613 - Microbiology/Pathway**

### **3 Credit Hours**

This course is designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. Also focuses on the study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions that relate to or affect the embalming or restorative art process.

## **FST 2713 - Psychosocial Aspects Of Grief**

### **3 Credit Hours**

A study of various groups as to their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution.

**Lecture Hours:** Three hours lecture.

## **FST 2812 - Comprehensive Review**

### **2 Credit Hours**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board. The NBE is required for program completion under Northwest guidelines.

**Prerequisite:** Student must be in their final semester, have a GPA of 2.0 or better, taking only FST 2823 Current Issues in Funeral Service Technology and one other FST course and have permission from the program director.

**Lab Hours:** Two hours lab.

## **FST 2823 - Current Issues In Funeral Service Technology**

### **3 Credit Hours**

Identifies the contemporary trends and their historical roots in Funeral Service and the impact upon the funeral service profession and society.

## **Geographical Information Technology**

### **GIT 2113 - Database Construction And Maintenance**

### **3 Credit Hours**

A course designed to teach database concepts and goals of database management systems, and relational, hierarchical,

and network models of data. Included are Structured Query Language (SQL) and methods of organizing and accessing data.

## **GIT 2123 - Fundamentals Of Geographical Information Systems**

### **3 Credit Hours**

This course includes the use of computer mapping and database in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications.

## **GIT 2273 - Remote Sensing**

### **3 Credit Hours**

This course includes a discussion of a variety of remote sensing data collections methods. The course deals with manual interpretation data from photographs and other imagery

## **GIT 2333 - Introduction To Arcview**

### **3 Credit Hours**

This course provides the foundation for developing a geographic information system using ArcView software. The course gives students the conceptual overview and hands-on experience needed to take full advantage of ArcView software's display analysis and presentation mapping functions. Students learn basic ArcView functionality and become familiar with the components of the ArcView graphical user interface.

# **Graphic Design Technology**

The Graphic Design Technology Department educates the student in the art of visual communication, emphasizing the professional practice of design. Students combine digital technology with aesthetics in the production of typography, signage, publications, identity systems, packaging, design, and other forms of communication including design for electronic distribution. The Graphic Designer combines concepts and facts from the humanities, social sciences and technology while utilizing critical design methodologies in visual problem solving. Upon successful completion of this program, an Associate of Applied Science is awarded. Students in the program will complete the CPAS exam. No major may advance to a higher course in his or her area of studio emphasis (Graphic Design) without earning a grade of "C" or higher in the lower division courses. Periodic portfolio reviews determine placement and progression in the program.

**Special admissions requirements:** Students who wish to enter the Graphic Design Technology program must:

1. Have an ACT subscore of 17 in English or be eligible to take English Composition I.
2. Successfully complete Reading courses if required.

Adviser: Philley

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

# Graphic Design Technology

## CAT 1113 - Graphic Design And Production I

### 3 Credit Hours

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## CAT 1123 - Graphic Design And Production II

### 3 Credit Hours

A continuation of Graphic Design and Production I with concentration on color printing, industry terminology and standards, corporate identity, and branding with continued emphasis on design, typography, and balance. The course will utilize current computer technology.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## CAT 1143 - Typography

### 3 Credit Hours

A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on computer.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## CAT 1153 - Drawing For Designers I

### 3 Credit Hours

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

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## CAT 1163 - Drawing For Designers II

### **3 Credit Hours**

This course introduces color media, continues to build observational skills, and pushes creative skills by exploring dynamic composition as it affects content.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 1173 - Typography II**

### **3 Credit Hours**

A continuation of the exploration of typography as utilized in modern design. This is an in-depth exploration of the use of type in relation to understanding and utilizing advanced design and layout techniques within print and digital applications.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 1213 - Fundamentals Of Graphic Computers**

### **3 Credit Hours**

An introduction to graphic interface computers related to the graphic design industry, utilizing current software and related hardware emphasizing industry specifications, print production, and digital image manipulation.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 1323 - Advertising Principles for Digital Design**

### **3 Credit Hours**

Introduction to advertising techniques, marketing concepts, careers, industry requirements, and regulations specifically for students majoring in visual technology programs.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 2133 - Graphic Design Studio**

### **3 Credit Hours**

A concentrated study in graphic design specifically related to regional industry needs. Emphasis will be placed on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story broadsheet. , according to industry needs.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2223 - Basic Digital Photography**

### **3 Credit Hours**

An introduction to photography with emphasis on digital camera, exposure, composition, and lighting.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **CAT 2313 - Basic Advertising Design**

### **3 Credit Hours**

Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related hardware.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2323 - Advanced Advertising Design**

### **3 Credit Hours**

A continuation of Basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in industry.

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

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2334 - Practical Advertising Techniques**

### **4 Credit Hours**

Performance skills needed for productive employment in the graphic design/commercial art field.

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

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **CAT 2413 - Rendering Techniques and Visual Production**

### **3 Credit Hours**

A study of various illustration and rendering techniques. The student will learn professional methods of illustration and visual production for mass distribution using electronic, mechanical, and traditional art techniques.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **CAT 2911-2916 - Special Project In Graphic Design Technology**

### **1-6 Credit Hours**

Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experience. Four to five contact hours.

**Lab Hours:** Two hours-twelve hours lab.

## **CAT 2921-2926 - Supervised Work Experience In Graphic Design Technology**

### **1-6 Credit Hours**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to 18 hours externship.

**Prerequisite:** Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program.

**Field Hours:** 3-18 hours (externship hours)

## **WDT 1123 - Web Development**

### **3 Credit Hours**

Introduces the Internet and its uses in the world of business, including basic and advanced features of the Internet, World Wide Web, browsers, and creating web pages. Upon completion of this course, students will be able to send e-mail messages, download files using a browser and an FTP program and create web pages using HTML.

## **WDT 1414 - Web Design Applications**

### **4 Credit Hours**

This course offers skills and strategies to create various professional web pages and complete websites using WYSIWYG editors (Dreamweaver, WordPress). Upon completion the student will be able to construct and maintain professional standard websites.

**Prerequisite:** WDT 1123.

## **WDT 2263 - Web Graphics Production**

### **3 Credit Hours**

An in-depth study of producing and utilizing graphic elements designed for Internet or web application. Emphasis placed equally on aesthetics, technical requirements, and principles of interactive design. The course will provide a concentrated study related to color management, typography, graphic development and manipulation, digital imaging, and creating dynamic Web experiences. The focus is on the production and manipulation of individual elements and is recommended as a supplement to a web design application course or previous experience.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## WDT 2913 - Special Projects

### 3 Credit Hours

Practical applications of skill and knowledge gained in other Web Development Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences.

## Health Care Assistant & Phlebotomy

<http://www.northwestms.edu/programs/healthsciences/health-care-assistant>

The Health Care Assistant (HCA) Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional. Students who complete the program will be eligible to sit for the State Licensure Exam as well as certification in phlebotomy.

Graduates of the one semester program will be awarded the Career Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, Home Health Aides or Phlebotomists in the Mississippi health care industry. Admission to the program is on a competitive basis.

### Special admissions requirements:

1. Be 18 years of age or older with a high school diploma or HSE.
2. Complete the online Health Care Assistant program application.
3. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
4. Successfully pass a background check and drug screening.
5. Applicant must have a completed HCA clinical packet and on file by the designated deadline date.

Persons interested in the Health Care Assistant program should complete an online application and select their campus choice. For further information regarding the health care assistant program, visit

<https://www.northwestms.edu/programs/healthsciences/health-care-assistant> or email Marla Kennedy at [mkennedy@northwestms.edu](mailto:mkennedy@northwestms.edu),

Applications are open throughout the year.

Directors: Weeks, (Senatobia)

- Offered at Senatobia campus, DeSoto Center (Southaven) & Lafayette-Yalobusha Technical Center (Oxford)  
*Career Certificate*

## Health Care Assistant/Phlebotomy Faculty

### Senatobia

Carly Weeks, Director  
662.560.1111  
[cweeks@northwestms.edu](mailto:cweeks@northwestms.edu)

### Oxford



Stacy Shoaf  
662.238.7909  
sshoaf@northwestms.edu

## **Health Care Assistant**

### **HCA 1116 - Basic Health Care Assisting**

#### **6 Credit Hours**

This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

**Clinical Hours:** Three hours clinical.

**Field Hours:** 165 hours (contact hours)

### **HCA 1125 - Special Care Procedures**

#### **5 Credit Hours**

This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; assisting with elimination needs of patients; basic knowledge and skills required to care for the long-term care resident; and CPR/first aid. Safety is emphasized throughout each procedure.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

**Clinical Hours:** Three hours clinical.

**Field Hours:** 150 hours (contact hours)

### **HCA 1133 - Phlebotomy**

#### **3 Credit Hours**

This course presents the theory and practice of phlebotomy, that includes such topics as: phlebotomists in health care delivery systems; medical terminology; infection control and safety; anatomy and physiology of body systems; collection equipment, reagents and interfering factors in blood collection; venipuncture and capillary puncture blood collection procedures and requisitioning.

**Lecture Hours:** One hour lecture.

**Clinical Hours:** 6 hours clinical.

**Field Hours:** 105 hours (contact hours)

### **HCA 1214 - Body Structure And Function**

#### **4 Credit Hours**

This course includes study of the structure, function, common disorders, and normal aging related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and

sensory systems; stages of human growth and development; and nutritional needs through the life cycle.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

**Field Hours:** 75 hours (contact hours)

## Health, Physical Education and Recreation

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

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

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

**Pathways within health, physical education, or recreation include:**

- Exercise Science
- Health and Physical Education
- Health, Physical Education and Recreation
- Human Performance
- Kinesiology
- Recreation
- Sports Management

## Health, Physical Education and Recreation

### HPR 1111 - General Physical Education Activities I

#### 1 Credit Hours

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

### HPR 1121 - General Physical Education Activities II

#### 1 Credit Hours

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

### HPR 1131 - Varsity Sports I

#### 1 Credit Hours

Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

## **HPR 1141 - Varsity Sports II**

### **1 Credit Hours**

Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

## **HPR 1213 - Personal And Community Health**

### **3 Credit Hours**

This course covers the application of principles and practices of healthful living to the individual and community, major health problems and the mutual responsibilities of home, school, and health agencies.

## **HPR 1313 - Introduction To Kinesiology/Health, Physical Education, And Recreation**

### **3 Credit Hours**

This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field.

## **HPR 1511-1512 - Team Sports I**

### **1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

## **HPR 1521-1522 - Team Sports II**

### **1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

## **HPR 1531-1532 - Individual And Dual Sports I**

### **1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

## **HPR 1541-1542 - Individual And Dual Sports II**

### **1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

## **HPR 1551 - Fitness And Conditioning Training I**

### **1 Credit Hours**

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

## **HPR 1561 - Fitness And Conditioning Training II**

### **1 Credit Hours**

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

## **HPR 2111 - General Physical Education Activities III**

### **1 Credit Hours**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

## **HPR 2121 - General Physical Education Activities IV**

### **1 Credit Hours**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

## **HPR 2131 - Varsity Sports III**

### **1 Credit Hours**

Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

## **HPR 2141 - Varsity Sports IV**

### **1 Credit Hours**

Participation in varsity sports, including Baseball, Men's Basketball, Women's Basketball, Cheer, Football, Golf, Rodeo, Men's Soccer, Softball, Women's Soccer, and Tennis.

## **HPR 2213 - First Aid And CPR**

### **3 Credit Hours**

This course covers instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses.

## **HPR 2511-2512 - Team Sports III**

**1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2521-2522 - Team Sports IV****1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in team sports, including Volleyball Techniques, Tennis, and Badminton Techniques.

**HPR 2531-2532 - Individual And Dual Sports III****1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 2541-2542 - Individual And Dual Sports IV****1-2 Credit Hours**

This course covers the rules, techniques, participation and equipment used in individual and dual sports, including Fundamentals of Golf.

**HPR 2551 - Fitness And Conditioning Training III****1 Credit Hours**

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2561 - Fitness And Conditioning Training IV****1 Credit Hours**

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

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

Heating, Air Conditioning and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial or residential setting performing special tasks relating to designing ductwork, assembling, installing, servicing, operating and maintaining heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America, and AHRI (Air Conditioning, Heating, and Refrigeration Institute). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. An Associate of Applied Science

degree (60 hours) is awarded upon completion of the program. A two-year Technical Certificate Program, which requires 45 semester credit hours, is also available. All students acquiring a degree must obtain universal EPA certification prior to graduation. All students acquiring a certificate must obtain Type I and II EPA certification. Students in the program will also complete NCCER certifications. Both programs are designed to produce an entry-level technician. Admission is on a competitive basis and students are only admitted in the fall semester.

**Special admissions requirements:** Students who wish to enroll in the Heating, Air Conditioning and Refrigeration Technology program must:

1. Have a minimum composite ACT score of a 15, or be eligible to take Intermediate English and Intermediate Algebra.
2. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance including, but not limited to, a current negative 5-panel drug screen.
3. Students must provide their own tools. Please see adviser for the current tool list.

Admission to the college does not guarantee admissions to the program.

Advisers: Blount, Buchanan

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## Heating, Air Conditioning and Refrigeration Technology

### ACT 1004 - Introduction To Heating And Air Conditioning Technology

#### 4 Credit Hours

This course is designed to introduce students to the fundamentals skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.

**Lecture Hours:** Four hours lecture.

### ACT 1124 - Basic Compression Refrigeration

#### 4 Credit Hours

An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, heat transfer, recovery, and lubricants.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### ACT 1134 - Brazing And Piping

#### 4 Credit Hours

Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air

conditioning, and refrigeration.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ACT 1213 - Controls**

### **3 Credit Hours**

Fundamentals of gas, fluid, electrical, and programmable controls.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 1313 - Refrigeration System Components**

### **3 Credit Hours**

An in depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 1713 - Electricity For Heating, Ventilation, Air Conditioning, And Refrigeration**

### **3 Credit Hours**

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2324 - Commercial Refrigeration**

### **4 Credit Hours**

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ACT 2413 - HVAC I**

### **3 Credit Hours**

Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2425 - HVAC II**

### **5 Credit Hours**

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems.

**Prerequisite:** must complete freshman courses and have CORE and Type I EPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **ACT 2433 - Refrigerant, Retrofit, And Regulations**

### **3 Credit Hours**

Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EOA regulations, local, and state codes.

**Prerequisite:** must complete freshman courses and have CORE and Type IEPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2513 - Heating Systems**

### **3 Credit Hours**

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems.

**Prerequisite:** must complete freshman courses.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ACT 2624 - Heat Load And Air Properties**

### **4 Credit Hours**

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage.

**Prerequisite:** must complete freshman courses and have CORE and Type IEPA certification.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **ACT 2912 - Special Project In Heating, Air Conditioning And Refrigeration Technology**



**2 Credit Hours**

A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience.

**Lab Hours:** Two to six hours lab.

## History and Political Science

Students interested in studying History or Political Science should follow the General College pathway. This pathway prepares students with the foundational first two years for transfer to a four-year university. This pathway involves history classes and additional social science electives. Students should consult the degree plan for their transfer institution for guidance on specific courses.

## Geography

### **GEO 1113 - World Regional Geography**

**3 Credit Hours**

A regional survey of the basic geographic features and major new developments of the nations of the world.

**Lecture Hours:** Three hours lecture.

### **GEO 1123 - Principles Of Geography**

**3 Credit Hours**

A topical survey of basic geography, planetary relationships of the Earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements, and the interrelationships of physical and cultural landscapes.

## History

### **HIS 1113 - Western Civilization I**

**3 Credit Hours**

This is a general survey of Western Civilization from ancient times to mid-17th century.

### **HIS 1123 - Western Civilization II**

**3 Credit Hours**

This is a general survey of Western Civilization since the 17th century.

### **HIS 1163 - World Civilizations I**

### **3 Credit Hours**

This is a general survey of world history from ancient times to the 1500s.

## **HIS 1173 - World Civilizations II**

### **3 Credit Hours**

This is a general survey of world history from the 1500s to modern times.

## **HIS 2213 - American (U.S.) History I**

### **3 Credit Hours**

This is a survey of American (U.S.) history to 1877.

## **HIS 2223 - American (U. S. ) History II**

### **3 Credit Hours**

This is a survey of American (U. S. ) history since 1865.

## **Political Science**

### **PSC 1113 - American National Government**

### **3 Credit Hours**

Survey of the foundations, institutions, and political aspects of American national government.

## **Hotel & Restaurant Management Technology**

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

Adviser: Thompson

- Offered at DeSoto Center-Southaven only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **Hotel and Restaurant Management Technology**

### **CUT 2224 - Menu Planning**

#### **4 Credit Hours**

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

### **HRT 1115 - Culinary Principles I**

#### **5 Credit Hours**

Introduction to the foodservice industry emphasizing sanitation and safety, tools and equipment, basic cooking principles, the recipe (its structure and use) , the menu, and fundamentals of food preparation and cookery emphasizing high standards for preparation of, but not limited to such foods as stocks, sauces, soups, and meats.

**Lecture Hours:** Four hours lecture.

**Lab Hours:** two hours lab.

### **HRT 1123 - Hospitality And Tourism Industry**

#### **3 Credit Hours**

An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field.

**Lecture Hours:** Three hours lecture.

### **HRT 1213 - Sanitation And Safety**

#### **3 Credit Hours**

Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning material and procedures, general safety regulations, food processing methods, first aid, and fire prevention.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **HRT 1224 - Restaurant And Catering Operations**

#### **4 Credit Hours**

This course focuses on principles of organizing and managing food and beverage facilities and catering operations.

**Prerequisite:** Culinary Principles I (HRT 1115).

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

### **HRT 1413 - Rooms Division Management**

### **3 Credit Hours**

A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 1511-1541 - Hospitality Seminar**

### **1 to 4 Credit Hours**

Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems.

**Lab Hours:** Two hours lab.

## **HRT 2233 - Cost Control**

### **3 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 2613 - Hospitality Supervision**

### **3 Credit Hours**

Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 2623 - Hospitality Human Resource Management**

### **3 Credit Hours**

Principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **HRT 2914 - Supervised Work Experience**

#### **4 Credit Hours**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 50 industrial contact hours.

## **Industrial Electronics Engineering Technology**

Advisers: Franks, Ruby, Williams

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **Industrial Electronics Engineering Technology**

### **EET 1133 - Electrical Power**

#### **3 Credit Hours**

This course covers electrical motors, electrical motor installation, and offers instruction and practice in using different types of motors, transformers, and alternators.

**Prerequisite:** DC/AC Circuits (EET 1145). Motor Control Systems (EET 1344).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **EET 1145 - DC/AC Circuits**

#### **5 Credit Hours**

Principles and theories associated with DC and AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC and AC circuits.

**Corequisite:** Digital Electronics (EET 1214).

**Lecture Hours:** Four hours lecture.

**Lab Hours:** Two hours lab.

### **EET 1154 - Equipment Maintenance, Troubleshooting And Repair**

#### **4 Credit Hours**

A course of instruction in maintenance and troubleshooting techniques, use of technical manuals, test equipment, and inspection/evaluation/repair of equipment.

**Corequisite:** Hand Tools (MST 1523).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **EET 1163 - Motor Maintenance And Troubleshooting**

### **3 Credit Hours**

This course covers the principles and practice of electrical motor repair and includes topics on the disassembly/assembly and preventive maintenance of common electrical motors.

**Prerequisite:** Electrical Power (EET 1133).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1174 - Fluid Power**

### **4 Credit Hours**

A course that provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1214 - Digital Electronics**

### **4 Credit Hours**

A course designed to introduce students to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system.

**Corequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1334 - Solid State Devices And Circuits**

### **4 Credit Hours**

A course designed to introduce the student to active devices that include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low-frequency application and troubleshooting.

**Prerequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **EET 1344 - Motor Control Systems**

### **4 Credit Hours**

This course covers installation of motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the circuits and mechanical control devices.

**Prerequisite:** Prerequisite DC/AC Circuits (EET 1145).

**Corequisite:** Electrical Power (EET 1133).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1353 - Fundamentals Of Robotics**

### **3 Credit Hours**

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming and how they relate to the industrial industry.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1443 - Fundamentals Of Instrumentation**

### **3 Credit Hours**

This course provides students with a general knowledge of instrumentation principles as they relate to industrial devices and their application for the purpose of observation, measurement, and control of industrial processes.

**Prerequisite:** DC/AC Circuits (EET 1145).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **EET 1713 - Drafting for Electronics Technology**

### **3 Credit Hours**

Preparation and interpretation of schematics, block diagrams, flow charts, and PCB prototyping.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **EET 2354 - Solid State Motor Controls**

### **4 Credit Hours**

This course covers the principles and operation of solid state motor controls as well as the design, installation, and maintenance of different solid state devices for motor control.

**Prerequisite:** Motor Control Systems (EET 1344).Programmable Logic Controllers (EET 2363).

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **EET 2363 - Programmable Logic Controllers**

### **3 Credit Hours**

A course to provide instruction and practice in the use of programmable logic controllers (PLCs) in modern industrial

settings. It includes instruction in the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs.

**Prerequisite:** Digital Electronics (EET 1214).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **EET 2383 - Advanced Programmable Logic Controllers**

### **3 Credit Hours**

A course that provides instruction in the advanced features, programming functions and instructions, network communications, PLC report processing, and system troubleshooting of programmable logic controllers.

**Prerequisite:** Programmable Logic Controllers (EET 2363).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **EET 2913 - Special Project**

### **3 Credit Hours**

Practical application of skills and knowledge gained in other technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience.

**Lab Hours:** Six hours lab.

# **Information Systems Technology**

Advisers: Cleveland

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

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

**Special admissions requirements:** Students who wish to enroll in the Information Systems Technology program must:

1. Have an ACT subscore of 17 in Reading or have completed the required Reading Enhancement courses or with permission of adviser.
2. Contact an Information Systems Technology adviser.

## **Information Systems Technology**



## **IST 1124 - IT Foundations**

### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1133 - Fundamentals Of Data Communications**

### **3 Credit Hours**

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1143 - Security Principles And Policies**

### **3 Credit Hours**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. IST students are required to pass the Microsoft Technology Associates Certification test.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1154 - Web And Programming Concepts**

### **4 Credit Hours**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of creating web pages. Upon completion of this course, students will be able to create a personalized home page.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **IST 1163 - Database And Sql Concepts**

### **3 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1213 - Client Installation And Configuration**

### **3 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1224 - Network Components**

### **4 Credit Hours**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. IST students are required to pass the Microsoft Technology Associates Certification test.

**Prerequisite:** Fundamentals of Data Communications (IST 1133).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1244 - Network Administration Using Microsoft Windowsserver**

### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1263 - Microsoft Office Applications**

### **3 Credit Hours**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software application.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1314 - Visual Basic Programming Language**

### **4 Credit Hours**

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **IST 1434 - Web Development Using Html & Css**

### **4 Credit Hours**

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multimedia products, and photo editors.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 1514 - SQL Programming I**

### **4 Credit Hours**

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 retrieve data and produce readable output.

## **IST 1523 - SQL Programming II**

### **3 Credit Hours**

This course is the second 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 retrieve data and produce readable output.

**Prerequisite:** IST 1514 - SQL Programming I

## **IST 1714 - Java Programming**

### **4 Credit Hours**

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **IST 1724 - Programming In Python**

### **4 Credit Hours**

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.

## **IST 1764 - Programming In Python II**

#### **4 Credit Hours**

This course is designed to provide advanced information to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises.

**Prerequisite:** Programming in Python (IST 1724).

### **IST 2224 - Network Planning And Design**

#### **4 Credit Hours**

Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution.

**Prerequisite:** IST 1224 - Network Components

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2234 - Network Implementation**

#### **4 Credit Hours**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution.

**Prerequisite:** Network Planning and Design (IST 2224).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2254 - Advanced Network Administration Using Microsoft Windows Server**

#### **4 Credit Hours**

A continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server.

**Prerequisite:** Network Administration Using Microsoft Windows Server (IST 1244).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2314 - Systems Analysis And Design**

#### **4 Credit Hours**

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

### **IST 2324 - Script Programming Language**

#### **4 Credit Hours**

This course is an introduction to the use of integrating scripts to add functionality to Web pages.

**Prerequisite:** Web Development Using HTML & CSS (IST 1434) or consent of instructor.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2334 - Advanced Visual Basic Programming Language**

#### **4 Credit Hours**

A continuation of the Visual BASIC programming language.

**Prerequisite:** Visual BASIC Programming Language (IST 1314).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2344 - Database Programming And Design**

#### **4 Credit Hours**

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance.

**Prerequisite:** Advanced Visual Basic Programming Language (IST 2334) or permission of instructor.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2374 - "C" Programming Language**

#### **4 Credit Hours**

This course is designed to introduce the student to the C programming language and its basic functions.

**Prerequisite:** Successful completion of any IST programming language course or permission of instructor.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

### **IST 2454 - Mobile Application Development**

#### **4 Credit Hours**

The emergence of a new generation of highly-capable mobile devices and platforms has opened up opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power.

**Prerequisite:** Visual BASIC Programming Language (IST 1314).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **IST 2723 - Advanced Java Programming**

### **3 Credit Hours**

This course is the second of a two-part series that offers students an extensive introduction into Java programming. Students will be taught advanced concepts of arrays, inheritance, applets, and swing components.

**Prerequisite:** Java Programming (IST 1714).

## **IST 2814 - Full-Stack Web Development**

### **4 Credit Hours**

This course offers students an introduction into full-stack web development (Django or other applicable software). Students will be taught concepts related to Django and other aspects of full-stack web development components and applications.

**Prerequisite:** consent of instructor.

## **IST 2834 - Full-Stack Web Application**

### **4 Credit Hours**

This course is the second of a two-part series that offers students an extensive introduction into web application (Spring or other applicable software). Students will be taught advanced concepts of components.

**Prerequisite:** consent of instructor.

## **IST 2911-2916 - Supervised Work Experience In Information Systemstechnology**

### **3 Credit Hours**

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

## **IST 2921-2913 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2921-2913 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2931-2933 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2931-2933 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2941-2943 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2941-2943 - Special Problem In Information Systems Technology**

### **1-3 Credit Hours**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**Prerequisite:** consent of instructor.

**Lab Hours:** Two-six hours lab.

## **IST 2954 - Capstone Coding Project**

### **4 Credit Hours**

This course is designed to encourage students to think critically and solve challenging issues. Students will apply the skills gained to a coding project and/projects.

**Prerequisite:** consent of instructor.

## **Mathematics**

Students can pursue pathways in mathematics or math-related fields, such as engineering, that transfer to a four-year university. Students are encouraged to get involved in campus activities through departmental clubs and organizations including Mu Alpha Theta, a mathematics honor society for high school and two-year college students.

**Pathways in mathematics or math-related fields include:**

- Aerospace Engineering
- Biological Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering
- Geological Engineering
- Mathematics
- Mechanical Engineering

## **Engineering**

### **EGR 2413 - Engineering Mechanics I: Statics**

#### **3 Credit Hours**

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions.

**Prerequisite:** PHY 2513.

## **Graphics and Drawing**

### **GRA 1143 - Graphic Communications**

#### **3 Credit Hours**

Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer-aided design (CAD) in 2dimensional and 3dimensional construction.

## **Mathematics**



## **MAT 0123 - Beginning Algebra**

### **3 Credit Hours**

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Course placement: Students with a math ACT sub-score of 16 or below should take MAT0123. The student may be counseled and/or tested prior to enrollment in this course. Hours do not count toward graduation and will not transfer. The student should make a grade of "C" or higher to advance to MAT 1233.

## **MAT 1233 - Intermediate Algebra**

### **3 Credit Hours**

Topics include linear equations and their graphs, inequalities and number line graphs, rational expressions, factoring, laws of exponents, radicals and polynomials. The student should make a grade of "C" or higher to advance to MAT 1313.

**Prerequisite:** MAT 0123 with a grade of "C" or higher or MAT 1213 with a grade of "C" or higher or ACT math sub score of 17 or 18.

## **MAT 1313 - College Algebra**

### **3 Credit Hours**

This course includes the study of inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of linear equations.

**Prerequisite:** Highschool algebra and ACT math sub-score of 19 or higher, or MAT 1233 with a grade of "C" or higher.

## **MAT 1323 - Trigonometry**

### **3 Credit Hours**

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications.

**Prerequisite:** MAT 1313 with a grade of "C" or higher or ACT math sub score of 20 or higher.

## **MAT 1343 - Pre-Calculus**

### **3 Credit Hours**

A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations; graphing functions.

**Prerequisite:** MAT 1313 with a grade of "C" or higher or ACT math sub-score of 20 or higher.

## **MAT 1513 - Business Calculus I**

### **3 Credit Hours**

A study of functions, limits, continuity, derivatives, and their applications to business and economics.

**Prerequisite:** MAT 1313 with a grade of "C" or higher or ACT math sub-score of 22 or higher.

## **MAT 1523 - Business Calculus II**

### **3 Credit Hours**

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics.

**Prerequisite:** MAT 1513 with grade of "C" or higher.

## **MAT 1613 - Calculus I**

### **3 Credit Hours**

This course includes limits, continuity, the definition of the derivative, differentiation, applications, and antiderivatives.

**Prerequisite:** ACT math sub-score of 22 or higher and high school trigonometry or high school pre-calculus, or MAT 1313 and MAT 1323 with grades of "C" or higher, or MAT 1323 with a grade of "C" or higher, or MAT 1343 with a grade of "C" or higher.

## **MAT 1623 - Calculus II**

### **3 Credit Hours**

This course includes a study of the definite integral, differentiation and integration of transcendental functions, techniques of integration, and applications.

**Prerequisite:** MAT 1613 with grade of "C" or higher.

## **MAT 1723 - Real Number System**

### **3 Credit Hours**

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers.

**Prerequisite:** ACT math sub-score of 19 or higher or MAT 1233 with a grade of "C" or higher, or MAT 1313 with a grade of "C" or higher.

## **MAT 1733 - Geometry, Measurement, And Probability**

### **3 Credit Hours**

Designed for elementary and special education majors, this course includes study of geometric definitions, shapes and

formulas; linear and angular measurements; unit conversions; statistics and probability.

**Prerequisite:** ACT math sub-score of 19 or higher or MAT 1233 with a grade of "C" or higher, or MAT 1313 with a grade of "C" or higher.

## **MAT 1753 - Quantitative Reasoning**

### **3 Credit Hours**

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.

## **MAT 2113 - Introduction To Linear Algebra**

### **3 Credit Hours**

This course includes the study of systems of linear equations, matrices, vector spaces, determinants, orthogonality, linear transformations, applications, eigenvalues and eigenvectors.

**Prerequisite:** MAT 1623 with grade of "C" or higher.

## **MAT 2323 - Statistics**

### **3 Credit Hours**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.

**Prerequisite:** MAT 1233 (or higher level math) with a grade of "C" or higher or ACT math sub-score of 19 or higher.

## **MAT 2513 - Elementary Mathematical Analysis**

### **3 Credit Hours**

Selected topics in quantitative methods with an emphasis on business applications. Topics include Gauss-Jordan elimination, simplex methods for linear programming models, and transportation and assignment algorithms.

**Prerequisite:** MAT 1513 with grade of "C" or higher.

## **MAT 2613 - Calculus III**

### **3 Credit Hours**

This course includes study in analytical geometry, parametric equations, polar coordinates, improper integrals, infinite series, vectors, and geometry of space.

**Prerequisite:** MAT 1623 with a grade of "C" or higher.

## **MAT 2623 - Calculus IV**

### **3 Credit Hours**

This course includes the study of partial differentiation, optimization, multiple integration, vector calculus, quadric surfaces, line integrals, the divergence theorem, and Stokes' Theorem.

**Prerequisite:** MAT 2613 with a grade of "C" or higher.

## **MAT 2913 - Differential Equations**

### **3 Credit Hours**

This course includes study in solution of first and higher order differential equations, existence theorems, Laplace transforms, and applications.

**Prerequisite:** MAT 2613 with grade of "C" or higher or permission of instructor.

## **Technical Mathematics**

### **TMA 1833 - Technical Trigonometry**

#### **3 Credit Hours**

A study of the solutions of right and oblique triangle, identities, trigonometric equations, and polar and parametric equations.

**Lecture Hours:** Three lectures per week.

### **TMA 2143 - Introduction To Calculus**

#### **3 Credit Hours**

Broad coverage of the most widely accepted areas of college level calculus with special application for technicians. Topics covered are functions, analytic geometry, differential and integral calculus.

**Lecture Hours:** Three lectures per week.

## **Music**

The NWCC music department offers advanced instruction in vocal and instrumental music. Many students who are passionate about music choose to enrich their collegiate experience at NWCC by participating in one or more of the choral or instrumental ensembles offered through the music department. \*See the choir and band sites for more detailed information on choral /instrumental ensembles and how to audition.

Students who wish to pursue a career in music may begin that journey at NWCC. The music degree pathway (major) is a comprehensive two-year plan designed to prepare students to matriculate into a college or university program where they will complete the final two years of an undergraduate degree in music education, music performance, music industry, or other music-emphasis degree of their choice.

**Pathways within music include:**

Entertainment Industry Studies  
Music Education  
Music Performance

*\*Offered at Senatobia campus only.*

## **Music Applied**

### **MUA 1141 - Elective Brass I**

#### **1 Credit Hours**

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.

### **MUA 1151 - Elective Brass II**

#### **1 Credit Hours**

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.

### **MUA 1172 - Brass For Music Education Majors I**

#### **2 Credit Hours**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

### **MUA 1182 - Brass For Music Education Majors II**

#### **2 Credit Hours**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

### **MUA 1441 - Elective Percussion I**

#### **1 Credit Hours**

Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

### **MUA 1451 - Elective Percussion II**

#### **1 Credit Hours**

Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

### **MUA 1472 - Percussion For Music Educationmajors I**

#### **2 Credit Hours**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, and develop the student's interest in playing.

### **MUA 1482 - Percussion For Music Educationmajors II**

#### **2 Credit Hours**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, and develop the student's interest in playing.

### **MUA 1511 - Class Piano For Music Educationmajors**

#### **1 Credit Hours**

I.

### **MUA 1521 - Class Piano For Music Educationmajors**

#### **1 Credit Hours**

II.

### **MUA 1531 - Class Piano For Non-Majors I, II**

#### **1 Credit Hours**

I.

### **MUA 1541 - Piano For Non-Majors**

#### **1 Credit Hours**

Elective Piano, I.

### **MUA 1551 - Piano For Non-Majors**

#### **1 Credit Hours**

Elective Piano, II.

### **MUA 1561 - Class Piano For Non-Majors I, II**

**1 Credit Hours**

II.

**MUA 1572 - Piano For Music Education Majors**

**2 Credit Hours**

I.

**MUA 1582 - Piano For Music Education Majors**

**2 Credit Hours**

II.

**MUA 1672 - Strings For Music Education Majors**

**2 Credit Hours**

I.

**MUA 1682 - Strings For Music Education Majors**

**2 Credit Hours**

II.

**MUA 1711 - Class Voice I**

**1 Credit Hours**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1721 - Class Voice II**

**1 Credit Hours**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1741 - Voice For Non-Majors**

**1 Credit Hours**

Voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1751 - Voice For Non-Majors**

**1 Credit Hours**

Voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

**MUA 1772 - Voice For Vocal Music Educationmajors I****2 Credit Hours**

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.

**MUA 1782 - Voice For Vocal Music Educationmajors II****2 Credit Hours**

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.

**MUA 1841 - Elective Woodwinds I****1 Credit Hours**

Woodwind instruction for music majors and non-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.

**MUA 1851 - Elective Woodwinds II****1 Credit Hours**

Woodwind instruction for music majors and non-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.

**MUA 1872 - Woodwinds For Music Education Majors I****2 Credit Hours**

Woodwind instruction for music majors and non-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.

**MUA 1882 - Woodwinds For Music Education Majors II****2 Credit Hours**

Woodwind instruction for music majors and non-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.

**MUA 2141 - Elective Brass III**



**1 Credit Hours**

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.

**MUA 2151 - Elective Brass IV****1 Credit Hours**

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.

**MUA 2172 - Brass For Music Education Majors III****2 Credit Hours**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 2182 - Brass For Music Education Majors IV****2 Credit Hours**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 2441 - Elective Percussion III****1 Credit Hours**

Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

**MUA 2451 - Elective Percussion IV****1 Credit Hours**

Percussion instruction for non-percussion music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's interest in playing.

**MUA 2472 - Percussion For Music Educationmajors III****2 Credit Hours**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, and develop the student's interest in playing.

**MUA 2482 - Percussion For Music Educationmajors IV**

**2 Credit Hours**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, and develop the student's interest in playing.

**MUA 2511 - Class Piano For Music Educationmajors****1 Credit Hours**

III.

**MUA 2521 - Class Piano For Music Educationmajors****1 Credit Hours**

IV.

**MUA 2541 - Piano For Non-Majors****1 Credit Hours**

Elective Piano, III.

**MUA 2550 - Piano For Non-Majors****1 Credit Hours**

Elective Piano, IV.

**MUA 2572 - Piano For Music Education Majors****2 Credit Hours**

III.

**MUA 2582 - Piano For Music Education Majors****2 Credit Hours**

IV.

**MUA 2672 - Strings For Music Education Majors****2 Credit Hours**

III.

**MUA 2682 - Strings For Music Education Majors**

## **2 Credit Hours**

IV.

### **MUA 2711 - Class Voice III**

#### **1 Credit Hours**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

### **MUA 2721 - Class Voice IV**

#### **1 Credit Hours**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

### **MUA 2741 - Voice For Non-Majors**

#### **1 Credit Hours**

Voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

### **MUA 2751 - Voice For Non-Majors**

#### **1 Credit Hours**

Voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature, and develop and improve the student's vocal ability in a group setting.

### **MUA 2772 - Voice For Vocal Music Educationmajors III**

#### **2 Credit Hours**

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.

### **MUA 2782 - Voice For Vocal Music Educationmajors IV**

#### **2 Credit Hours**

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.

### **MUA 2841 - Elective Woodwinds III**

#### **1 Credit Hours**

Woodwind instruction for music majors and non-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.

### **MUA 2851 - Elective Woodwinds IV**

#### **1 Credit Hours**

Woodwind instruction for music majors and non-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.

### **MUA 2872 - Woodwinds For Music Education Majors III**

#### **2 Credit Hours**

Woodwind instruction for music majors and non-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.

### **MUA 2882 - Woodwinds For Music Education Majors IV**

#### **2 Credit Hours**

Woodwind instruction for music majors and non-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.

## **Music**

### **MUS 1113 - Music Appreciation**

#### **3 Credit Hours**

A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

### **MUS 1133 - Fundamentals Of Music**

#### **3 Credit Hours**

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. For prospective music majors only.

### **MUS 1214 - Music Theory I Lecture/Lab**

#### **4 Credit Hours**

Study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills. For music pathway students only or with permission of instructor.

### **MUS 1224 - Music Theory II Lecture/Lab**

**4 Credit Hours**

Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 1413 - Basic Computer Skills For Musicians****3 Credit Hours**

This course is designed to introduce students to digital media skills and the Apple Operating System.

**MUS 1423 - Survey Of Popular Music****3 Credit Hours**

Advanced listening course, designed to acquaint the Music Industry major with a broad overview of popular musical styles and repertoire from the beginnings of American Popular Music to the present.

**MUS 1910 - Recital Class****0 Credit Hours**

Required Performance Of Solo And Ensemble Literature By Students Majoring In Music.

**MUS 1920 - Recital Class****0 Credit Hours**

A Continuation Of MUS 1910.

**MUS 2214 - Music Theory III Lecture/Lab****4 Credit Hours**

Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 2224 - Music Theory IV Lecture/Lab****4 Credit Hours**

Continued study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training, and dictation skills.

**MUS 2413 - Computer Recording I****3 Credit Hours**

Introduction to basic knowledge, theory, and application of a native Digital Audio Workstation. Students continue their

study of MIDI, arranging, sequencing, software instruments, and recording in a native DAW environment (Apple Logic Pro X).

## **MUS 2423 - Computer Recording II**

### **3 Credit Hours**

A continuation of Computer Recording I utilizing native and proprietary DAW recording systems. Additional topics covered include audio recording, digital effects, automation, performance tools, and nonlinear editing.

## **MUS 2443 - Audio Engineering I**

### **3 Credit Hours**

Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment.

## **MUS 2453 - Audio Engineering II**

### **3 Credit Hours**

Practical techniques in session procedures and recording. Topics include recording and mixing theory and techniques, critical listening, signal routing and processing, and basic project mastering techniques.

## **MUS 2910 - Recital Class**

### **0 Credit Hours**

A Continuation Of MUS 1920.

## **MUS 2920 - Recital Class**

### **0 Credit Hours**

A Continuation Of MUS 2910.

## **Music Organizations**

### **MUO 1111 - Band I**

#### **1 Credit Hours**

Designed to teach the principles of playing musical instruments, explore varied levels of literature, and develop the student's knowledge of performance techniques.

**Prerequisite:** audition.

### **MUO 1121 - Band II**

**1 Credit Hours**

Designed to teach the principles of playing musical instruments, explore varied levels of literature, and develop the student's knowledge of performance techniques.

**Prerequisite:** audition.

**MUO 1131 - Small Instrument Ensemble I****1 Credit Hours**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**Prerequisite:** audition.

**MUO 1141 - Small Instrument Ensemble II****1 Credit Hours**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**Prerequisite:** audition.

**MUO 1171 - Large Jazz Ensemble I****1 Credit Hours**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**Prerequisite:** audition and participation in NWCC Band.

**MUO 1181 - Large Jazz Ensemble II****1 Credit Hours**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**Prerequisite:** audition and participation in NWCC Band.

**MUO 1211 - Choir I****1 Credit Hours**

A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1221 - Choir II**

**1 Credit Hours**

A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241 - Select Voice Ensemble I****1 Credit Hours**

A course for select singers focused on performing from one or more genres of music.

**MUO 1251 - Select Voice Ensemble II****1 Credit Hours**

A course for select singers focused on performing from one or more genres of music.

**MUO 2111 - Band III****1 Credit Hours**

Designed to teach the principles of playing musical instruments, explore varied levels of literature, and develop the student's knowledge of performance techniques.

**Prerequisite:** audition.

**MUO 2121 - Band IV****1 Credit Hours**

Designed to teach the principles of playing musical instruments, explore varied levels of literature, and develop the student's knowledge of performance techniques.

**Prerequisite:** audition.

**MUO 2131 - Small Instrument Ensemble III****1 Credit Hours**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**Prerequisite:** audition.

**MUO 2141 - Small Instrument Ensemble IV****1 Credit Hours**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**Prerequisite:** audition.



## **MUO 2171 - Large Jazz Ensemble III**

### **1 Credit Hours**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**Prerequisite:** audition and participation in NWCC Band.

## **MUO 2181 - Large Jazz Ensemble IV**

### **1 Credit Hours**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**Prerequisite:** audition and participation in NWCC Band.

## **MUO 2211 - Choir III**

### **1 Credit Hours**

A course for music majors and non-majors focused on performing choral music from a variety of style periods.

## **MUO 2221 - Choir IV**

### **1 Credit Hours**

A course for music majors and non-majors focused on performing choral music from a variety of style periods.

## **MUO 2241 - Select Voice Ensemble III**

### **1 Credit Hours**

A course for select singers focused on performing from one or more genres of music.

## **MUO 2251 - Select Voice Ensemble IV**

### **1 Credit Hours**

A course for select singers focused on performing from one or more genres of music.

## **Nursing - Associate Degree (RN)**

**<https://www.northwestms.edu/programs/healthsciences/nursing-department>**

# Nursing - Associate Degree Program

The Associate Degree Program in Nursing provides a foundation in general education and nursing. Upon completion of the curriculum, an Associate of Arts degree is awarded. Graduates of the program are eligible to apply for licensure by the National Council for Licensure Examination for Registered Nurses (NCLEX-RN®). Graduates are prepared to provide nursing services in beginning staff level positions and have potential for advancement on an individual basis. The traditional plan of study in the nursing program is four semesters in length, and classes are admitted each fall and spring semester. Clinical practice experiences are available in Memphis, northwest Mississippi hospitals, and other healthcare agencies. All prospective students, who have an ACT of 18 or greater, should be advised by an associate degree nursing adviser.

## Program Requirements

A minimum grade of "C" or better is required in every course outlined in the nursing curriculum for graduation. The Department of Nursing reserves the right to recommend for continuation only those students who, in the judgment of the faculty, satisfy the requirements and aptitude for nursing. Nursing students who fail one required nursing course are eligible to repeat the course and will be readmitted within one calendar year, based on space availability. Failure of two required nursing courses will result in dismissal from the program. Students will be allowed one nursing course withdrawal throughout the program. A second withdrawal from a nursing course will result in dismissal from the program. An exception may be made for a medical or family crisis but only if the student is passing the nursing course at the time of the second withdrawal and the student has incurred no previous nursing course failures. NOTE: Students are only allowed to enroll in the same nursing course twice. Students dismissed for withdrawals or nursing course failures are eligible to reapply to the associate degree nursing program in three years OR after the successful completion of an accredited practical nursing program and passing NCLEX-PN®.

Students must be enrolled in a minimum of 12 credit hours per semester while enrolled in the nursing program. An exception to this requirement is the NUR 1316 LPN-RN Transition course during the summer term. Student schedules will be reviewed by nursing faculty at mid-term. Failure to maintain 12 credit hours will result in the student being withdrawn from the nursing course. The withdrawal will count toward the one withdrawal allowed. To satisfy scholarship and/or financial aid requirements, students may be required to enroll in 15 credit hours per semester. It is the student's responsibility to ensure all requirements are met.

## Background Checks

In compliance with the amended Section 73-15-19 from the 2017 Mississippi Nursing Practice Law ([www.msbn.ms.gov](http://www.msbn.ms.gov)), all students enrolled in the Associate Degree Nursing Program are among those subject to criminal background checks before admitted to the program. Applicants must provide a list of all prior arrests, convictions, and pending charges. Proof of disposition of charges must be provided upon admission to the nursing program. If at any time the determination is made that a student, as a result of the background check, is not eligible to be admitted/attend clinical, the student will not be allowed in the nursing program. The Mississippi Board of Nursing requires that graduates are also fingerprinted by the Mississippi Board of Nursing prior to sitting for the licensing exam (NCLEX-RN®). License or practice privilege denial, revocation or suspension:

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

1. The Board shall have power to revoke, suspend or refuse to renew any license issued by the Board or to revoke or suspend any privilege to practice, or deny any application for a license, or to fine, place on probation and/or discipline a licensee, in any manner specified in this article upon proof that such person:
  1. Has committed fraud or deceit in securing or attempting to secure such license;

2. Has been convicted of a felony, or a crime involving moral turpitude or has had accepted by a court a plea of nolo contendere to a felony or a crime involving moral turpitude (see entire section at [www.msbn.ms.gov](http://www.msbn.ms.gov)).

All Licensed Practical Nurses (LPNs) in the program who maintain an active license must have an unencumbered license and disclose any disciplinary action that is initiated while enrolled in the program. All licenses will be checked through Nursys® and/or the Board of Nursing. Disciplinary actions by the Board of Nursing are grounds for dismissal from the program.

## Drug Screening

All nursing students must be free of any chemical impairment. All students will have initial drug screening and are subject to additional drug screens according to the Nursing Department Drug and Alcohol Policy. Students with a positive drug screen will be advised to seek on-campus counseling services; however, they will be dismissed from the program, with eligibility to reapply in 3 years.

The Mississippi Board of Nursing states the board has the power to deny, revoke or suspend a nursing license upon proof of one of the following: Is addicted to or dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect (Section 73-15-29: Nursing Practice Law).

## Student Health Record Requirements

Nursing students must be able to demonstrate certain essential functions noted in the Student Health Record in order to participate in clinical experiences and care for patients in the clinical area. The Student Health Record, including the essential functions, is available on the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) in the Nursing Student Handbook. Students with disabilities requiring special accommodations should register with the campus Disability Support Services officer. Approval of special accommodations while in the program will not guarantee approval for special accommodations for taking NCLEX-RN®.

All students are required to provide proof of negative tuberculosis (TB) status and negative COVID-19 (PCR test) status, immunizations or proof of immunity to MMR/varicella/hepatitis, proof of Tdap, polio, and influenza vaccines before attending the first clinical rotation. All documents submitted in support of an application or clinical requirements documentation become the property of Northwest Mississippi Community College and cannot be returned, copied or forwarded to another individual or school. No exceptions are allowed for this requirement. If a student is pregnant or breastfeeding and cannot have immunizations, they must withdraw before the first clinical rotation. They will be accepted into the next class without re-applying to the program if the requirements are met. The withdrawal for this reason is not counted toward the one withdrawal allowed. Specific information regarding health requirements including all immunizations can be found in the Nursing Student Handbook on the website.

## Special Admissions Requirements

Due to the purpose and objectives of the Associate Degree Nursing Program, the requirements for admission to the program differ from the general admission requirements for NWCC. Meeting the minimum standards for admission to the college does not guarantee admission to the Nursing Program. The number of students admitted each semester is dependent upon educational resources available to the school. Two classes are admitted each year. The fall class is notified of acceptance in March, and the spring class is notified of acceptance in October each year. Application forms for admission to the Associate Degree Nursing Program are available online on the College's website ([www.northwestms.edu](http://www.northwestms.edu)).

Applications are ONLY accepted between January 1-February 15 for the fall semester and between August 1-September 15 for the spring semester. Applications must be resubmitted each semester for reconsideration. Each applicant must ensure that his or her file in the Office of Admissions and Records is complete by the February 15 deadline for fall applicants and the September 15 deadline for spring applicants. This includes but may not be limited to: Application, high school transcripts, high school equivalency scores, ACT scores, and all other college transcripts. It is the student's responsibility to notify the nursing office of any information changes.

**Admission Requirements: College admission forms should be sent to the Office of Admissions and Records, and the application to the nursing program should be submitted online to the Nursing Department. ONLY Mississippi residents are admitted to the nursing program.**

## Admission Criteria

Students are chosen by the admission committee based on the following criteria and a competitive point system:

- An Enhanced ACT composite score of 19 or greater (students who hold a bachelor's degree or higher or are a Licensed Practical Nurse are considered for admission with a composite ACT score of 18). ACT must have science sub-score (SAT conversion is not accepted).
- Completion of College Algebra (MAT 1313) or approved higher-level math with a grade of "C" or better (If College Algebra is older than seven years, the highest grade will be used for GPA calculation.).
- Completion of Anatomy & Physiology I with Lab (BIO 2513 and BIO 2511) with a grade of "C" or better within the last seven years (If A&P I with Lab are taken within the past three years, all attempts will be calculated into GPA. If A&P I with Lab grades are four to seven years old, the highest A&P I with Lab grades will be used to calculate GPA.) All required science courses that have been completed prior to entering the nursing program must have been taken within the past seven years.
- GPA of 2.5 on required pre-requisite courses noted above.
- Completion of the TEAS pre-admission test. Applicants who score at least 66 are given first consideration for admission. A student may take the TEAS once per application period.
- Students must be 18 years of age before entering the first nursing course (NUR 1109).
- Students must be a Mississippi resident upon entering the first nursing course (NUR 1109).

Refer to the admissions procedure and point calculation information on the Nursing Department page of the Northwest website ([www.northwestms.edu](http://www.northwestms.edu)) for detailed information. Refer to the Nursing Department page of the Northwest website for estimated costs for the program. A computer with internet access is required for electronic books, resources, and communication via CANVAS. Students may use computers at the Learning Resource Center (library); however, it is recommended that the student have a computer and internet access at home. It is important to note that iPads do not have the ability to operate all of the software required for the nursing program.

## Acceptance Policy

Notification of acceptance must come from the Director of Nursing Instruction. Admission to the college does not guarantee admission to nursing. Places will not be held for admitted students. If the student is accepted to the nursing program but fails to apply and be admitted to the College, the student must reapply for acceptance for the next semester. **There is no waiting list.**

## Transfer Students

All students desiring to transfer from another nursing program must consult with the Director of Nursing Instruction. All transfer applicants must be in good standing and eligible for continuation in the previous college and nursing program attended. Additionally, all admission criteria must be met, including the Anatomy and Physiology I and

College Algebra requirements, prior to transfer into the program. Transcripts from the previous college must be submitted to the Director of Nursing Instruction for prior approval to be applied toward an Associate Degree in Nursing. The applicant will also be asked to submit proof of content for any courses considered for transfer. This may include but not be limited to: course outlines, course syllabi, skills check list, etc. All eligible transfer students are accepted on a space-available basis. Out-of-state students are eligible for transfer if accepted. Applicants who have failed a previous nursing program and are ineligible to continue in that program may apply three years from the date of the previous failure.

## **Advanced Standing for Licensed Practical Nurses**

LPNs have the opportunity to seek advanced standing in the Associate Degree Nursing Program by successfully completing the LPN-RN Transition course (NUR 1316 ) completed during an eight-week summer term which allows entry into the final two semesters of the traditional plan of study. For further information, prospective students may access the information on the College's website ([www.northwestms.edu](http://www.northwestms.edu)). LPNs in the Transition course must also maintain a current, active, unencumbered license while enrolled in the program.

## **Program Accreditation**

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

## **Nursing Department Contacts:**

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Monica Williams  
Phone: 662-562-3289  
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## **Nursing**

### **NUR 1109 - Nursing I**

## **9 Credit Hours**

This course introduces concepts required for the foundation of nursing knowledge, professional nursing practice and the nursing role on the health care team. The course focuses on the development of clinical reasoning to provide basic physiological and psychosocial patient-centered nursing care utilizing safety, teamwork and communication. This course provides students with didactic and clinical learning experiences in the nursing laboratory and selected clinical agencies. This course will also provide information for the calculations needed to accurately calculate fractional dosages and equivalences as needed to safely implement medication administration for clients. A grade of "C" or above is required for the theory component before advancing to the clinical component. If this does not occur, the theory, pharmacology and clinical components must be retaken. Clock hours: 90 theory/135 clinical.

**Prerequisite:** Admission to the Nursing Program, BIO 2513, BIO 2511, MAT 1313.

**Lecture Hours:** Six theory hours.

**Clinical Hours:** Nine clinical hours per week.

## **NUR 1209 - Nursing II**

### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences designed to provide physiological and psychosocial nursing care to adult clients. Emphasis is placed on functioning as a client advocate and a member of the multidisciplinary team with appropriate prioritization and delegation of care. This course builds on the development of clinical reasoning presented in NUR 1109 to provide supervised learning experiences to prepare the student to provide compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component before advancing to the clinical component. If this does not occur, both the theory and clinical components must be retaken. Clock hours: 90 theory/135 clinical.

**Prerequisite:** NUR 1109, BIO 2523, BIO 2521.

**Lecture Hours:** Six theory hours.

**Clinical Hours:** Nine clinical hours per week.

## **NUR 1316 - LPN-RN Transition**

### **6 Credit Hours**

This course facilitates the transition of the licensed practical nurse (LPN) to the role of the registered nurse. The content augments knowledge gained in the LPN program and includes an overview of foundational nursing knowledge, professional nursing practice and the nursing role on the health care team. Course content from NUR 1109 and NUR 1209 is presented in this course to focus on the development of clinical reasoning with emphasis placed on the provision of compassionate, coordinated, age and culturally appropriate, safe and effective nursing care to adult medical-surgical clients. This course is completed during an eight-week summer term and includes didactic and clinical components. A grade of "C" or above is required for the theory component before progressing to the clinical component. If this does not occur, both the theory and clinical components must be retaken the following summer OR students are eligible to enter NUR 1109 the following fall semester (space permitting) or the following spring semester. Clock hours: 75 theory/45 clinical.

**Clinical Hours:** 45 clinical.

## **NUR 2002 - LPN Advanced Placement**

## **12 Credit Hours**

This course will provide 12 hours credit for validation of knowledge from previous LPN program.

**Prerequisite:** Admission to the LPN-RN Transition program option and a grade of "C" or above in NUR 1316. No clock hours required.

## **NUR 2119 - Nursing III**

### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences designed to provide nursing care to the child-bearing family, children and adults with acute and chronic illnesses. This course builds on the development of clinical reasoning to provide compassionate, coordinated, age and culturally appropriate, safe and effective physiological and psychosocial nursing care across the lifespan. This course focuses on wellness, health promotion and prevention of illness to enhance health outcomes of individuals and families. Supervised learning experiences in the college nursing laboratory and selected clinical agencies are provided. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component in order to progress to NUR 2129. If this does not occur, both the theory and clinical components must be retaken together. Clock hours: 90 theory/135 clinical.

**Prerequisite:** NUR 1109, EPY 2533, NUR 1209 or NUR 1316.

**Lecture Hours:** Six hours of lecture.

**Clinical Hours:** 9 hours clinical practice per week.

## **NUR 2123 - Pharmacology I**

### **3 Credit Hours**

Elective Course. This course is designed to supplement basic pharmacological concepts introduced in the first year of the associate degree nursing program. Pharmacology is integrated throughout the nursing curriculum; however, this course will serve to enhance students' knowledge and clinical reasoning by providing a review of drug classifications and focusing on the role of the professional nurse in the safe and efficient administration of medications to adult clients with a variety of medical-surgical conditions. This course incorporates both face-to-face and online instructional modalities. Recommend after successful completion of NUR 1109.

**Prerequisite:** Admission to ADN Nursing Program; Clock hours:45 theory.

## **NUR 2129 - Nursing IV**

### **9 Credit Hours**

This course provides students with both didactic and clinical learning experiences and builds on the concepts and clinical reasoning skills in NUR 1109, NUR 1209 and NUR 2119. Emphasis is placed on psychosocial assessment, therapeutic communication, psychiatric treatment, advanced medical-surgical conditions, leadership, management, prioritization, and appropriate delegation of care while functioning as a client advocate and a member of the multidisciplinary team. Provides supervised learning experiences in the college nursing laboratory and selected clinical agencies developing skills in preparation to provide competent entry-level professional, compassionate, coordinated, age and culturally appropriate, safe and effective nursing care. A grade of "C" or above is required for the theory component and satisfactory completion of the clinical component for success in the course. If this does not occur, both the theory and clinical components must be retaken together.



**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2313.

## **NUR 2133 - Pharmacology II**

### **3 Credit Hours**

Elective Course. This course is designed to supplement basic and advanced pharmacological concepts introduced in the first and second years of the associate degree nursing program. Pharmacology is integrated throughout the nursing curriculum; however, this course will serve to enhance students' knowledge and clinical reasoning by providing a review of drug classifications and focusing on the role of the professional nurse in the safe and efficient administration of medications to clients across the lifespan with a variety of medical-surgical, obstetrical, and psychiatric conditions. This course incorporates both face-to-face and online instructional modalities. Clock hours: 45 theory.

**Prerequisite:** Pre-requisites: NUR 1109 and NUR 1209.

## **NUR 2313 - Transition To Professional Nursing Practice**

### **3 Credit Hours**

This course facilitates the transition of the student to the role of the professional nurse. Emphasis is placed on preparation for successful completion of licensure examination and employment readiness.

**Prerequisite:** NUR 2119.

**Corequisite:** NUR 2129 - Nursing IV . Three theory hours per week. Clock hours: 45.

## **NUR 2323 - Nurse Externship (Summer)**

### **3 Credit Hours**

This elective course provides the sophomore nursing student with the opportunity to strengthen clinical skills by working with designated clinical preceptors within the hospital setting. This course is offered during the summer sessions under the guidelines of the Mississippi Office of Nursing Workforce. The student must be selected for employment in the Nurse Externship program by a participating agency prior to registration and work 320 hours at the affiliated agency during the summer term.

**Prerequisite:** NUR 1209.

## **Nursing - Practical (LPN)**

<https://www.northwestms.edu/programs/healthsciences/practical-nursing>

Offered at Senatobia campus, DeSoto Center-Southaven, Benton County/NWCC Career-Tech Center (Ashland), Lafayette-Yalobusha Technical Center (Oxford)

### **Career Certificate**

Practical Nursing Program learning outcomes are built upon the educational experience in which students learn to develop critical thinking skills, apply acquired knowledge, and become valuable members of the health care industry. Providing safe, effective, competent client care is significant in obtaining positive driven client-care goals. Achievement of sequential development occurs through instruction, practice, and clinical experiences. The students

will learn the essential skills to deliver basic care to clients according to the variation of health care needs under the supervision of a registered nurse, licensed physician, and/or licensed dentist. Ownership, professionalism, teamwork, and being responsible are characteristics woven throughout the program curriculum that support the achievement of the Practical Nursing Program Learning Outcomes.

The Northwest Mississippi Community College Practical Nursing Program follows the *2020 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement.

Graduates of the program receive a Career Certificate and meet the requirements for application to the Mississippi Board of Nursing to take the National Council Licensure Examination-PN (NCLEX-PN®) for licensure. Students applying to the Practical Nursing Program must complete a criminal affidavit and, in some cases, a criminal background check.

Students may attend the Practical Nursing Program at any of our four locations:

**Senatobia Campus-Fall and Spring Start Classes**

Northwest Mississippi Community College  
4975 Highway 51 N.  
NWCC Box 5432  
Senatobia, MS 38668

**Benton County Career-Technical Center (Ashland)-Fall Start Class**

25 Industrial Drive  
Ashland, MS 38603

**DeSoto Campus-Fall Start Class & Evening/Weekend Program**

DeSoto Center  
5197 W.E. Ross Parkway  
Southaven, MS 38671

**Oxford Campus-Fall Start Class, Spring Start Class & Evening/Weekend Program**

Lafayette-Yalobusha Technical Center  
1310 Belk Drive  
Oxford, MS 38655

Admission into the Practical Nursing Program is limited. Applicants therefore must complete a special application process and meet all the program requirements in order for applicant consideration. Admission to the College does not guarantee admission to the Practical Nursing Program.

*Applications for fall enrollment* for Senatobia, Ashland, DeSoto, and Oxford will occur from January through the last week of spring final exams of the application year. Testing for the TEAS test will begin in February.

*Applications for fall enrollment for the Evening/Weekend Program* at DeSoto Center and Oxford campus will occur from January through the last week of spring final exams of the application year.

*Applications for spring enrollment* for January-December class at the Senatobia and Oxford campus will occur from June through September, with TEAS testing to begin in July.

Students should visit [www.northwestms.edu/PN](http://www.northwestms.edu/PN) for Practical Nursing Program application information, online application and contact information for each campus.

Application Requirements: Students must meet the following admission requirements to be considered for admission to the Practical Nursing Program:

- Applicants must be at least 18 years of age.
- Applicants must have an enhanced ACT composite score of 16 or greater.

- Applicants must have a Practical Nursing application completed online.
- After completing the online application and meeting the criteria, the student can then schedule a TEAS test date online.

Applicants will be ranked utilizing the program approval ranking system. This can be found at the Northwest Practical Nursing webpage.

Refer to the admission procedure and point calculation information in the Practical Nursing Student Handbook.

Once accepted into the program, applicants must complete the following:

- Student Health Record
- TB Skin test
- COVID-19 PCR test
- Negative 10-panel drug screen (completed at NWCC campus)
- Copy of immunization records
- Completed Hepatitis B vaccine or waiver form
- Provide a certificate of liability insurance for a health provider
- Complete a background affidavit or background check with a statement as to whether he/she has been arrested, charged with, convicted of, plead guilty or nolo contendere to a felony or misdemeanor offense. The applicant may be fingerprinted at any time for a criminal background check as required by clinical agencies. The cost of fingerprinting will be \$50, and each student is responsible for this cost.

**All students must achieve an average of 80% in each class/lab/clinical in the Practical Nursing Program for progression.**

A=94-100

C=80-86

B=87-93

F=79 or below

## Practical Nursing Faculty and Advisors

<u>Ashland</u>	<u>DeSoto</u>	<u>Oxford</u>	<u>Senatobia</u>
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		Lauren Murphree 662.238.7949 lmurphree@northwestms.edu	Tracy Shawn 662.560.1115 tshawn@northwestms.edu

Desiree Tidwell  
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Debbie Wilson  
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dwilson@northwestms.edu

## **Practical Nursing**

### **PNV 1213 - Body Structure And Function**

#### **3 Credit Hours**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

**Lecture Hours:** Three hours lecture.

### **PNV 1426 - Fundamentals Of Nursing Theory**

#### **6 Credit Hours**

This course provides the student with basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. This course requires concurrent registration in PNV 1437 and requires a passing grade in PNV 1426 and PNV 1437 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

### **PNV 1437 - Fundamentals Of Nursing Lab /Clinical**

#### **7 Credit Hours**

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Concurrent registration in PNV 1426 is required. A passing grade in PNV 1426 and PNV 1437 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**Lab Hours:** Ten hours lab.

**Clinical Hours:** Six clinical hours.

### **PNV 1524 - IV Therapy And Pharmacology**

#### **4 Credit Hours**

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules and Regulations. The student, upon completion of this course and the practical nursing program, will receive a certificate to indicate that he/she has completed this portion of the course and are ready for the clinical check-offs in the job setting as outlined in the Board of Nursing Requirements. Practical Nurse licensure will be required before completion of IV certification.

**Prerequisite:** Pre-requisites: all first semester courses.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

## **PNV 1614 - Medical/ Surgical Nursing Theory**

### **4 Credit Hours**

This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health Theory (PNV 1634). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

## **PNV 1622 - Medical / Surgical Nursing Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1622 is required. A passing grade in PNV 1614 and PNV 1622 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon readmission.

**Clinical Hours:** Six hours clinical.

## **PNV 1634 - Alterations In Adult Health Theory**

### **4 Credit Hours**

This course provides the student with basic nursing theory and skills to provide safe and effective care for a client experiencing an alteration in health in the following systems: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutrition therapy, as well as oncological considerations, for various disorders is included.

**Prerequisite:** all first semester courses. Concurrent registration in PNV 1642 is required. A passing grade in PNV 1634 and PNV 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

## **PNV 1642 - Alterations In Adult Health Clinical**

### **2 Credit Hours**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skills, and the use of nursing process.

**Clinical Hours:** Six hours clinical.

## **PNV 1714 - Maternal-Child Nursing**

### **4 Credit Hours**

This course provides the student with basic knowledge and skills to provide safe and effective care for clients and families during pregnancy, postpartum, infancy, and childhood.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1814 - Mental Health Nursing**

### **4 Credit Hours**

This course provides an introduction to mental health concepts. Clinical experience will provide application of learned theory.

**Prerequisite:** all first semester courses.

**Lecture Hours:** 3. 7 hours lecture.

**Clinical Hours:** One hour clinical.

## **PNV 1914 - Nursing Transition**

### **4 Credit Hours**

This course promotes the development of clinical decision making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included.

**Prerequisite:** all first and second semester PNV courses.

**Lecture Hours:** Three hours lecture.

**Clinical Hours:** Three hours clinical.

## **Paralegal Technology**

The student enrolled in this curriculum will be offered the opportunity to become a qualified legal assistant employed in law-related occupations. This includes public and private law practice; state, local and federal employment; insurance; real estate and corporate positions. An Associate of Applied Science degree is awarded upon successful completion. Students in the program will complete the required exit exam.

Adviser: McDavid

- *All courses can be completed fully online*

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

## **Paralegal Technology**

### **LET 1123 - Introduction To Law**

#### **3 Credit Hours**

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics.

**Lecture Hours:** Three hours lecture.

### **LET 1213 - Legal Research**

#### **3 Credit Hours**

This course is an introduction to basic sources of law and the methods of legal research, including ethics.

### **LET 1513 - Family Law**

#### **3 Credit Hours**

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics.

**Lecture Hours:** Three hours lecture.

### **LET 1523 - Wills And Estates**

#### **3 Credit Hours**

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics.

**Lecture Hours:** Three hours lecture.

### **LET 1713 - Legal Writing**

#### **3 Credit Hours**

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations.

**Lecture Hours:** Three hours lecture.

### **LET 2313 - Civil Litigation I**

### **3 Credit Hours**

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi court system Andon gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards.

**Lecture Hours:** Three hours lecture.

## **LET 2323 - Torts**

### **3 Credit Hours**

This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, types of tort, damages, ethics, and remedies.

**Lecture Hours:** Three hours lecture.

## **LET 2333 - Civil Litigation II**

### **3 Credit Hours**

This course is designed to continue the study of the litigation process from discovery through appeal.

**Prerequisite:** Civil Litigation I (LET 2313)

**Lecture Hours:** Three hours lecture.

## **LET 2453 - Real Property I**

### **3 Credit Hours**

This course is an introduction to real property law including ownership and transfer, employing ethics.

**Lecture Hours:** Three hours lecture.

## **LET 2463 - Real Property II**

### **3 Credit Hours**

This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post closing implementing ethics.

**Prerequisite:** Real Property I (LET 2453)

**Lecture Hours:** Three hours lecture.

## **LET 2653 - Law Office Management**

### **3 Credit Hours**

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment



presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management.

## **LET 2913 - Special Problems**

### **3 Credit Hours**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together and review in detail legal topics and competencies required in the work place. This course can only be taken in the semester that the student anticipates graduation.

## **LET 2923 - Internship For Paralegal**

### **3 Credit Hours**

Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. 135 clock hours.

# **Physical Sciences**

Pathways in the physical sciences include fields related to chemistry or physics, such as forensic science. Students will acquire hands-on experience in a laboratory setting alongside their lecture classes to adequately prepare them for continuing their education and beginning their future careers. Various clubs and organizations are also available to these students, such as the American Chemical Society Club, SMACS.

### **Pathways in the physical sciences include:**

- Chemistry
- Chemistry Education
- Forensic Science
- Science Education
- Physics

# **Chemistry**

## **CHE 1211 - General Chemistry I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 (General Chemistry I, Lecture).

**Corequisite:** concurrent enrollment in CHE 1213.

## **CHE 1213 - General Chemistry I, Lecture**

### **3 Credit Hours**

A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are

among the topics discussed in depth.

**Prerequisite:** Previous credit or concurrent enrollment in MAT 1313 (College Algebra) or higher math course. Recommended completion of at least two years high school algebra and one year of high school chemistry or college equivalent. CHE 1313 (Principles of Chemistry) is recommended as preparation for students currently in MAT 1233 (Intermediate Algebra).

**Corequisite:** CHE 1211.

## **CHE 1221 - General Chemistry II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 (General Chemistry II, Lecture).

**Corequisite:** concurrent enrollment in CHE 1223.

## **CHE 1223 - General Chemistry II, Lecture**

### **3 Credit Hours**

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry.

**Prerequisite:** MAT 1313, CHE 1213, and CHE 1211 with grades of "C" or better.

**Corequisite:** concurrent enrollment in CHE 1221.

## **CHE 1311 - Principles Of Chemistry I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313, Principles of Chemistry I, Lecture.

**Corequisite:** Concurrent enrollment in CHE 1313.

## **CHE 1313 - Principles Of Chemistry I, Lecture**

### **3 Credit Hours**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**Prerequisite:** one year of high school algebra or previous credit or concurrent enrollment in MAT 1233 or higher math course.

**Corequisite:** Concurrent enrollment in CHE 1311.

## **CHE 1321 - Principles Of Chemistry II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323,

Principles of Chemistry II, Lecture.

**Corequisite:** concurrent enrollment in CHE 1323.

## **CHE 1323 - Principles Of Chemistry II, Lecture**

### **3 Credit Hours**

A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry.

**Prerequisite:** successful completion of CHE 1313/CHE 1311 with grades of "C" or better.

**Corequisite:** CHE 1321.

## **CHE 1411 - Organic And Biochemistry Survey, Laboratory**

### **1 Credit Hours**

A laboratory course that contain experiments that reinforce the principles introduced in CHE 1413, Organic and Biochemistry Survey, Lecture.

**Corequisite:** concurrent enrollment in CHE 1413.

## **CHE 1413 - Organic And Biochemistry Survey, Lecture**

### **3 Credit Hours**

This course covers the fundamentals of organic chemistry and emphasizes compounds involved in biological processes.

**Corequisite:** concurrent enrollment in CHE 1411.

## **CHE 2421 - Organic Chemistry I, Laboratory**

### **1 Credit Hours**

A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture.

**Corequisite:** concurrent enrollment in CHE 2423.

## **CHE 2423 - Organic Chemistry I, Lecture**

### **3 Credit Hours**

A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods.

**Prerequisite:** successful completion of CHE 1223 with grade of "C" or better.

**Corequisite:** concurrent enrollment in CHE 2421.

## **CHE 2431 - Organic Chemistry II, Laboratory**

**1 Credit Hours**

A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture.

**Corequisite:** concurrent enrollment in CHE 2433.

**CHE 2433 - Organic Chemistry II, Lecture****3 Credit Hours**

A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms.

**Corequisite:** concurrent enrollment in CHE 2431.

**Forensic Science****FSC 1111 - Introduction To Forensic Science, Laboratory****1 Credit Hours**

This is a one-semester credit, three-hour laboratory course designed to introduce students to basic laboratory techniques; measurements; data acquisition and treatment; the use of significant figures in data reporting; error analysis; writing acceptable reports; and developing excellent safety habits in the laboratory. Further, students will be shown the interrelation of theory discussed in the lecture class and the experiments performed in laboratory.

**Corequisite:** concurrent enrollment in FSC 1113.

**FSC 1113 - Introduction To Forensic Science, Lecture****3 Credit Hours**

This course is designed to introduce students to the basics of forensic science. Students will be introduced to the scientific concepts, methods, practices, and analytical instrumentation utilized by forensic scientists for recognition, collection, preservation. for physical evidence.

**Corequisite:** Concurrent enrollment in FSC 1111.

**FSC 1123 - Forensic Science II, Lecture****3 Credit Hours**

Lecture and discussion covering aspects related to introduction to biological disciplines in forensic science. Class will concentrate on terminology and instrumentation used in the area of forensic science. The area covers toxicology, drug testing, and trace analysis. The biological area will cover serology and DNA testing.

**FSC 2111 - Forensic Science Analytical Techniques, Laboratory**

### **1 Credit Hours**

This is a one-semester credit, three-hour laboratory course designed to introduce students to analytical techniques of TLC, qualitative test for marijuana, microchemical spot tests, microcrystalline tests, colorimetric analysis and fluorometry analysis of blood, identification of narcotics by FT-IR, atomic absorption spectroscopy and blood analysis by gas chromatography. Further, an opportunity will be created to learn writing acceptable reports and developing excellent safety habits in the laboratory.

**Prerequisite:** successful completion of FSC 1113/FSC 1111.

**Corequisite:** concurrent enrollment in FSC 2113.

## **FSC 2113 - Forensic Science Analytical Techniques, Lecture**

### **3 Credit Hours**

This course is designed for the students who will be a science major in the field of Forensic Science. The principles and techniques of solvent extraction, color tests and TLC, immunoassays, techniques such as UV, visible and fluorescence spectrophotometry, infrared spectroscopy, Raman spectroscopy, gas chromatography, HPLC, mass spectrometry (MS), atomic absorption and emission spectrometry, inductively coupled plasma (ICP)

**Prerequisite:** successful completion of FSC 1113/FSC 1111.

**Corequisite:** concurrent enrollment in FSC 2111.

## **Physics**

### **PHY 1111 - Introduction To Astronomy, Laboratory**

#### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113, Introduction to Astronomy.

**Corequisite:** Concurrent enrollment in PHY 1113.

### **PHY 1113 - Introduction To Astronomy**

#### **3 Credit Hours**

A lecture course that includes surveys of the solar system, our galaxy and the universe.

**Corequisite:** Concurrent enrollment in PHY 1111.

**Lecture Hours:** Three hours lecture.

### **PHY 1213 - Survey Of Physics I**

#### **3 Credit Hours**

A lecture course covering the concepts of mechanics, sound, light, fluids, and waves. Non-calculus based.

**Lecture Hours:** Three hours lecture.

## **PHY 2241 - Physical Science I, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243, Physical Science I, Lecture.

**Corequisite:** concurrent enrollment PHY 2243.

## **PHY 2243 - Physical Science I, Lecture**

### **3 Credit Hours**

A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy.

**Prerequisite:** MAT 1233, Intermediate Algebra or ACT math sub score of 19 or higher.

**Corequisite:** Concurrent enrollment in PHY 2241.

## **PHY 2251 - Physical Science II, Laboratory**

### **1 Credit Hours**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253, Physical Science II, Lecture.

**Corequisite:** concurrent enrollment in PHY 2253.

## **PHY 2253 - Physical Science II, Lecture**

### **3 Credit Hours**

A lecture course that includes studies of chemistry, geology, and meteorology.

**Corequisite:** Concurrent enrollment in PHY 2251.

## **PHY 2411 - Physics Laboratory I**

### **1 Credit Hours**

Laboratory experiments coordinated with lecture topics in PHY 2413.

**Corequisite:** Concurrent enrollment in PHY 2413.

## **PHY 2413 - General Physics I, Lecture**

### **3 Credit Hours**

A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors.

**Prerequisite:** Two years of high school algebra and trigonometry or MAT 1313 and MAT 1323. Satisfies physics requirement for pre-pharmacy and pre-medical students.

**Corequisite:** Concurrent enrollment in PHY 2411.

## **PHY 2421 - Physics Laboratory II**

### **1 Credit Hours**

Laboratory experiments coordinated with lecture topics in PHY 2423.

**Corequisite:** Concurrent enrollment in PHY 2423.

## **PHY 2423 - General Physics II, Lecture**

### **3 Credit Hours**

A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**Prerequisite:** A score of "C" or better in PHY 2413 and PHY 2411 are required before taking this class.

**Corequisite:** Concurrent enrollment in PHY 2421.

## **PHY 2511 - Physics Laboratory For Science And Engineering I**

### **1 Credit Hours**

This laboratory accompanies PHY 2513.

**Corequisite:** PHY 2513.

## **PHY 2513 - Physics For Science And Engineering I**

### **3 Credit Hours**

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**Prerequisite:** MAT 1613 (PHY 2513 and PHY 2511 must be taken concurrently).

**Corequisite:** Concurrent enrollment in PHY 2511.

**Note:** Note: This course is alternatively entitled GENERAL PHYSICS I-A, Lecture, in the Uniform Course Numbering System.

## **PHY 2521 - Physics Laboratory For Science And Engineering II**

### **0 Credit Hours**

This laboratory accompanies PHY 2523.

**Corequisite:** PHY 2523.

## PHY 2523 - Physics For Science And Engineering II

### 3 Credit Hours

A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, and mathematics.

**Prerequisite:** A score of "C" or better in PHY 2513 and PHY 2511 are required before taking this class.

**Corequisite:** Concurrent enrollment in PHY 2521.

**Pre/Corequisite:** MAT 1623

**Note:** Note: This course is alternatively entitled GENERAL PHYSICS II-A, Lecture, in the Uniform Course Numbering System.

## Physical Therapist Assistant

The Physical Therapist Assistant (PTA) program, is a 2-yr program of study that prepares a physical therapist assistant to perform interventions under the direction and supervision of physical therapists (PTs) in an ethical, legal, safe, and effective manner. These professionals enhance the delivery of physical therapy services by performing selected data collection skills and providing selected interventions, assisting the PT with data collection, communicating with other members of the health-care delivery team, interacting with members of the patient's family and caregivers, and working cooperatively with other health care providers. Physical therapist assistants participate with the PT in teaching other health-care providers, documenting patient interventions, and providing psychosocial support for patients and their families and caregivers with recognition of individual, cultural, and economic differences.

This program prepares the graduate to practice in schools, hospitals, clinics, home health, and other health-care facilities as a member of the health-care team. In Mississippi, physical therapist assistants are licensed by the Mississippi State Board of Physical Therapy. This curriculum conforms to standards and elements as published by the Commission on Accreditation for Physical Therapy Education. Industry standards are based on the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs.

PTA students will complete a rigorous 2-year program that consists of an academic phase and a professional, technical phase. Once the student has completed the program, the student will then be eligible to sit for the National Physical Therapy Exam for PTAs. Once degree and licensure are obtained, the student will then proceed into the workforce. This program will allow us to better serve our future students through quality education to meet their diverse needs, and therefore be able to better serve our community and beyond which is consistent with the mission statement of the college.

Entry to the PTA program is expected to be highly competitive and will provide challenging coursework to the student. There will be one cohort admitted annually. The candidate must be admitted to both the NWCC and the PTA program. Admissions requirements for the program will be as follows:

- NWCC Application
- PTA Application
- ACT Score of 18, must also qualify to take or have taken College Algebra
- HESI A2 Entrance Exam
- 2.0 or higher in all academic courses with the exception of 3.0 or higher in Anatomy & Physiology I/II Lecture and Lab is REQUIRED to remain in the program. (*Academic courses may be taken within the first year of the program. See Curriculum and Projected Schedule below for more information.*)

Note: The following courses must have been taken within the last five years (prior to the start date of the program) with a score of "B" or higher to be accepted as academic credit:



- Anatomy and Physiology I and Lab BIO (1514)
- Anatomy and Physiology II and Lab BIO (1524)

Note: The following courses must have been taken within the last five years (prior to the start date of the program) with a score of "C" or higher to be accepted as academic credit:

- Medical Terminology I (BOT 1613)
- Medical Terminology II (BOT 1623)
- Personal and Community Health (HPR 1213)
- \*\*Special circumstances to be considered
- At least 20 Volunteer/Observation Hours
- Background Check
- Drug Screen
- An objective scoring tool will be utilized for student applications
- Must be 18 years or older at start of course
- Applicants who have been enrolled in another PTA program must be eligible to return to that program and must provide a letter of good standing from the PTA program attended in order to be considered for the NWCC PTA Program.
- Applicants with two withdrawals or failures from any other PTA program/course are not eligible for admission to the NWCC PTA Program for three years from the date of the last PTA course taken.

Offered at Senatobia campus

*Associate of Applied Science*

## Physical Therapist Assistant Faculty

Dr. Barton Allen, Director  
662.562.3247  
ballen@northwestms.edu

Casey Saturday  
662.562.3501  
csaturday@northwestms.edu

## Physical Therapist Assistant

### PTA 1123 - Fundamental Concepts of Physical Therapy

#### 3 Credit Hours

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **PTA 1213 - Fundamental Skills for Physical Therapist Assistants**

### **3 Credit Hours**

This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 30 hours (lecture contact hours), 30 hours (lab contact hours)

## **PTA 1224 - Therapeutic Modalities**

### **4 Credit Hours**

This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **PTA 1314 - Kinesiology**

### **4 Credit Hours**

This course studies individual muscles and muscle function, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **PTA 1324 - Therapeutic Exercise and Rehabilitation**

### **4 Credit Hours**

This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercises as correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **PTA 2234 - Electrotherapy**

#### **4 Credit Hours**

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

### **PTA 2334 - Therapeutic Exercise and Rehabilitation II**

#### **4 Credit Hours**

This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for primary neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics functional training and other techniques are covered.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

### **PTA 2414 - Clinical Education I**

#### **4 Credit Hours**

This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 (clinical contact hours)

### **PTA 2424 - Clinical Education II**

#### **4 Credit Hours**

This is the first of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the physical therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

### **PTA 2434 - Clinical Education III**

#### **4 Credit Hours**

This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

## **PTA 2444 - Clinical Education IV**

### **4 Credit Hours**

This is the third of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the Physical Therapy profession.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

## **PTA 2513 - Medical Conditions and Related Pathology**

### **3 Credit Hours**

This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **PTA 2523 - Physical Therapy Seminar**

### **3 Credit Hours**

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

# **Precision Manufacturing & Machining Technology**

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

Precision Manufacturing and Machining Technology is an articulated program designed to provide advanced and technical skills to its students. Entry into the postsecondary program is based upon mastery of Baseline Competencies which are taught in the secondary programs. Students who do not possess such skills must complete additional coursework in order to graduate from the program.

**Special admissions requirements:** Students who wish to enroll in the Precision Manufacturing and Machining Technology program must:

1. Complete a Precision Manufacturing and Machining Technology program application. Students should understand that entrance is by way of an admissions committee. The committee has the responsibility of

screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including, but not limited to, a current negative 5-panel drug screen.

2. Have a minimum composite ACT score of 15, or be eligible to take Intermediate English, Reading Enhancement II, and Intermediate Algebra.
3. Students must provide their own tools. Please see adviser for the current tool list.

A student successfully completing the technical program will receive an Associate of Applied Science degree. Students in the program will complete NIMS credentialing.

Admission to the college does not guarantee admission to the program.

Advisers: Covington

- Offered at Senatobia campus only

*Career Certificate*

*Technical Certificate*

*Associate of Applied Science*

## **Industrial Electronics Engineering Technology**

### **MST 1523 - Hand Tools**

#### **3 Credit Hours**

This course provides instruction in safe and proper use of hand tools and mechanical components commonly used by industrial mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power.

**Corequisite:** Equipment Maintenance, Troubleshooting and Repair (EET 1154).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **Precision Manufacturing and Machining Technology**

### **MST 1116 - Power Machinery I**

#### **6 Credit Hours**

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.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Six hours lab.

### **MST 1125 - Power Machinery II**

#### **5 Credit Hours**

A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, and precision grinders.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Six hours lab.

## **MST 1313 - Machine Tool Math**

### **3 Credit Hours**

An applied mathematics course designed for machinists that includes instruction and practice in algebraic and trigonometric operations.

**Lecture Hours:** Three hours lecture.

## **MST 1413 - Blueprint Reading**

### **3 Credit Hours**

Interpreting and applying prints and specifications designed for machinists.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **MST 1423 - Advanced Blueprint Reading**

### **3 Credit Hours**

A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **MST 1613 - Precision Layout**

### **3 Credit Hours**

Precision layout for machining operations that includes instruction and practice in the use of layout instruments.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **MST 2135 - Power Machinery III**

### **5 Credit Hours**

A continuation of Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling, and grinding machine.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2144 - Power Machinery IV**

### **4 Credit Hours**

A continuation of Power Machinery III with emphasis on advanced operations on the milling machine and engine lathe and discussion of advanced machining technologies.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2714 - CNC I**

### **4 Credit Hours**

An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2724 - CNC II**

### **4 Credit Hours**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, and CNC machine centers).

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2734 - Fundamentals Of CAD/CAM**

### **4 Credit Hours**

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.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Four hours lab.

## **MST 2813 - Metallurgy**

### **3 Credit Hours**

Concepts of metallurgy including instruction and practice in safety, metal identification, heat treatment, and hardness testing.

**Lecture Hours:** Three hours lecture.

# Psychology and Social Sciences

Pathways in psychology, sociology and social work fields help students understand institutions, cultures, and behaviors. Courses in these fields acquaint students with fundamental concepts, theories, and methods of analysis used in the social and behavioral sciences. They enable students to think critically about human behavior and society. These pathways are designed for students planning to pursue careers in the fields in the "helping professions."

**Pathways within psychology and social sciences include:**

Psychology  
Social Work

## Education

### EPY 2533 - Human Growth And Development

**3 Credit Hours**

A study of various aspects of human growth and development from conception through death. Topics include biological, psychological, and cognitive development.

## Philosophy

### PHI 1113 - Old Testament Survey

**3 Credit Hours**

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

### PHI 1133 - New Testament Survey

**3 Credit Hours**

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts and other New Testament books.

### PHI 2113 - Introduction To Philosophy

**3 Credit Hours**

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking.

### PHI 2143 - Introduction To Ethics



### **3 Credit Hours**

An introduction to moral philosophy with the investigation of some selected moral problems.

## **PHI 2613 - Introduction To World Religions**

### **3 Credit Hours**

An introduction to the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions.

## **PHI 2713 - Introduction To Logic**

### **3 Credit Hours**

An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills.

# **Psychology**

## **PSY 1513 - General Psychology**

### **3 Credit Hours**

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality, and abnormal behavior.

## **PSY 2113 - Laboratory In Psychology**

### **3 Credit Hours**

Students will experience discussion and application of descriptive (survey, case study, archival and observational) correlation and experimental research methods. Specifically, the purpose is to train students to understand and use research principles, ethics, issues, and methodology for conducting entry-level independent research projects by studying specific areas of human behavioral, perceptual and cognitive functioning. The student will be introduced to research, ethics and issues.

## **PSY 2323 - Statistics For Behavioral Science**

### **3 Credit Hours**

This course is an introduction to descriptive and inferential statistics, including measures of central tendency and variability, correlation, t-tests, and analysis of variance.

**Prerequisite:** MAT 1233 or higher or Math ACT subscore of 19 or higher.

## **PSY 2513 - Child Psychology**

### **3 Credit Hours**

A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial, and cognitive development.

## **PSY 2523 - Adolescent Psychology**

### **3 Credit Hours**

A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial, and cognitive development.

## **PSY 2543 - Applied Behavioral Analysis**

### **3 Credit Hours**

Application of the principles of applied behavior analysis to problems involving human behavior change.

## **PSY 2553 - Psychology Of Personal Adjustment**

### **3 Credit Hours**

A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration.

## **Social Work**

## **SWK 1113 - Social Work: A Helping Profession**

### **3 Credit Hours**

The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry.

## **Sociology**

## **SOC 2113 - Introduction To Sociology I**

### **3 Credit Hours**

This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups.

## **SOC 2133 - Social Problems**

### **3 Credit Hours**

This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them.

## **SOC 2143 - Marriage And Family**

### **3 Credit Hours**

A study of the development of marriage and family as social institutions within society.

## **SOC 2223 - Perspectives On Child Maltreatment And Child Advocacy**

### **3 Credit Hours**

An introductory course for Child Advocacy Studies. This course covers the history, legal framework, responses to, and pertinent issues in child maltreatment and child advocacy. Course also focuses on controversial issues in the field.

# **Respiratory Therapy**

<https://www.northwestms.edu/programs/healthsciences/respiratory-therapy>

Respiratory Therapy is the allied medical discipline that works under the direction of a physician to assist in the diagnosis, treatment, and management of patients with cardiovascular and pulmonary disorders. Students are trained to develop the necessary clinical skills for advanced cardiac life support, advanced patient assessment, neonatal/ pediatric management, home care/pulmonary rehabilitation, advance mechanical ventilation and pulmonary function testing. During clinical practice, the student will rotate through area hospitals where preceptors and clinical instructors will work closely with them allowing direct patient care.

The Respiratory Therapy program is fully accredited by the Commission on Accreditation for Respiratory Care. The Associate of Applied Science degree curriculum will prepare the graduate to take the national credentialing exam.

**Special admissions requirements:** Admission to the program is very competitive. **Meeting minimum admission requirements does not guarantee admission into the program.** It is suggested that the student speak with a Respiratory Therapy Program instructor for advising when registering for the prerequisite courses.

### **Program Application**

Apply to the Respiratory Program by going to [www.northwestms.edu](http://www.northwestms.edu) program, health sciences, and select Respiratory Therapy. Submit the Respiratory Therapy Program Application and the Respiratory Therapy Department Observation log by JUNE 1st.

Apply to NWCC at [www.northwestms.edu](http://www.northwestms.edu) admissions tab, apply online. Complete all required information online at the Northwest Mississippi Community College website or mail to:

**Northwest Mississippi Community College**  
**Office of Admissions and Records**  
**4975 Highway 51 North**  
**Senatobia, MS 38668**

1. **Northwest Mississippi Community College Application**
2. **ACT score**
3. **High school transcript**
4. **College transcript(s) if applicable**

5. Applicants with a bachelor's degree or greater may waive the ACT score if they have a GPA of 3.25 or better on the academic courses required in the curriculum and have taken their science courses within the last five years.

Admission to the program is on a competitive basis. Meeting minimum admission requirements does not guarantee admission into the program. Science courses older than five years will have to be repeated.

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

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

ALTERNATE qualifications include, but are not limited to:

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

Admission forms for Respiratory Therapy Program may be obtained by writing to the following address, or complete application on college website: [www.northwestms.edu](http://www.northwestms.edu), select Program and Respiratory Therapy:

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

Offered at DeSoto Center-Southaven

*Associate of Applied Science*

## **Respiratory Therapy Faculty**

Debra Lenox, Director  
662.280.5161  
[dlenox@northwestms.edu](mailto:dlenox@northwestms.edu)

Tessa McMinn  
662.280.6155  
[tmcminn@northwestms.edu](mailto:tmcminn@northwestms.edu)

## **Respiratory Therapy**

### **RCT 1213 - Respiratory Care Science**

### **3 Credit Hours**

Designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523) ; program admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 1223 - Patient Assessment And Planning**

### **3 Credit Hours**

Fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. An introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** One hour lab..

**Field Hours:** 30 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 1313 - Cardiopulmonary Anatomy And Physiology**

### **3 Credit Hours**

A study of cardiopulmonary and renal physiology in relation to the practice of respiratory care.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523) ; program admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 1322 - Pulmonary Function Testing (PFT)**

### **2 Credit Hours**

This course is an introduction to pulmonary function technique and testing equipment.

**Prerequisite:** RCT 1415 - Respiratory Care Technology I or instructor's approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 15 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 1415 - Respiratory Care Technology I**

### **5 Credit Hours**

A study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support.

**Prerequisite:** program admission.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** Two hours lab.

**Field Hours:** 45 hours (lecture contact hours), 60 hours (lab contact hours)

## **RCT 1424 - Respiratory Care Technology II**

### **4 Credit Hours**

A continuation of Respiratory Care Practitioner I. A study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care.

**Prerequisite:** RCT 1415 - Respiratory Care Technology I

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 1516 - Clinical Practice I**

### **6 Credit Hours**

Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures.

**Prerequisite:** Anatomy and Physiology I and II (BIO 2513 and BIO 2523), RCT 1223 - Patient Assessment And Planning, RCT 1213 - Respiratory Care Science, and RCT 1313 - Cardiopulmonary Anatomy And Physiology

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (clinical contact hours)

## **RCT 1523 - Clinical Practice II**

### **3 Credit Hours**

Students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. A review of all aspects of respiratory care.

**Prerequisite:** Clinical Practice I (RCT 1516) and Respiratory Care Practitioner II (RCT 1424).

**Clinical Hours:** Three hours clinical.

**Field Hours:** 135 hours (clinical contact hours)

## **RCT 1613 - Respiratory Care Pharmacology**

### **3 Credit Hours**

Designed to introduce the student to the pharmacology related to cardiopulmonary disorders.

**Prerequisite:** Anatomy and Physiology I (BIO 2513) and Anatomy and Physiology II (BIO 2523) ; program admission; or program director's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 2333 - Cardiopulmonary Pathology**

### **3 Credit Hours**

A study of the cardiopulmonary pathophysiology. Includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress.

**Prerequisite:** Cardiopulmonary Anatomy and Physiology (RCT 1313) , Respiratory Care Practitioner III (RCT 2434) , and Clinical Practice III (RCT 2534), or instructor's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 2434 - Respiratory Care Technology III**

### **4 Credit Hours**

A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support.

**Prerequisite:** Clinical Practice II (RCT 1523) ; program progression.

**Lecture Hours:** Three hours lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 45 hours (lecture contact hours), 30 hours (lab contact hours)

## **RCT 2534 - Clinical Practice III**

### **4 Credit Hours**

Students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures.

**Prerequisite:** Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1523) ; program progression.

**Lecture Hours:** No lecture.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 180 hours (clinical contact hours)

## **RCT 2546 - Clinical Practice IV**

### **6 Credit Hours**

Students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance.

**Prerequisite:** Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1523), Clinical Practice III (RCT 2534).

**Lecture Hours:** No lecture.

**Clinical Hours:** Six hours clinical.

**Field Hours:** 270 hours (clinical contact hours)

## **RCT 2613 - Neonatal/Pediatrics Management**

### **3 Credit Hours**

A study of fetal development and the transition to the extrauterine environment. Includes the most common

cardiopulmonary birth defects, neonatal and pediatric disease process, and the mode of treatment.

**Prerequisite:** Respiratory Care Practitioner II (RCT 1424) or instructor's approval.

**Lecture Hours:** Three hours lecture.

**Field Hours:** 45 hours (lecture contact hours)

## **RCT 2712 - Respiratory Care Seminar**

### **2 Credit Hours**

Designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized.

**Prerequisite:** Respiratory Care Practitioner III (RCT 2434) or instructor's approval.

**Lecture Hours:** One hour lecture.

**Lab Hours:** One hour lab.

**Field Hours:** 15 hours (lecture contact hours), 30 hours (lab contact hours)

## **Speech and Theatre**

ALL STUDENTS enrolled at Northwest Mississippi Community College are welcome to participate in Northwest Theatre productions! Whether you are majoring in theatre or not, you are most welcome to audition and take theatre courses!

**Live for the stage? Our theatre department is the place for you.**

The highly acclaimed Northwest Theatre Department is known for giving students a firm foundation in theatre education. From classes in acting and performance to classes in design and production, students will leave Northwest with a well-rounded knowledge and experience in all theatrical elements. Students will receive opportunities in all areas of theatre and know what their strong suits are when they transfer to a university. We provide direct pathways to all MS universities, as well as close connections with schools all throughout our region. Northwest theatre students are highly recruited by universities as they are known for their impeccable training.

Our season typically consists of a Fall Musical, Winter comedy or drama, and a Spring comedy or drama.

Our theatre department participates in the MS Theatre Association annual festival, the Kennedy Center American College Theatre Festival, and the National Association of Teachers of Singing vocal competition. The department also sponsors the Northwest Players Club, a campus group dedicated to promoting interest in theatre and developing dramatic talents as well as The NWCC Improvisers, an improv group that meets weekly to encourage artist expression and strengthen various acting techniques.

**Scholarships are available to students in theatre pathways.**

*\*Offered at Senatobia campus only.*

## **Communications/Broadcasting**

### **COM 2173 - Interpersonal Communication**

#### **3 Credit Hours**



Theory and analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power.

**Prerequisite:** Grade of "C" or better in SPT 1113 (Public Speaking I).

## **Speech and Theatre**

### **COM 1213 - Introduction to Communicative Disorders**

#### **3 Credit Hours**

A survey of disorders of speech, language, and hearing with emphasis on recognition, causation, and management in adults and children.

### **SPT 1113 - Public Speaking I**

#### **3 Credit Hours**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Topics include research and organization of materials for various types of speeches, process of human communication, listening skills, and delivery skills.

### **SPT 1153 - Voice, Diction And Phonetics**

#### **3 Credit Hours**

A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

### **SPT 1163 - Argumentation And Debate**

#### **3 Credit Hours**

The study and application of basic argumentative technique; integration of speech techniques through class debates.

**Prerequisite:** Grade of "C" or better in SPT 1113 (Public Speaking I).

### **SPT 1213 - Fundamentals Of Theatre Production**

#### **3 Credit Hours**

A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production.

### **SPT 1223 - Movement for the Actor**

#### **3 Credit Hours**

Techniques for stage movement of the actor.

## **SPT 1233 - Acting I**

### **3 Credit Hours**

An introduction to the basic techniques of acting for the stage.

## **SPT 1241 - Drama Production I**

### **1 Credit Hours**

Participation in college drama. Required for theatre pathway students.

## **SPT 1251 - Drama Production II**

### **1 Credit Hours**

Participation in college drama. Required for theatre pathway students.

## **SPT 1273 - Theatrical Makeup**

### **3 Credit Hours**

Techniques in the application of makeup for the stage.

## **SPT 2143 - Oral Interpretation**

### **3 Credit Hours**

Training is given in the techniques of oral interpretative reading, its theories and practices.

## **SPT 2173 - Interpersonal Communication**

### **3 Credit Hours**

Theory and analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power.

**Prerequisite:** Grade of "C" or better in SPT 1113 (Public Speaking I).

## **SPT 2223 - Stagecraft**

### **3 Credit Hours**

Implementation and application of all technical elements of production, design, and operation (SPT 1241, SPT 1251, SPT 2241, or SPT 2251 is required).

## **SPT 2233 - Theatre Appreciation (Non-Majors)**

### **3 Credit Hours**

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.

### **SPT 2241 - Drama Production III**

#### **1 Credit Hours**

Participation in college drama. Required for theatre pathway students.

### **SPT 2251 - Drama Production IV**

#### **1 Credit Hours**

Participation in college drama. Required for theatre pathway students.

### **SPT 2263 - Directing**

#### **3 Credit Hours**

The student will learn the fundamentals of directing such as script analysis, conceptualization, staging scheduling and communication.

### **SPT 2283 - Acting II**

#### **3 Credit Hours**

Continued training in the techniques of role preparation and character development through concentrated monologue and scene work.

**Prerequisite:** Grade of "C" or better in SPT 1233 (Acting I).

### **SPT 2313 - Playwriting**

#### **3 Credit Hours**

Practice in the fundamentals of dramatic composition. Reading, discussion, and analysis of written work, as well as an emphasis on original work.

## **Surgical Technology**

<https://www.northwestms.edu/programs/healthsciences/surgical-technology>

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant and circulator. Upon completion of the program, students are eligible to test for the National Center for Competency Testing Tech in Surgery - Certified Exam.

**Special admissions requirements:**

1. The applicant must be at least 18 years of age
2. A health examination record, negative drug screen, appropriate screening tests, immunization documentation, certified criminal background affidavit, professional liability insurance and CPR certification will be required to meet clinical agency requirements.
3. The applicant must complete a special program application (found here) to be considered for the program.

Offered at Lafayette-Yalobusha Technical Center (Oxford)

*Career Certificate*

*Associate of Applied Science*

## **Surgical Technology Advisors**

Cathy Wilburn, Director

662.280.1912

cwilburn@northwestms.edu

## **Surgical Technology**

### **SUT 1113 - Fundamentals Of Surgical Technology**

#### **3 Credit Hours**

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia.

### **SUT 1217 - Principles Of Surgical Technique**

#### **7 Credit Hours**

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques.

### **SUT 1223 - Medical Terminology For Surgical Technologists**

#### **3 Credit Hours**

A study of medical terminology as it relates to the practice of surgical technology.

### **SUT 1314 - Surgical Anatomy**

#### **4 Credit Hours**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience.

## **SUT 1413 - Surgical Microbiology**

### **3 Credit Hours**

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection.

## **SUT 1518 - Basic And Related Surgical Procedures**

### **8 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

## **SUT 1529 - Specialized Surgical Procedures**

### **9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; eye; oral and maxillofacial surgery, pediatrics and plastic. This course requires clinical experience in area hospital surgical suite and related departments.

**Prerequisite:** CPR-Health Care Provider and all first semester courses.

**Lecture Hours:** Five hours lecture.

**Clinical Hours:** Four hours clinical.

**Field Hours:** 75 hours (lecture contact hours), 180 hours (clinical contact hours)

## **SUT 1539 - Advanced Surgical Procedures**

### **9 Credit Hours**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related departments, and a comprehensive final examination.

**Prerequisite:** CPR-Health Care Provider and all second semester courses.

# **Utility Line Worker**

The Utility Line Worker Technology curriculum is designed to prepare the student for entry-level employment in the field of utility power transmission and distribution construction, troubleshooting, and repair. The utility line worker competencies required in this curriculum were developed to coincide with the standards for the electric power generation, distribution, and transmission industry as described in the United States Department of Labor Occupational Safety and Health Administration.

## **Utility Line Worker**

## **ULT 1112 - Interpersonal Skills for Line Workers**

### **2 Credit Hours**

This course is designed to cover the basic communication skills for interaction with others.

**Lecture Hours:** Two hours lecture.

## **ULT 1122 - Line Worker Safety**

### **2 Credit Hours**

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills.

**Lecture Hours:** Two hours lecture.

## **ULT 1324 - Truck Driving for Line Workers**

### **4 Credit Hours**

This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Driver's License) with air brake endorsement.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

## **ULT 2044 - Line Worker Registered Apprentice IV**

### **4 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2053 - Line Worker Registered Apprentice V**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2063 - Line Worker Registered Apprentice VI**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2073 - Line Worker Registered Apprentice VII**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2083 - Line Worker Registered Apprentice VIII**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2093 - Line Worker Registered Apprentice Capstone**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **Utility Line Worker**

### **ULT 1192 - Fundamentals of Electricity for Line Workers**

#### **2 Credit Hours**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Three hours lab.

### **ULT 1413 - Pole Climbing**

#### **3 Credit Hours**

This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ULT 1523 - National Electrical Code**

### **3 Credit Hours**

This course is designed to introduce the students to the basic fundamentals and safety requirements as set forth in the National Electric Safety Code for the power line industry.

**Lecture Hours:** Two hours lecture.

**Lab Hours:** Two hours lab.

## **ULT 2013 - Line Worker Registered Apprentice I**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2023 - Line Worker Registered Apprentice II**

### **3 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **ULT 2034 - Line Worker Registered Apprentice III**

### **4 Credit Hours**

A registered apprenticeship program between industry and education and is designed to integrate the student's technical studies with industrial experience.

**Lecture Hours:** Three hours lecture.

## **Welding and Cutting**

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).

### **National Standards Developed by American Welding Society (AWS)**

The welding competencies required in this curriculum were developed to coincide with the American Welding Society (AWS).

AWS provides a series of reference materials to support this curriculum. For additional information visit the American Welding Society website ([www.aws.org](http://www.aws.org)). Students in the program will complete AWS SENSE Level 1 certification.



The Northwest Welding and Cutting program has a zero-tolerance policy concerning illegal substance use/abuse and/or misuse of legal substances. All potential and current welding and cutting students must submit to substance testing in accordance with the substance testing policies and procedures. **A major accident will require a drug test at the student's expense.**

**Special admissions requirements:** Students who wish to enroll in the Welding and Cutting program must:

1. Complete a Welding and Cutting program application. Students should understand that entrance is by way of an Admissions Committee. The committee has the responsibility of screening qualified program applicants who have submitted necessary records and credentials prior to the semester of entrance, including but not limited to, a current negative 5-panel drug screen.
2. Students must provide their own tools. Please see adviser for the current tool list.

Admission to the college does not guarantee admissions to the program.

Adviser: Young, McGonagill

- Offered at Senatobia campus only

*Career Certificate*

## **Welding and Cutting**

### **WLT 1114 - Shielded Metal Arc Welding I**

#### **4 Credit Hours**

This course is designed to teach students welding techniques using E-601X electrodes.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Six hours lab.

### **WLT 1125 - Gas Metal Arc Welding (GMAW)**

#### **5 Credit Hours**

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer.

**Lecture Hours:** One hour lecture.

**Lab Hours:** 10 hours lab.

### **WLT 1135 - Gas Tungsten Arc Welding (GTAW)**

#### **5 Credit Hours**

This course is designed to give the student experience in various welding applications with the GTAW welder.

**Lecture Hours:** One hour lecture.

**Lab Hours:** 10 hours lab.

### **WLT 1143 - Flux Cored Arc Welding (FCAW)**

### **3 Credit Hours**

This course is designed to give the student experience in FCAW.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **WLT 1173 - Introduction To Welding & Safety**

### **3 Credit Hours**

This course is designed to give the student an introduction to the welding profession and experience in safety procedures related to welding.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

## **WLT 1225 - Shielded Metal Arc Welding II**

### **5 Credit Hours**

This course is designed to teach students welding techniques using E-7018 electrodes.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Eight hours lab.

## **WLT 1232 - Blueprint Reading, Welding Symbols, & Metallurgy**

### **2 Credit Hours**

This course is designed to give the student advanced experience in reading welding symbols.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Two hours lab.

## **WLT 1313 - Cutting Processes**

### **3 Credit Hours**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting.

**Lecture Hours:** One hour lecture.

**Lab Hours:** Four hours lab.

# **Work-Based Learning**

Career and technical students at Northwest Mississippi Community College may participate in Work-Based Learning. WBL is designed for students enrolled in a career or technical program and employed in a parallel workplace

environment. Students are required to acquire a certain number of Work-Based Learning hours within a single semester to earn semester credit hours.

1 semester credit hour = 45 Work-Based Learning hours

2 semester credit hours = 90 Work-Based Learning hours

3 semester credit hours = 135 Work-Based Learning hours

These hours are verified with the employer by the Northwest Work-Based Learning Coordinator.

Course content is based upon the career-technical course curriculum framework, specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Education/ Training Agreement. Grade is determined collaboratively by the worksite supervisor, major instructor, and the WBL coordinator. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated, or resign without officially withdrawing from the program, a grade of "F" is granted. Semester hour credit is based on quantity/quality of industry contact hours. Six hours of WBL credit may be applied as technical electives and counted toward the graduation requirements of the career-technical course.

## **Work-Based Learning**

### **WBL 1911-1913 - Work-Based Learning I**

#### **1-3 Credit Hours**

In this structured worksite learning experience, the student, program area teacher, Work-Based Learning coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Students must document 135 clock hours to receive three hours credit.

**Prerequisite:** Concurrent enrollment in career-technical program area courses.

### **WBL 1913-1933 - Work-Based Learning**

#### **3 Credit Hours**

In this structured worksite learning experience, the student, program area teacher, Work-Based Learning coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews. Students must document 135 contact hours to receive three hours credit.

**Corequisite:** Concurrent enrollment in IEET program area courses.

### **WBL 1921-1923 - Work-Based Learning II**

#### **1-3 Credit Hours**

A continuation of WBL I.

### **WBL 1931-1933 - Work-Based Learning III**

**1-3 Credit Hours**

A continuation of WBL II.

**WBL 2911-2913 - Work-Based Learning IV****3 Credit Hours**

A continuation of WBL III.

**WBL 2921-2923 - Work-Based Learning V****1-3 Credit Hours**

A continuation of WBL IV.

**WBL 2931-2933 - Work-Based Learning VI****1-3 Credit Hours**

A continuation of WBL V.

## **Annual Security Report**

- 2019-20 ANNUAL SECURITY REPORT NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
- Preventing Campus Crime
- Important Telephone Numbers
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
- The Campus Police
- General Policies and Regulations
- Student Conduct Procedures
- Definitions of Crimes
- Northwest Mississippi Community College Annual Crime Report and Campus Crime Statistics Act Statistical Data
- 2020 ANNUAL FIRE SAFETY REPORT
- Policy: Fire Safety Reporting and Disclosures
- Annual Fire Safety Report
- Northwest Mississippi Community College Residence Hall Fire Safety Report
- Emergency Procedures

## **2019-20 ANNUAL SECURITY REPORT NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

# Preventing Campus Crime

A summary of policies and procedures prepared for the students, faculty and staff of Northwest Mississippi Community College, this report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 and the Drug-Free Schools and Communities Act Amendments of 1989.

## Important Telephone Numbers

### **Senatobia Campus**

Fire/Ambulance/Police 911 (9-911 if dialing from a campus extension)  
Campus Police 562-3314  
Student Services/Housing 562-3305

### **DeSoto Center**

Main Desk & Campus Police 342-1570  
Fire/Ambulance/Police 911

### **Lafayette-Yalobusha Technical Center**

Main Office 236-2023  
Campus Police 236-1951  
Fire/Ambulance/Police 911

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

On November 8, 1990, President George H.W. Bush signed the "Student Right to Know and Campus Security Act of 1990." The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the "Campus Crime Awareness and Campus Security Act of 1990." It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

## The Campus Police

The Campus Police Office is part of the Division of Student Services and reports to the Vice President for Finance and Administration. The Director/Chief of Campus Police is responsible for the management of the office and staff. All other public safety services are coordinated with key college and local officials.

The Campus Police staff consists of both full- and part-time officers who are certified through the Mississippi Law Enforcement Officers Training Academy and have constable powers under authority of state statute. All certified officers are armed and have arrest powers. They are responsible for enforcement of college rules and regulations and the laws of the state of Mississippi on the campuses of Northwest Mississippi Community College. Police jurisdiction

includes all college-owned, rented or leased property. Campus Police officers are based on the Senatobia campus, DeSoto Center and Lafayette-Yalobusha Technical Center. NWCC Campus Police works closely with local, state, and federal law enforcement agencies, such as the City of Senatobia Police Department, Tate County Sheriff's Department, City of Southaven Police Department, DeSoto County Sheriff's Department, Benton County Sheriff's Department, City of Oxford Police Department, and the Lafayette County Sheriff's Department, in investigations of shared concern and have a written Memorandum of Understanding with these departments concerning the investigations.

The Campus Police telephone number (562-3314) is monitored 24 hours a day by Campus Police or Tate County E-911. Dispatchers can contact the fire department, other law enforcement agencies or emergency medical services by direct phone line or radio. Personnel also monitor the National Weather Service radio network.

## **Authority of Campus Police**

**Mississippi Code of 1972 (As Amended): Section 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified.**

Any act, which, if committed within the limits of a city, town, or village, or any public place, that would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds, or roads of any of the state supported junior colleges. The peace officers duly appointed by the boards of trustees of state-supported community or junior colleges, or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees of state-supported community/junior colleges, are vested with the powers and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior college grounds and for preserving order and decorum thereon. Peace officers appointed by the boards of trustees or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees shall have authority to bear arms in order to carry out their law enforcement responsibilities if such officers have been certified according to the minimum standards established by the Board on Law Enforcement Officer Standards and Training. The peace officers duly appointed by the boards of trustees of public community/ junior colleges are also vested with the powers and subjected to the duties of a constable for the purpose of preventing all violations of law that occur within five hundred (500) feet of any property owned by the college, if reasonably determined to have a possible impact on the safety of students, faculty or staff of the college while on said property. Provided, however, that nothing in this section shall be interpreted to require action by any such peace officer appointed by a college to events occurring outside the boundaries of college property, nor shall any such college or its employees be liable for any failure to act to any event occurring outside the boundaries of property owned by the college. If a law enforcement officer is duly appointed to be a peace officer by a college under this section, the board of trustees of the public community/junior college may enter into a Memorandum Of Understanding with other law enforcement entities for the provision of equipment or traffic control duties; however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of college property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement.

## **Procedures for Reporting Campus Crime and Other Emergencies**

Campus crime is a reality, and preventing it is a responsibility shared by all members of the campus community. Public apathy is a criminal's greatest ally. If you see or suspect criminal activity, you cannot assume that someone else has reported it. Whether you are a victim or an observer, you should report any possible crime, suspicious activity or emergency to the Campus Police. If you are suspicious, you may report a crime to the following areas:

### **SENATOBIA CAMPUS**

Senatobia Campus Police

562-3314

Vice President for Finance and Administration 562-3216

Dean of Students 562-3305

Director of Campus Life & Housing 562-3305

### **DESOTO CENTER**

DeSoto Center Campus Police 280-6191

Dean of DeSoto Center 280-6120

Assistant Dean of DeSoto Center 280-6120

### **LAFAYETTE-YALOBUSHA TECHNICAL CENTER**

Lafayette-Yalobusha Technical Center Campus Police 236-1951

Dean of Lafayette-Yalobusha Technical Center 236-2023

In an emergency, should you be unable to contact the Campus Police, simply dial 9-911 from your campus phone. Our office is located in the McLendon Student Center on the Senatobia campus. At DeSoto Center the information desk is located in the main lobby or at Lafayette-Yalobusha Technical Center at the Campus Police Office.

Students, faculty, and staff should report all crimes and medical or fire emergencies to Campus Police. When a report is received, a police officer will go to the caller's location for investigation. When necessary, a follow-up investigation will be conducted by the department and coordinated with the local police agencies. In the case of a medical or fire emergency, the Campus Police will notify the appropriate emergency personnel.

When you call the Campus Police, please provide the following information:

- Your name;
- The location of the incident you are reporting;
- A description of any vehicles involved in the incident, especially a license plate number; and
- The nature of the incident.

## **Response to Reports of Crime**

All crimes reported to the Campus Police are considered serious and are treated with the appropriate concern and attention toward solving the crime. Each officer is trained to perform investigations. All reasonable avenues of investigation will be pursued concerning a complaint. The complainant will be notified in a timely manner of the results of the investigation.

A public crime log of reported crimes is maintained by the department and shared with interested people or organizations on a daily basis, and posted online on the Campus Police webpage. The public log will not include any personally identifying information about the victim of reported crimes. Additionally, the campus community will be notified immediately about any pattern of crimes or incidents that seriously threaten campus safety. Individuals who regularly receive information concerning reported crimes include:

Vice President for Student Services 562-3305

Dean of Students 562-3305

Dean of DeSoto Center 280-6120

Dean of Lafayette-Yalobusha Technical Center 236-2023

Individuals who become aware of incidents or individuals that threaten the safety of the campus community, should immediately contact Campus Police or one of the individuals listed above.

Individuals who wish to report incidents of inappropriate behavior by students, but who do not want the incident investigated as a criminal offense, should make such report to the Dean of Students. Individuals who wish to report incidents of inappropriate behavior by staff or faculty, but who do not want the incident investigated as a criminal offense, should make such report to the appropriate department chairperson or supervisor.

## **Northwest Mississippi Community College Policy Addressing the Issuance of Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and the Vice President for Student Services, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty and staff, Ranger Alert, and social media (Twitter, Instagram and Facebook).

Depending on the particular circumstances of the crime, but especially in all situations that could pose an immediate serious threat to our campus community, the Department of Campus Police may also post a notice on the campus police department's Web page at [www.northwestms.edu/police-and-public-safety](http://www.northwestms.edu/police-and-public-safety).

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department immediately by phone at (662) 562-3314 or in person at the McLendon Student Center.

## **General Policies and Regulations**

### **Missing Persons Policy**

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person-description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.
2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job information and work schedule, or residence hall information sheet (if applicable), will be obtained.
3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person's status.
4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of



Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be registered and maintained confidentially.

5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
6. The Vice President for Student Services and/or Director of Campus Police will keep the family apprised of the status of the investigation.

## **If You are Assaulted**

If you are assaulted, call the Campus Police as soon as possible. Try to remember as much about the assailant as possible. Characteristics important in locating and identifying suspects include sex; race; hair color; body size; clothing; scars and other noticeable markings; mode of travel; and vehicle color, type and license plate number. In some incidents, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects, and neighboring police agencies may be notified.

## **If You See a Suspicious Person**

If you see anyone acting suspiciously, call the Campus Police at once. Do not approach the person yourself. Report the type of activity you observed and describe the person or persons involved. Provide as much information as you can, such as the person's sex, race, location, type of clothing and type of vehicle. The Campus Police will investigate your report immediately. If all members of the campus community become security-conscious and report suspicious activity, thefts and related incidents will be reduced. Remember, preventing crime is your responsibility, too!

## **If You Receive a Bomb Threat**

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (1) the location of the bomb, (2) the expected time of the explosion, and (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist in identifying the caller. Call the Campus Police immediately. Campus Police, together with the building officials, will determine whether evacuation is required.

The most important thing to remember about preventing crime is that you should call police whenever you suspect that a crime has been or may be committed. You don't need proof in order to call. If you suspect a crime, call the Campus Police immediately.

## **Campus Security and Access to Campus Facilities**

Although all Northwest campuses are open to the public, facility use is limited to educational and administrative activities and programs, and student or public events, approved by appropriate college authorities. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to the Campus Police allowing access. Unless authorized or attending an ongoing campus event, all non-students and commuter students must depart the Senatobia campus by 10 p.m.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Physical Plant Department by calling 562-3438, or, after business hours, by calling Campus Police.

Residence halls are a special concern. The on-campus residence halls and apartments currently house nearly 1,300 men and women during the academic year. Each resident is provided with a key to his or her own room. The main entrances of the residence halls are locked in the evening. After closing time, students may enter residence halls with main entrances, by using an ID card in the card access reader system installed in the main door. Only designated exits may be used after hours. Windows are equipped with locks operable by the room occupants.

## **Residence Hall Door Security**

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the outside door.
2. A student may not prop open or alter a door so that it will not properly close and lock.
3. A student may not admit unauthorized or uninvited persons after hours.
4. Any maintenance deficiencies that may compromise building security should be reported immediately to a residence hall supervisor. When a supervisor is not on duty, potential security problems should be reported to the Campus Police.
5. Security systems and security procedures are provided for your protection. You should follow these procedures at all times.
6. The first meeting of resident students each semester is designated as a time to review safety information and residence hall rules. Other topics related to safety and security issues are discussed with residents as needed.

## **Crime Prevention**

Crime prevention at Northwest Mississippi Community College is a communitybased program. Its main goal is to improve the quality of life for members of the campus community, and involvement by all members of the campus community is essential to its success.

At Northwest positive measures and up-to-date crime prevention efforts complement reactive measures. A variety of proactive crime prevention efforts are in use by the Campus Police. Visible patrol units either walk the campus or patrol in golf carts or in marked vehicles. Police officers will provide walking or riding escorts upon request at the Senatobia, DeSoto Center, and Lafayette-Yalobusha Technical Center campuses.

## **Weapons on Campus**

The Northwest Board of Trustees recognizes that the possession of pistols, firearms or other weapons 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. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person, other than duly authorized law enforcement officials and the college's security officials, on the college's premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

## **Alcohol and Illegal Drugs**

Northwest Mississippi Community College prohibits the possession, use, manufacture or distribution of controlled substances; illegal drugs; or alcohol on college property, or as part of any college-sponsored or authorized activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures found in the *Bulletin* or the Northwest Policy Manual. For students, sanctions may include fines, probation, suspension or expulsion. For employees, sanctions may include termination of employment. In addition to college sanctions, any student or employee found in violation of the drug and

alcohol policy may be referred to the appropriate authorities for prosecution. Legal sanctions under local, state, and federal laws may include fine and/or imprisonment. Information about drug education, counseling and rehabilitation programs may be found in the *Bulletin*.

## **Drug-Free School Policy**

The possession, use, manufacture, or distribution of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on college premises or at any college activity, is strictly prohibited and will constitute grounds for disciplinary action, which may include expulsion.

## **K-9 Drug Dogs on Campus**

In seeking to maintain a drug-free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The Director of Campus Police will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as residence hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/ vehicle in accordance with law and college policy and continue searching.

Upon any discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of state or federal law and/or college rules and regulations may be arrested and may face college disciplinary charges.

## **Disciplinary Action and Sanctions**

Appropriate disciplinary actions will be taken in all cases in which a student violates provisions of the Northwest Drug-Free School Policy. Penalties and/or sanctions may include any one or a combination of the following:

1. recommended professional counseling;
2. letter of probation;
3. fine;
4. mandatory participation in an organized drug treatment program;
5. denial or termination of financial aid or scholarships; and/or
6. withdrawal, suspension, or expulsion from Northwest.

The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action being taken.

## **Legal Sanctions**

Local, state, and federal legal statutes contain sanctions for violations of laws concerning the use, distribution, manufacture, and/or possession of alcohol and illegal drugs. These sanctions include imprisonment for a period of time up to a term of life imprisonment, fines, supervised release, or any combination of the above.

In Mississippi, the legal drinking age is 21. It is unlawful for a person under 21 years of age to possess alcoholic beverages, and the selling, giving, or serving of alcoholic beverages to persons under 21 is unlawful. In some counties of the state (designated as dry counties) the possession of any alcoholic beverages by any person regardless of age is prohibited.

Specific legal sanctions for violations of these laws are contained in the United States Code, the Mississippi Code 1972 Annotated, and local city and county laws and ordinances.

## **Health Risks Associated with Alcohol and Drug Use**

Abuse of alcohol and illegal drugs, and the misuse of any legal drugs, can result in serious health consequences. Some health risks associated with the most common mood-altering substances include: organ damage; impairment of brain activity, digestion, and blood circulation; addiction; increased likelihood of accidents; increased risk of contracting hepatitis, AIDS, and other infections; various birth defects; respiratory paralysis; and death. The use of alcohol can lead to loss of muscle control, poor coordination, and slurred speech; fatigue, nausea, and headache; impaired judgment; increased likelihood of accidents; alcoholism; damage to brain cells; hallucinations; personality disorders; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancer; and death.

Commonly abused mood-altering drugs include: narcotics (including heroin, morphine, codeine, hydrocodone, hydromorphone, oxycodone, methadone, fentanyl, Demerol, Percodan and others); depressants (including chloral hydrate, barbiturates, benzodiazepines, gluthimide, Valium and others); stimulants (including cocaine, amphetamine/methamphetamine, methylphenidate and others); cannabis (including marijuana, tetahydracannabinol, hashish, and hashish oil); hallucinogens (including LSD, mescaline and peyote, amphetamine variants, phencyclidines, and others); anabolic steroids (including testosterone, nandrolone, oxymethalone, and others); and designer drugs (including synthetic heroin, ecstasy, and other chemically modified forms of drugs).

## **Resources**

The College employs professional counselors, and the Student Development Center is prepared to help students find appropriate assistance in dealing with alcohol and drug-related problems. It is each student's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

Telephone numbers of some of the agencies providing counseling, treatment, education, and other alcohol and drug-related services are:

Northwest Student Development Center (562-3320)  
Regional Mental Health Center (562-5216)  
Tate County Health Department (562-4428)  
Parkwood Hospital (895-4900)

National Hotline Numbers:

1-800-COCAINE  
1-800-662-HELP  
1-800-342-2437  
1-800-729-6686 (National Clearinghouse for Alcohol and Drug Abuse)

## **Reporting Requirement**

Any student who is convicted of a drug-related offense must inform the college within five (5) college working days of such a conviction. This notice must be in writing to the Vice President for Student Services. A student with such a conviction may be subject to disciplinary action and may jeopardize the receipt of financial aid and scholarships.

## **Annual Distribution**

The Drug-Free Workplace Certification Policy is included in the college's *Policy Manual*.

The Drug-Free School Policy is included in the college's *Policy Manual* and *Bulletin*. Distribution is the responsibility of the Vice President for Student Services and Center Deans.

## **Biannual Review**

A biannual review (every 2 years) of the drug prevention program will be conducted to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The Vice President for Student Services will have the responsibility of appointing a committee to conduct the review. A sample of students and employees will be surveyed to determine the effectiveness of the current policy and recommend any changes.

## **Recordkeeping**

The President will appoint persons to be responsible for keeping and maintaining records of violations of this policy and the Drug-Free Workplace Certification Policy, including records of any penalties and/or sanctions imposed on students or employees. Student records will be maintained in the Student Services Office, and employee records will be maintained in the Human Resources Office.

## **Public Intoxication**

The College forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the College on college-owned or controlled property. Drunkenness or evidence of intoxication is a violation of the law on college property. Drunkenness can be caused by alcohol, drugs, narcotics, or other intoxicating substances.

The College will take additional steps with students who appear impaired to the point where they are drunk (not in control of themselves) on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials a student is impaired (public drunk), then the following action will be taken:

1. The student's parents or legal guardian will be called to come and take custody of the student (if the student is under the age of 18);
2. If the parent or legal guardian cannot be contacted, or if the parent or legal guardian refuses or is unable to take custody of the student, then the student will be arrested and transported to the county jail.

## **Endangerment Policy**

Students who endanger their own physical well-being or disrupt the campus community, including threatening or attempting suicide, may be administratively suspended from the residence halls and/or the College. To be considered for reinstatement to the residence halls and/or the College, the student may be required to provide the Vice President for Student Services documentation signed by the student's physician or licensed mental health professional indicating that the student is not a threat to him/herself or the campus community.

## **Hazing**

Hazing is forbidden. Hazing means any intentional, knowing, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of affiliating with, holding office in, or maintaining membership in any organization which includes students.

# Gang Related Activity

Northwest Mississippi Community College recognizes the need for rules and regulations that create a safe and healthy environment conducive to teaching and learning. As such, the College recognizes the importance of deterring students from emulating or contributing to the proliferation of gangs. A gang is defined by the College as "any ongoing organization, association or group of three or more persons, whether informal or formal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

The College prohibits the following gang-related activities at the College or at College- related events:

1. Initiating, advocating, or promoting a gang or gang-related activity.
2. Defacing College property with gang names, slogans, or insignias.
3. Conducting initiations.
4. Threatening another with bodily injury and/or inflicting bodily injury in connection with a gang or gang-related activity.
5. Inciting, soliciting, or recruiting others for gang membership or gang-related activity.
6. Aiding or abetting any of the above activities by personal presence or support.

Any allegation of involvement in gang-related activity as described above will be adjudicated using the Student Conduct Procedures described in this *Bulletin*. A finding that any violation of the Code of Student Conduct was gang-related will be considered an aggravating factor in determining appropriate sanctions.

# Curfew and Guest Policy

## Curfew Policy

1. All visitors (non-students) and commuters must leave campus by 10 p.m. unless they are attending a campus event that is open to the public, such as an athletic event, dance, etc.
2. Unauthorized persons present after 10 p.m. are subject to disciplinary action or arrest.
3. Resident students are not permitted to visit other residence halls between the hours of 10 p.m. and 10 a.m.
4. Students may not loiter or engage in athletic or social activities on campus after 10 p.m. unless attending an official campus event.

## Guest Policy

1. Students are responsible at all times for the conduct of any guest whom they bring to the campus.
2. Students or visitors are not to bring small children to classroom buildings, residence halls, intramural facilities, or organized activities unless permission is granted by the Student Services Office.
3. Overnight guest permits for the residence halls must be obtained from the Housing Office by 4 p.m. on the day of the visit.
4. All visitors must leave campus by 10 p.m. unless they are attending a campus event that is open to the public, such as an athletic event, dance, etc.

## Trespass Policy

Campus Police may ask any person on campus for identification. After identifying persons on campus, Campus Police have the authority to ask anyone who does not have legitimate business on campus to leave. Furthermore, Campus Police may ban any person or persons from all Northwest Mississippi Community College property for violation of law or campus policies.

Any banned person who returns to college property will be subject to arrest for violation of Mississippi Code of 1972, Willful Trespass 97-17-87. Any banned person may appeal by filling out a Trespass Appeal and returning it to Campus Police within (5) five working days. All appeals will be forwarded to the Appeals Committee whose decision will be made known to the person submitting the request. All Trespass Admonishments that are not appealed or that are upheld by the Appeals Committee will expire (5) five years from the date of issuance unless otherwise specified.

## **Search and Seizure**

Students of Northwest Mississippi Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the College's duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student's room and/or vehicle when a reasonable cause exists.

1. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities.
2. Such search by college officials must be approved by either the Dean of Students, the Director of Campus Police or Center Deans or their designees after a description of the reasonable cause leading to the search.

Normal inspections of resident rooms are conducted in order to maintain acceptable standards of health, safety, and physical maintenance and can be, if necessary, held in the absence of the student. The College reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution and its students.

The College reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

## **The Campus Sex Crimes Prevention Act**

**The Campus Sex Crimes Prevention Act** (section 1601 of Public Law 106-386) is a Federal law enacted Oct. 28, 2000, that provides for the tracking of convicted sex offenders enrolled or employed by institutions of higher education.

In compliance with CSCPA, the Northwest Mississippi Community College community may find the required information in the sex offender registry on the Mississippi Department of Public Safety website at <http://state.sor.dps.ms.gov/>.

## **The Campus Sexual Violence Elimination (SaVE) Act**

The Campus Sexual Violence Elimination (SaVE) Act increases transparency on campus about incidents of sexual violence; and, guarantees victims enhanced rights, and sets standards for disciplinary 10, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Barack Obama signed SaVE into law on March 7, 2013, as part of the Violence Against Women Act (VAWA) Reauthorization.

## **Sexual Harassment**

### **Preventing Sexual Harassment**

Northwest Mississippi Community College is committed to creating and maintaining an environment that prevents sexual harassment of employees, students, applicants for admission or employment, visitors to campus, or third parties who are participants in college programs. Every community college member should be aware that the College is strongly opposed to sexual harassment and that such behavior is prohibited by law (Title IX of the Education Amendments of 1972) and by College policy.

Northwest views sexual harassment (as defined in this policy) as serious, and will not tolerate it in any form. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior that violates this policy. Prosecution of employees or students for the crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

## **What is Sexual Harassment?**

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly, a condition of the individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare;
3. Such conduct has the purpose and effect of substantially interfering with an individual's welfare, academic performance, or creates an intimidating, hostile, offensive, or demeaning educational environment.

## **Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, academic grade, promotional opportunities, classroom or work assignments, or other conditions of academic life, may be adversely affected by not submitting to sexual advances.
3. Unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcomed use of sexually degrading language, jokes, or innuendos; unwelcomed suggestive or insulting sounds or whistles; and obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.
5. Unwelcomed and inappropriate touching, patting, or pinching; and obscene gestures.

## **Reporting Sexual Harassment**

The Title IX coordinator and assistant Title IX coordinators listed in the Resources section of this report are designated as the Sexual Harassment Contact Persons (hereafter, Contact Person) to receive all reports of sexual harassment regarding students. Students who have a sexual harassment complaint or inquiry should notify the Contact Person immediately. He/she will maintain all information about applicable laws, College policies and procedures, options available for resolution of complaints, and confidentiality requirements. The Contact Person's functions include the following:

1. Provide information about sexual harassment and options for addressing it;
2. Inform the complainant regarding applicable College policies and procedures and outline various options, both formal and informal, available for resolving the complaint;
3. Seek an informal resolution if so desired;
4. Maintain records necessary for handling active complaints.

In all investigations and complaint resolutions, the following procedures will be followed:

1. To the extent possible, the College will keep the complaint and investigation confidential.



2. College policy and Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.
3. The College will take all necessary steps to prevent the recurrence of any discrimination, including sanctions such as expulsion, suspension, modified suspension, or behavioral restrictions.
4. The College will take steps necessary to remedy discriminatory effects, such as (but not limited to) class reassignment, residence hall reassignment, and special security precautions.
5. The timeframe for most investigations is no longer than two working weeks. An additional week may be needed for formal adjudication.
6. All parties will be notified in writing of the outcome of the investigation and adjudication.

## Informal Resolution

Students may seek advice, information, or counseling, on matters of sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with the Contact Person. The student seeking information will be counseled as to the options available under the sexual harassment policy. To the extent possible, information disclosed through this advising session will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The complainant may request informal resolution. The aim of informal resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level.

## Formal Complaint

If an attempt at an informal resolution fails, or if after consultation with the Contact Person, a complainant believes that the nature of the alleged offense requires it, a formal complaint may be filed. The filing of a written complaint is required for a matter to be formally investigated and a determination made on whether the College policy prohibiting sexual harassment has been violated. The formal complaint will consist of a signed statement containing the name(s) of the accused, nature and date(s) of the incident(s), and an assertion that the statement is a formal complaint.

1. *Student complaint against student.*  
In instances where a student files a complaint against a fellow student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.
2. *Student complaint against faculty, staff, or third party.*  
In instances where a student files a complaint against a member of the Northwest faculty, staff, or third party the Contact Person will forward the complaint for investigation. The procedures governing this form of complaint are outlined in the Northwest *Policy Manual*.
3. *Faculty or staff complaint against student.*  
In instances where a faculty or staff member files a complaint against a student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.

## Sexual Assault, Domestic Violence and Stalking

### Prevention

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threats. Every member of the college community should

be aware that the college considers the personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

Northwest views any form of sexual assault, domestic violence, dating violence, and stalking (as defined in this policy) as a serious offense, and such behavior is prohibited by state law and by college policy. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior that violates this policy. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

## What Constitutes Sexual Assault?

Sexual assault (including but not limited to rape) is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited.

Sexual physical contact includes the intentional touching of another person on the area of the body generally recognized as a private part of the body or touching any part of another person's body with a private part of one's own body. An unwarranted touch may be considered sexual physical contact, no matter how slight it is.

A person who is unable to consent includes, but is not limited to, any unmarried person generally under the age of 18, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason, unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

## What Constitutes Domestic Violence?

*Domestic violence simple assault: Miss. Code Ann. § 97-3-7 (3)*

3.
  - a. When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of simple domestic violence who:
    - i. Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another;
    - ii. Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
    - iii. Attempts by physical menace to put another in fear of imminent serious bodily harm.

Upon conviction, the defendant shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than six (6) months, or both.

- b. Simple domestic violence: third. A person is guilty of the felony of simple domestic violence third who commits simple domestic violence as defined in this subsection (3) and who, at the time of the commission of the offense in question, has two (2) prior convictions, whether against the same or another victim, within seven (7) years, for any combination of simple domestic violence under this subsection (3) or aggravated domestic violence as defined in subsection (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction, the defendant shall be sentenced to a term of imprisonment not less than five (5) nor more than ten (10) years.

*Aggravated domestic violence: Miss. Code Ann. § 97-3-7 (4)*

- 4.

- a. When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of aggravated domestic violence who:
  - i. Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;
  - ii. Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
  - iii. Strangles, or attempts to strangle another.

Upon conviction, the defendant shall be punished by imprisonment in the custody of the Department of Corrections for not less than two (2) nor more than twenty (20) years.

- b. Aggravated domestic violence; third. A person is guilty of aggravated domestic violence third who, at the time of the commission of that offense, commits aggravated domestic violence as defined in this subsection (4) and who has two (2) prior convictions within the past seven (7) years, whether against the same or another victim, for any combination of aggravated domestic violence under this subsection (4) or simple domestic violence third as defined in subsection (3) of this section, or substantially similar offenses under the laws of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction for aggravated domestic violence third, the defendant shall be sentenced to a term of imprisonment of not less than ten (10) nor more than twenty (20) years.

(5) Sentencing for fourth or subsequent domestic violence offense. Any person who commits an offense defined in subsection (3) or (4) of this section, and who, at the time of the commission of that offense, has at least three (3) previous convictions, whether against the same or different victims, for any combination of offenses defined in subsections (3) and (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe, shall, upon conviction, be sentenced to imprisonment for not less than fifteen (15) years nor more than twenty (20) years.

(6) In sentencing under subsections (3), (4) and (5) of this section, the court shall consider as an aggravating factor whether the crime was committed in the physical presence or hearing of a child under sixteen (16) years of age who was, at the time of the offense, living within either the residence of the victim, the residence of the perpetrator, or the residence where the offense occurred.

## What Constitutes Dating Violence?

Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship.

## What Constitutes Stalking?

*Stalking: Miss. Code Ann. § 97-3-107*

1.
  - a. Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.
  - b. A person who is convicted of the crime of stalking under this section shall be punished by imprisonment in the county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

- c. Any person who is convicted of a violation of this section when there is in effect at the time of the commission of the offense a valid temporary restraining order, ex parte protective order, protective order after hearing, court approved consent agreement, or an injunction issued by a municipal, 26 justice, county, circuit or chancery court, federal or tribal court or by a foreign court of competent jurisdiction prohibiting the behavior described in this section against the same party, shall be punished by imprisonment in the county jail for not more than one (1) year and by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00).
- 2.
  - a. A person who commits acts that would constitute the crime of stalking as defined in this section is guilty of the crime of aggravated stalking if any of the following circumstances exist:
    - i. At least one (1) of the actions constituting the offense involved the use or display of a deadly weapon with the intent to place the victim of the stalking in reasonable fear of death or great bodily injury to self or a third person;
    - ii. Within the past seven (7) years, the perpetrator has been previously convicted of stalking or aggravated stalking under this section or a substantially similar law of another state, political subdivision of another state, of the United States, or of a federally recognized Indian tribe, whether against the same or another victim; or
    - iii. At the time of the offense, the perpetrator was a person required to register as a sex offender pursuant to state, federal, military, or tribal law and the victim was under the age of eighteen (18) years.
  - b. Aggravated stalking is a felony punishable as follows:
    - i. Except as provided in subparagraph (ii), by imprisonment in the custody of the Department of Corrections for not more than five (5) years and a fine of not more than Three Thousand Dollars (\$3,000.00).
    - ii. If, at the time of the offense, the perpetrator was required to register as a sex offender pursuant to state, federal, military or tribal law, and the victim was under the age of eighteen (18) years, by imprisonment for not more than six (6) years in the custody of the Department of Corrections and a fine of Four Thousand Dollars (\$4,000.00).
- 3. Upon conviction, the sentencing court shall consider the issuance of an order prohibiting the perpetrator from any contact with the victim. The duration of any order prohibiting contact with the victim shall be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim or another person.
- 4. Every conviction of stalking or aggravated stalking may require as a condition of any suspended sentence or sentence of probation that the defendant, at his own expense, submit to psychiatric or psychological counseling or other such treatment or behavioral modification program deemed appropriate by the court.
- 5. In any prosecution under this section, it shall not be a defense that the perpetrator was not given actual notice that the course of conduct was unwanted or that the perpetrator did not intend to cause the victim fear.
- 6. When investigating allegations of a violation of this section, law enforcement officers shall utilize the Uniform Offense Report prescribed by the Office of the Attorney General in consultation with the sheriffs' and police chiefs' associations. However, the failure of law enforcement to utilize the Uniform Offense Report shall in no way invalidate the crime charged under this section.
- 7. For purposes of venue, any violation of this section shall be considered to have been committed in any county in which any single act was performed in furtherance of a violation of this section. Electronic communication shall be deemed to have been committed in any county from which the electronic communication is generated or in which it is received.
- 8. For the purposes of this section:
  - a. "Course of conduct" means a pattern of conduct composed of a series of two (2) or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the 27 following or any combination thereof, whether done directly or indirectly: (i) following or confronting the other person in a public place or on private property against the other person's will; (ii) contacting the other person by telephone or mail, or by electronic mail or communication as defined in Section 97-45-1; or (iii) threatening or causing harm to the other person or a third party.

- b. "Credible threat" means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.
  - c. "Reasonable person" means a reasonable person in the victim's circumstances.
9. The incarceration of a person at the time the threat is made shall not be a bar to prosecution under this section. Constitutionally protected activity is not prohibited by this section.

## Reporting Violations and Receiving Assistance

The Campus Police Office is the principal office designated to receive reports of violations. The Police will assemble trained investigators, counselors, emergency medical technicians, outside law enforcement agencies, and others as needed to respond to particular incidents. Crisis intervention, assessment, direct support, and referral for the victim and the accused will be provided by appropriate staff members.

Any employee receiving a report of an alleged violation should refer the matter to the Campus Police or the Dean of Students. The person receiving the report will discuss options and resources with the person reporting the alleged violation.

## Procedures for Reporting Violations

1. Go to a safe place as soon as possible.
2. Try to preserve all physical evidence. If you are reporting a violation that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important, particularly if you wish to prosecute the offender. Do not shower or bathe, wash your hands, use the toilet, change clothing, or wash your clothing or bedding.  
If you changed clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.
3. Seek medical attention. Medical personnel will provide any necessary treatment and collect important evidence during a physical examination. Campus Police are available to arrange transportation for victims to a local hospital where appropriate examinations may be conducted.
4. Call the Campus Police. To report an incident that has just occurred, or to report an incident at a later date, call the Campus Police. Victims are encouraged to bring a friend or family member for support. If the incident occurred off of NWCC controlled property, the NWCC PD will assist the victim in reporting the incident to the proper law enforcement entity.

Reporting an incident is a separate step from choosing to prosecute. We are concerned with the victim's welfare and want to ensure that the appropriate treatment and support are provided. When individuals file a report with the Campus Police, they are not obligated to continue with legal proceedings or disciplinary action. Reporting an incident to Campus Police helps:

- Identify and apprehend the alleged assailant;
- Maintain future options regarding criminal prosecution, campus disciplinary action, and/or civil action against the perpetrator; and
- Protect the victim and others from future assaults by the same assailant.

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

Campus Police will assist the victim in obtaining a restraining order, no-contact order (behavioral restriction), or any other valid court issued protective order. After a valid order is issued NWCC Police will enforce the order as instructed by law.

A victims' rights packet will be provided to each victim of domestic violence, sexual assault, stalking, and other victim-related crimes. A copy of the victims' rights packet is available at campus police or through any Campus Security Authority/Responsible Employee. The victim's rights packet will contain information about services available to the victim through the institution and through outside organizations.

It is the victim's decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from a counselor or other appropriate staff or faculty members.

5. A complainant may report a sexual assault to a "Campus Security Authority" (as defined by the Clery Act), or to a "Responsible Employee" (as defined by Title IX). The campus security authority/responsible employee may subsequently report the incident to the NWCC PD, or assist the victim in reporting the assault to NWCC PD. Campus security authorities and responsible employees on campus are governed by NWCC Policy and they are asked to immediately report any crimes reported to them to the NWCC PD for the purpose of assessing the crime for the potential distribution of a timely warning notice.
6. Seek counseling or other support. A victim who wishes to speak to someone confidentially is encouraged to contact the Student Development Center. Staff at the center are responsible for coordinating treatment and additional services including relocating the victim's on-campus living quarters, changing the victim's academic schedule, work situation, or school related transportation, if requested. The reason for requested accommodations will be kept confidential and not shared with faculty, support staff, etc.

## Adjudicating Violations

In responding to alleged violations, the College seeks to provide redress for the victim/accuser, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

Charges against a student will be handled by the Office of Student Services using the college disciplinary process described in this Annual Security Report. The Vice President for Student Services has the authority to temporarily suspend a student accused of sexual assault, domestic violence, dating violence, or stalking, pending a hearing. Upon completion of any necessary investigation, the Dean of Students will formally notify the accused student of any alleged violations of college policies and set a hearing date.

The accused and the accuser have certain rights throughout the hearing process. The rights of an accused student are listed here in this Annual Security Report.

The person filing the complaint (victim/accuser) has the following rights:

1. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.
2. The accuser may submit a written impact report for consideration during the sanctioning phase of the proceeding.
3. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.
4. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.
5. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.
6. The accuser will be informed of the final results.

## Sanctions

A student found responsible of sexual assault, domestic violence, dating violence or stalking would receive a sanction ranging from expulsion to modified suspension with restrictions. A complete list of sanctions that could be assigned is listed here in this Annual Security Report.

## Resources

Telephone numbers of agencies providing 24-hour crisis lines, counseling, treatment, education, and other services, as well as local law enforcement and Title IX coordinators by campus, that are available for alleged victims are:

### *House of Grace*

E-mail: [houseofgrace@aol.com](mailto:houseofgrace@aol.com)

Crisis Line: 662-342-1432

Toll Free: 877-393-SAFE

### *Victim Advocacy*

Crisis Line: 662-801-1906

### *Family Crisis Services of Northwest Mississippi*

Phone: 662-234-9929 (available 24/7)

(for support, counseling and advice off campus)

### **Senatobia Campus**

#### *Title IX Coordinators*

Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management

Tate Hall

662-562-3305 • [trush@northwestms.edu](mailto:trush@northwestms.edu)

Tara Dunn, Dean of Students

Tate Hall

662-562-3305 • [tdunn@northwestms.edu](mailto:tdunn@northwestms.edu)

#### *Student Development Center and Counseling*

Margaret Ross, Director

Tate Hall

662-562-3204 • [mross@northwestms.edu](mailto:mross@northwestms.edu)

#### *Senatobia Police Department*

131 North Front St. • Senatobia, MS 38668

662-562-5642

#### *Tate County Sheriff's Department*

1 Justice Dr. • Senatobia, MS 38668

662-562-4434

#### *Communicare*

101 Preston McKay Dr. • Senatobia, MS 38668

662-562-5216

### **DeSoto Center**

#### *Title IX Coordinator*

Patsy Gardner, CTE Support Services Coordinator

662-280-6148 • [pgardner@northwestms.edu](mailto:pgardner@northwestms.edu)

*Student Development Center*

Candis Walker, Director  
662-280-6124 • cawalker@northwestms.edu

*Southaven Police Department*

8691 Northwest Dr. • Southaven, MS 38671  
662-393-5283

*DeSoto County Sheriff's Department*

3091 Industrial Dr. • Hernando, MS 38632  
662-469-8027

*Region 4 Mental Health*

2705 Hwy. 51 South • Hernando, MS 38632  
662-449-1971

**Lafayette-Yalobusha Technical Center**

*Title IX Coordinator and Student Development Center*

Darlene Greenlee, Assistant Dean  
662-281-1276 • dmgreenlee@northwestms.edu

*Oxford Police Department*

715 Molly Barr Rd. • Oxford, MS 38655  
662-232-2400

*Lafayette County Sheriff's Department*

711 Jackson Ave. East • Oxford, MS 38655  
662-234-6421

*Haven House*

Mississippi Hwy. 7 • Oxford, MS 38665  
662-234-7237

Other resources for students are contained in the Student Activities and Services section of this *Bulletin*.

## Student Conduct Procedures

The President of Northwest Mississippi Community College has vested in the Dean of Students and designees, and the Student Disciplinary Committee, authority to determine if a student has violated a regulation of the College. After a hearing conducted according to the procedures outlined below, the proper disciplinary authority is authorized to determine if a student is responsible for the alleged violation and to determine the appropriate disciplinary sanction(s). All disciplinary hearings must be conducted according to Students' Rights of Fundamental Fairness as described.

## The Rights of Fundamental Fairness

1. The student has the right to confront and/or cross examine his or her accuser(s).
2. The student has the right to call witnesses in his or her behalf.
3. The student has the right to present evidence in his or her behalf.
4. The student has the right to remain silent during the proceeding.
5. The student shall be presented a written statement of alleged violation(s).
6. The student has the right to counsel/adviser. Counsel/adviser is defined as a faculty member, relative, friend, or legal counsel.



7. The student defendant has the right to appeal the ruling of the respective authority according to the procedures herein described.
8. The student defendant has the right to request a formal hearing before the Student Disciplinary Committee or waive the right to a formal hearing and accept the proposed sanction of the Dean of Students or designee.
9. As provided by policy (cases involving domestic violence, sexual assault, and stalking, etc.) the accusing student will receive the same rights of fundamental fairness as the accused.

## Disciplinary Authorities

1. **Dean of Students**-The Dean of Students has the responsibility to enforce the disciplinary policies of Northwest Mississippi Community College. The Dean is the principal hearing officer of the College regarding disciplinary violations. The Dean shall coordinate all investigations, prepare written reports, bring specific charges, ensure proper distribution of official written notices of the institution, and report on the findings to the Student Disciplinary Committee if an appeal to that committee is requested. The Dean may also recommend sanctions to be imposed and receive any student appeal of decisions and forward them to the proper authority. The Dean shall provide an audio recording and or transcript of the Student Disciplinary Committee hearing to the appeal authority and serve in an advisory capacity. The Dean shall enforce the final decision in all disciplinary action.  
The Dean of Students is responsible for ensuring adherence to the Student Conduct Procedure regarding formal and informal hearings, for notifying appropriate campus offices of disciplinary actions when warranted, and for ensuring the appropriate maintenance, safety and security of all discipline records.
2. **Director of Campus Life and Housing**-The Director of Campus Life and Housing is designated by the Dean to assist in the enforcement of the Code of Student Conduct. The Director has the responsibility to notify the student of the charges, notify the student of hearings by the Student Disciplinary Committee, and convene the Student Disciplinary Committee. The Director is authorized to act as a hearing officer to conduct informal hearings, present cases to the Student Disciplinary Committee, and coordinate all recordkeeping, formal notices, etc. connected with disciplinary actions.
3. **Student Disciplinary Committee**-The Student Disciplinary Committee has the responsibility of hearing all cases involving violations of college policy, determining responsibility, and imposing sanction. The committee shall be composed of four faculty members, two staff members, and one student. An alternate will be named for each member should that member be unable to attend. The President of the College or his designee shall appoint all members. All committee members receive annual training on conducting their role in the hearing process, including such topics as domestic violence, sexual assault, stalking, victim safety, and standard of evidence. All members shall serve a term of one year or until their successors are chosen.
4. **Vice President for Administration and Finance**-The Vice President for Administration and Finance shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The Vice President for Administration and Finance will hear formal hearing appeals of Student Disciplinary Committee decisions only when the sanctions imposed do not include external suspension, residence hall dismissal, dismissal, or expulsion. His decision in such appeals will be final.
5. **President of the College**-The President of Northwest Mississippi Community College is the final authority on all disciplinary action taken by the institution. The President shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The President will hear appeals of Student Disciplinary Committee decisions only when the sanctions imposed include expulsion, external suspension, residence hall dismissal, or dismissal. His decision in such appeals will be final.

## Student Conduct Adjudication Procedures

Listed below are procedures to be used by members of the College community and by disciplinary authorities in adjudicating such complaints. Complaints against a student organization shall be resolved using these same procedures. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice results from such deviation.

# Filing a Complaint

Disciplinary action shall be commenced with the filing of a written complaint by the Campus Police, Campus Security Authority/Responsible Employee, or any member of the College community or guest of the College with the Director of Campus Life and Housing or designee. This report shall be filed stating the charge against the accused as well as facts supporting such a charge.

## Informal Hearings

Upon receipt of a written complaint, the Director of Campus Life and Housing shall direct the accused student by letter, telephone, or campus appearance ticket to schedule within two (2) working days, an appointment with the Director or other hearing officer for an informal hearing. At the informal hearing, the hearing officer will:

1. Provide the student with the charge as well as the facts supporting the charge.
2. Review the charge and facts with the student. After review, the hearing officer may dismiss the charge should he determine that the charge is not valid. Should the hearing officer determine the charge is valid, the student has two hearing options:
  - a. to accept responsibility for the charge, waive his or her right to a formal hearing, and request that the informal hearing continue; or
  - b. to plead not responsible for the charge and request a formal hearing before the Student Disciplinary Committee.

The hearing officer has the right to decline to hold an informal hearing and forward the case to the Student Disciplinary Committee for a formal hearing.

If in an informal hearing the student accepts responsibility for the charge and waives his/her right to a formal hearing, the hearing officer will follow the following procedure:

1. The hearing officer will discuss the violations with the student and determine appropriate sanctions. In determining sanctions, the hearing officer will review and consider any previous violations of policy by the student. The hearing officer will then complete an Informal Discipline Hearing Action Form. The form shall specify both the violations and the assigned sanctions.
2. Should the student decide to accept responsibility for the violations and the sanctions specified, he/she should then sign the form. The hearing officer will provide the student with a copy of the signed form. The student has three (3) working days in which to revoke, in writing, his/her acceptance of responsibility and request a formal hearing.
3. Should the student accept responsibility for the violations but not the sanctions, the student may request a formal hearing with the Student Disciplinary Committee. The student and hearing officer will then both complete a Request for Formal Hearing Form.

Should a student fail to schedule an informal hearing, the hearing officer will schedule the informal hearing and send notice of such hearing to the student's campus or permanent address. The hearing may be no earlier than four (4) working days from the sending of the notice. Should the student fail to appear for the hearing the hearing officer may hear the case in the student's absence. Results of the hearing will be sent to the student's campus or permanent address. The student may appeal the decision according to Informal Hearing Appeal Procedures.

## Formal Hearings

### Notice of Hearing

The accused student shall be given notice of his/her hearing before the Student Disciplinary Committee. This notice should be in writing and shall state the regulations allegedly violated as well as the facts underlying each alleged violation. The student shall be notified of the date, time, and place of the hearing.

Notice of the hearing will be presented to the student 48 hours prior to the hearing, when possible.

The accused student may request a delay in the hearing from the Dean of Students. The Dean may grant such requests as he deems appropriate. At the beginning of a hearing, the accused student may also request a delay from the Student Disciplinary Committee. Such requests will be granted only in the most unusual circumstances.

## Hearing Procedures

1. Disciplinary hearings are of a private and confidential nature involving the student and the Student Disciplinary Committee. They are closed to the public.
2. All proceedings will be conducted promptly on a fair and impartial basis. Both the accused and accuser are each permitted to challenge up to two members of the committee on the basis of partiality. The committee as a whole shall rule by majority vote on all challenges. A committee member is obligated to excuse themselves from the proceedings if they are unable to remain impartial.
3. The order of the hearing is as follows:
  - a. presentation of the charge(s);
  - b. a call for the accused's response to the charge(s);
  - c. supporting testimony and information and/or witness on the charge(s);
  - d. presentation of the accused's testimony, witnesses, and supporting information; and,
  - e. examination and questioning by members of the committee both during and following the presentation of charges and the accused's defense.
  - f. The accused may only question their accuser and opposing witnesses through the Committee Chair.
4. The accused may bring an adviser of his/her own choice to the hearing. This adviser may be an attorney, faculty member, another student, a parent, or a citizen at large. Should a student invite an attorney to be present at the hearing, the student must notify the Dean of Students of such an invitation within 48 hours of the hearing. The adviser may address the committee only with the permission of the Chairman.
5. The first decision to be made by the committee is a finding on the question of whether or not the student is responsible for the alleged violation. When determining responsibility, the committee will use a preponderance of the evidence standard (i.e., it is more likely than not that the violation occurred). If a student is found responsible for the charges, a decision on the application of sanction must be made. These are distinctly separate decisions.
6. Committee deliberations on the questions of responsible or NOT responsible will be closed to all but committee members. They will consider only information pertinent to the charge(s).
7. The President of the College will advise the accused student of the committee's decision and its application of sanction in writing.
8. The accused will be further informed in writing of his/her right to appeal and how to pursue the appeal process.
9. A record of the hearing will be made and stored in the office of the Dean of Students. Recordings may be disposed of immediately following the conclusion of the appeal process.
10. The presiding officer at any hearing may modify, amend, or change these recommended procedures in order that the accused student may have a hearing more fully in compliance with principles of basic fairness.
11. In cases related to domestic violence, sexual assault, and stalking:
  - a. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.

- b. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.
- c. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.
- d. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.
- e. The accuser will be informed of the final results.

## Appeal Procedures

### Appeal of Formal Hearing

1. After a formal hearing the student has the right to appeal the decision of the Student Disciplinary Committee.
2. The appeal must be made to the Dean of Students in writing within three (3) days after the student has received written notice of the decision of the Student Disciplinary Committee.
3. The Dean shall forward all appeals not involving the sanctions of external suspension, dismissal, or expulsion to the Vice President for Finance and Administration.
4. All appeals involving sanctions of external suspension, dismissal, or expulsion must be forwarded to the President.
5. All appeals must be forwarded within two (2) working days.
6. The Vice President for Administration and Finance or President shall notify the student in writing as to their decision within a reasonable amount of time. Simultaneous notification to the accuser will be made as per policy. Their individual decisions are final.

## Disciplinary Sanctions

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

**Expulsion**-Permanent separation from Northwest Mississippi Community College, with denial of right of student to participate in any academic or other activity. The student is never allowed to visit any of the college's premises. The expulsion notice must be signed by the President of the College.

**Dismissal**-Separation from Northwest, with the student not allowed to reapply for admission. The student is not allowed on college premises without specific written permission from the Vice President for Student Services.

**External Suspension**-Separation from Northwest for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President for Student Services.

**Interim Suspension**-Temporary suspension from Northwest while awaiting a hearing (see interim suspension procedures).

**Modified Suspension**-All privileges, except to attend class and use learning resources, are suspended for a period of time. The student is allowed on campus only to attend class and use learning resources. Student must observe all other stipulations specified under his or her suspension. Student must leave campus no later than 4 p.m. unless otherwise specified.

**Withdrawal**-Student is withdrawn from school. No entry is made on official records other than withdrawal. He/she may return to school at the end of a specified time.

**Disciplinary Probation**-Student is no longer considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal, or expulsion. Certain student privileges are suspended during a probationary period.

**Restitution**-Student must replace any private or public property that has been damaged or destroyed.

**Restriction**-Student is restricted from entering certain facilities or from specified student privileges.

**Behavior Restriction**-Student is restricted from having any contact with a specific student, staff, or faculty member while on any campus of Northwest Mississippi Community College. Contact is defined as any verbal

communication, electronic communication, physical touching or close physical proximity. This includes harassing phone calls and e-mails.

**Community Service**-Specified work hours with a campus office or community service.

**Mandatory Counseling/Educational Sessions**-Behavioral counseling or educational sessions on a stated regular basis.

**Residence Hall Dismissal**-Required to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall or associated parking lots when assigned this sanction.

**Fine**-Student is fined for violations of policy; amount of fine will vary depending upon the nature and severity of offense.

**Warning**-Issued for minor infraction of policy. Further violations will result in more serious sanctions.

**Parental Notification**-Northwest reserves the right to notify parents of disciplinary infractions according to law.

Resident students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence halls while the appeal is pending.

Northwest Mississippi Community College does not utilize corporal punishment as a discipline or behavioral sanction. The use of such is prohibited.

## Alternative Resolution

A student may be given the opportunity for an alternative resolution when a policy violation (certain residence hall regulations, tobacco policy, dress code, etc.) occurs for the first time and in which an educational sanction is a more appropriate resolution. Most alternative resolutions would mean attendance by the student at an educational or information session regarding the subject of the violation. Once the student has attended the session, no fines or other sanctions will be assessed regarding the violation. No formal student conduct record will be created. Records of attendance will be kept for the duration of the academic year (fall-spring) and then destroyed. During that time period, attendance records may be referred to in the case of a second violation. Participation by a student in an alternative resolution is voluntary.

## Interim Suspension Procedures

Any student charged with or convicted of a violation of the law or college regulation injurious to the health and welfare of the college community, shall be subject to immediate administrative suspension with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegate. A hearing regarding the student's conduct and the appropriateness of the suspension must be held as soon as practicable.

Should the administrative suspension be of such duration as to cause a violation of the class absence policy, the College, at its discretion, may withdraw the student from classes with a grade of "W" to avoid failing grades being entered on the student's permanent record. Such a withdrawal will normally be made in consultation with the student.

The conviction of a student for a criminal offense which interferes with the orderly educational operation of the College or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community, shall be sufficient grounds for disciplinary action consistent with the College's policies and procedures.

## Involuntary Withdrawal Procedures

The College is responsible for taking reasonable steps to foster a campus environment conducive to learning. Some students may, because of a medical or other condition, engage in behavior that presents a direct threat of harm to

others, or substantially disrupts the learning or working environment. A direct threat means a significant risk of harm to health or safety.

In such cases, as an alternative to disciplinary action, the Dean of Students or designee may require a student to withdraw from the College, take a leave of absence, or vacate a residence hall. Such a decision shall be communicated in writing to the student and must specify the terms of the decision, including reasonable conditions for re-entry.

A student who threatens to commit, or attempts to commit, suicide shall not be subject to disciplinary action or involuntary withdrawal for simply that threat or attempt.

If a student's behavior presents an immediate, severe and direct threat to others, or is substantially disrupting the learning or working environment, the Dean of Students or designee may impose an interim suspension before a final determination of the matter.

Should a student dispute the decision of the Dean of Students or designee regarding withdrawal or leave of absence, a student may appeal the decision to the Involuntary Withdrawal Appeal Committee. The Committee, appointed by the President, shall consist of two members of the faculty, one of whom shall serve as chair, a member of the faculty or staff who possesses counselor credentials, and a member of the staff. Written notice of the time or date of the hearing shall be given to the student at least two working days in advance, unless the student consents to an earlier hearing. The student may request a reasonable delay of the proceeding.

At the hearing, the Dean of Students or designee shall present a statement of the reasons for the withdrawal or leave of absence. The student has the right to present their reasons for disputing the withdrawal, to present witnesses and evidence on his or her behalf, to cross examine witnesses, to remain silent without assumption of responsibility, and to be assisted by legal counsel or an adviser.

After the evidence is presented at the hearing, the Committee shall determine whether the College has reasonably proven that the student's behavior presents a direct threat of harm to others, or has substantially disrupted the learning or working environment, and presents a significant risk of threatening further substantial disruption. The Committee may uphold or overturn the decision of the College, or alter it by imposing other reasonable remedies or set other appropriate conditions for re-entry. The decision of the Committee is final.

## **Recordkeeping**

The Dean of Students shall keep on file all official records pertaining to disciplinary actions. These records are open to examination only according to the College's privacy regulations. Victims of acts by other students are allowed access to the sanctions of the perpetrator but are forbidden to share such information with others. Records on students who have received external suspensions, expulsions, or dismissals will be permanently maintained. All other records will be destroyed four years after an individual ceases to be a student.

## **Expulsion Sunset Provision**

After five (5) years, an expelled or dismissed student may petition for the removal of the sanction. The request should be mailed or delivered to the Dean of Students and must include the following:

1. An outline of the individual's educational plan;
2. Reasons for the request of reinstatement of educational privileges; and
3. A signed release allowing school officials to check criminal history.

Upon receipt of a complete petition, the Dean of Students will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

## Additional Information

For additional information, contact:

1. Student Development Center - Senatobia: 562-3320
2. Student Development Center - DeSoto Center: 280-6127
3. Student Development Center - Lafayette-Yalobusha Technical Center: 236-2023
4. Dean of Students: 562-3305

## Crime Statistics

Northwest Mississippi Community College reports campus crime statistics using the Uniform Crime Reporting system. Crime statistics for the most recent three-year period follow.

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

## Definitions of Crimes

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

## Criminal Offenses

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

**Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (i.e., forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling).

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse (i.e., incest or statutory rape).

**Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force, or threat of force or violence, and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** The theft, or attempted theft, of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud; a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## Hate Crimes

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

## The Clery Act Categories of Bias

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe, and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

**Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

**In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:**

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Arrests and Referrals for Disciplinary Actions

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

- **Liquor Law Violations:** State and/or local liquor law violations except drunkenness and driving under the influence. Federal violations are excluded.
- **Drug Law Violations:** State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics-manufactured narcotics that can cause true addiction.



- Weapons Violations: All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

# **Northwest Mississippi Community College Annual Crime Report and Campus Crime Statistics Act Statistical Data**

Senatobia Campus

DeSoto Center (Southaven)

DeSoto Center (Olive Branch)

Lafayette-Yalobusha Technical Center

## **2020 ANNUAL FIRE SAFETY REPORT**

### **Policy: Fire Safety Reporting and Disclosures**

#### **Introduction**

As required by the Higher Education Opportunity Act ("HEOA"), Northwest Mississippi Community College has established the following reporting and disclosure procedures with respect to fire safety in on-campus student housing for the Senatobia Campus. The reporting and disclosure requirements described below apply only to fires that occur on the Senatobia on-campus student housing, which is defined as student housing that is owned or controlled by Northwest Mississippi Community College or located on property that is owned or controlled by Northwest Mississippi Community College, and located within the reasonably contiguous geographic area that makes up the Senatobia Campus.

The goal of the Northwest Mississippi Community College and Campus Police is to provide students in on-campus housing with the information and training necessary to keep them safe from fires.

#### **Reporting Fires to Campus Authorities**

Northwest Mississippi Community College students and employees should report all fires that occur in Senatobia on-campus student housing to the Campus Police on the Senatobia Campus. The Northwest Mississippi Community College Police Department is located at 103 Union Drive (1st Floor), and may be contacted by calling 662-562-3314. A report received by other personnel, such as a Residence Hall Supervisor or other resident staff, should be referred to the Campus Police Office. Northwest Mississippi Community College has an incident report form in which all information pertaining to the fire incident is documented. After a report of a fire has been made to the Campus Police Office, the Campus Police Office will complete an incident report form for the fire, and the report will be included in the Daily Fire Log referred to below.

All fires should be immediately reported to the Senatobia City Fire Department by dialing 911 or 662-562-4434.

# Fire Safety Disclosures

With respect to fires on the Senatobia Campus and other on-campus student housing, the Northwest Mississippi Community College makes three disclosures. It publishes an annual fire safety report for each campus, it annually reports its fire statistics to the U.S. Department of Education (the "Education Department"), and it makes, keeps, and maintains a daily fire log for each campus. The procedures for each of these three disclosures for the Senatobia campus are described below.

## The Senatobia Fire Department

The Senatobia Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical, and hazardous material emergencies both in the town of Senatobia and on the Northwest campus. The Senatobia Fire Department is comprised of a chief, four captains, 14 full-time firefighters, and a fire inspector. The department also provides EMS first response from the EMT level. The Fire Station is located off of Main Street in Senatobia at 137 Front Street. Their direct number is 562-5631.

## Annual Fire Safety Report

Each Northwest Mississippi Community College campus publishes an Annual Fire Safety Report. The Chief of Police is responsible for collecting the required information and publishing the report for the campuses. The Annual Fire Safety Reports are published concurrently with each campus' Annual Campus Police Report as permitted by the HEOA regulations so long as the title of the report states that the report contains both the fire safety and campus security information. This is the Annual Fire Safety Report for the Senatobia Campus, and contains the information described below.

## Statistics

On the following pages are statistics for each Senatobia on-campus student housing facility, for the three recent calendar years for which data is available.

*Key:*

*FC=Fires & Causes*

*I=Injuries*

*D=Deaths*

*VD=Value of Damages*

### *2018 Fire Statistics*

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students	0	0	0	0
4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students	0	0	0	0
172 Alumni Dr.	0	0	0	0

DeSoto Hall - 59 Students	0	0	0	0
230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students	0	0	0	0
272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students	0	0	0	0
410 Thompson St.	0	0	0	0
Panola Hall - 84 Students	0	0	0	0
405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students	0	0	0	0
282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students	0	0	0	0
420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students	0	0	0	0
162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2019 Fire Statistics

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students	0	0	0	0
4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students	0	0	0	0
172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students	0	0	0	0
230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students	0	0	0	0
272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students	0	0	0	0
410 Thompson St.	0	0	0	0
Panola Hall - 84 Students	0	0	0	0

405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students	0	0	0	0
282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students	0	0	0	0
420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students	0	0	0	0
162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2020 Fire Statistics

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students	0	0	0	0
4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students	0	0	0	0
172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students	0	0	0	0
230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students	0	0	0	0
272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students	0	0	0	0
410 Thompson St.	0	0	0	0
Panola Hall - 84 Students	0	0	0	0
405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students	0	0	0	0
282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students	0	0	0	0
420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students	0	0	0	0
162 Alumni Dr.	0	0	0	0

TOTAL	0	0	0	0
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## Relevant Fire Safety Definitions

For the purposes of the reporting and disclosure described herein, Northwest Mississippi Community College defines the relevant terms as follows.

- "Fire": Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- "Cause of Fire": The factor or factors that give rise to a fire, including intentional action, unintentional, mechanical failure, or an act of nature.
- "Fire-related injury": Any instance in which a person is injured as a result of fire. This included injuries sustained from natural or accidental causes and injuries sustained while involved in fire control attempting a rescue, or escaping from a fire.
- "Fire-related death": Any instance in which a person is killed as a result of a fire, or dies within one year of injuries sustained as a result of a fire.
- "Value of property damage": The estimated value of the loss of the structure and its contents, including contents damaged by fire, smoke, water, and overhaul.

## Residence Hall/Fire Safety Equipment Descriptions

Northwest Mississippi Community College owns and operates the following nine residence halls on the Senatobia campus, which are used exclusively for residential living.

### **Benton Apartments • 4811 Highway 51 N., Senatobia**

*Description*-Completed in 1971, Benton was converted in 1989 to a women's residence hall. The three building complex houses 78 female students in two, four or six bed apartment units.

*Fire Safety Equipment*-one fire extinguisher in each apartment, smoke detectors in each bedroom and kitchen, exterior video surveillance.

### **Bobo Hall • 172 Alumni Drive, Senatobia**

*Description*-Built in 1965, Bobo is a two-story women's residence that houses approximately 59 female students. Comprehensive renovations were completed in 1996 and 2014. Students are housed in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*-A central fire alarm system, smoke detectors in every bedroom and in hallways and lounges, six fire extinguishers, emergency lighting, controlled/ monitored building access, and video surveillance.

### **DeSoto Hall • 230 Northwest Drive, Senatobia**

*Description*-built in 1968, DeSoto was renovated in 1999 and converted from faculty housing to student residences. The four building complex houses 59 male and female students in three to four bed apartments.

*Fire Safety Equipment*-Smoke detectors in every apartment kitchen and every apartment bedroom, carbon monoxide detectors in every apartment, a fire extinguisher in every apartment, common exterior doors equipped with alarms to discourage door propping, and video surveillance at apartment entrances.

### **Gainey Hall • 272 Alumni Drive, Senatobia**

*Description*- Gainey was built in 1966 and renovated in 1995 and 2014. The twostory residence houses approximately 88 male students in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*-A central fire alarm system, smoke detectors in every bedroom and in lobbies and hallways, six fire extinguishers, emergency lighting, controlled/ monitored building access, and video surveillance.

**Marshall Hall • 410 Thompson Street, Senatobia**

*Description*-Completed in fall 2003, Marshall houses 160 male and female students in four bed apartments located in four buildings, with an additional building containing a central office/lounge area.

*Fire Safety Equipment*-One smoke detector in each apartment, one fire extinguisher in each apartment, and an exterior video surveillance system.

**Panola Hall • 405 Thompson Street, Senatobia**

*Description*-Completed in 1974 and renovated in 2004, Panola houses approximately 84 female students in suite style accommodations, with each suite containing three rooms with two beds each, and a suite bath.

*Fire Safety Equipment*-A central fire alarm system, smoke detectors in each suite hallway, video surveillance, one fire extinguisher in each suite, controlled/monitored access system into each suite, and exterior video surveillance system.

**Quitman Hall • 282 Alumni Drive, Senatobia**

*Description*-Quitman is a three-story residence hall built in 1968 and renovated in 1991 and 2015, housing 258 men in two, three, and four bed rooms. The building has community baths.

*Fire Safety Equipment*-A central fire alarm, smoke detectors in each bedroom and in hallways, video surveillance, nine fire extinguishers, emergency lighting, and a controlled/monitored building access system.

**Tallahatchie Hall • 420 Thompson Street, Senatobia**

*Description*-Tallahatchie is a three building complex built in 1973 and renovated in 1990. 96 male students are housed in one, two, and three bedroom apartments.

*Fire Safety Equipment*-Smoke detectors in every bedroom and kitchen, a fire extinguisher in every apartment, and exterior video surveillance.

**Taylor Hall • 162 Alumni Drive, Senatobia**

*Description*-Taylor is a three-story residence hall housing 172 women in two bed student rooms, with community baths. The hall was built in 1968 and renovated in 1994 and 2016.

*Fire Safety Equipment*-A central fire alarm system, nine fire extinguishers, a smoke detector in every bedroom and in hallways and lobbies, emergency lighting, video surveillance, and a controlled/monitored building access system.

## Number of Fire Drills Held on Campus

Northwest Mississippi Community College holds semi-annual fire evacuation drills in each of the Senatobia residence halls. Student residents participate in two (2) fire evacuation drills per year. Drills are also held during the summer session.

## Rules on Portable Electrical Appliances, Smoking, and Open Flames in a Housing Facility

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial trees
- Electric heaters, air conditioners, hot plate burners, toasters, toaster ovens or any appliance that would generate a direct heat source
- Air fryers
- Halogen lighting equipment
- Candles\*, incense, outdoor grills, or any other type of open flame or open coil device

- Explosives, fireworks, firearms, or ammunition

*\* This applies to all candles, including Shabbat and Hanukkah candles. Shabbat and Hanukkah candles may be kindled only in officially designated areas. An incandescent electric light should be utilized in student rooms for Shabbat candle lighting purposes.*

Refrigerators are permitted only in accordance with official specifications.

Smoking is prohibited everywhere on all Northwest Mississippi Community College campuses.

Students found in possession of prohibited items will be subject to disciplinary action. If you have any questions or concerns regarding fire safety, please contact the Northwest Mississippi Community College Housing Office at 662-562-3305.

Deliberate fires of any size will not be tolerated; the deliberate setting of a fire will be treated as arson. False alarms are dangerous and will be treated seriously.

## **Housing Procedures for Evacuation in Case of a Fire**

### **EMERGENCY EVACUATION: General Emergency Fire Safety Instructions**

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.
- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in the Fire Safety Notice affixed to the back of the room/suite entry door. **WHEN A FIRE ALARM SOUNDS, ALWAYS EVACUATE THE BUILDING.**
- Because flame, heat, and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- When exiting the building during a fire, close all doors as you exit to confine the fire.
- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.
- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs, and roll over to smother the flames.

## **Campus Policies Regarding Fire Safety Education and Training Programs, Which Include the Procedures that Students and Employees Should Follow in the Case of a Fire**

Periodic evacuation drills in the Senatobia on-campus residence halls are conducted in conjunction with the Campus Police. These drills are an important means of preparing residents to respond to the sounding of the fire alarm. Residents must evacuate the building immediately upon hearing the fire alarm. Residents who do not evacuate the building during an evacuation drill are subject to disciplinary action.

Residents of the Senatobia on-campus residence halls also receive residence hall-specific information about fire safety and evacuation procedures at the beginning of each semester. Residents and their guests are responsible for knowing

the fire protection features of the building (i.e. fire exits, stairways, alarm pull stations), as well as the fire safety procedures for the building.

Residents should report any problems or inappropriate behavior observed, including damage to or evidence of tampering with fire alarms, removal of fire exits signs, missing fire extinguishers, and behavior that compromises the safety of the community.

## **List of the Titles of Each Person or Organization to Which Students and Employees Should Report that a Fire Occurred**

At the onset of a fire, students and employees should immediately report all fires to the Senatobia City Fire Department by dialing 911 or 662-562-4434. The Northwest Mississippi Community College Campus Police Department should be notified as well by calling 662-562-3314.

## **Any Plans for Improvements in Fire Safety, Should Northwest Mississippi Community College Determine that Improvements are Necessary**

Fire safety drills will occur mid-semester to refresh emergency protocol.

## **Annual Report to the U.S. Department of Education**

As required by federal law, Northwest Mississippi Community College reports annually to the Education Department the fire statistics listed herein for Senatobia on-campus student housing as well as fire statistics for its other campuses. Northwest Mississippi Community College reports these statistics through the Education Department webbased data collection system.

## **Daily Fire Log**

As required by federal law, each Northwest campus maintains an easily understood written Daily Fire Log. Each Campus Police Office is responsible for maintaining the Daily Fire Log.

The Daily Fire Log lists the following information for each fire that occurs in on-campus student housing: the date the fire occurred, time of occurrence, general location and nature of fire.

Each Campus Police Office makes entries in the Fire Log within two business days of receiving a report of a fire and updates those entries within two business days if additional information is received about the fire. The entries in the Daily Fire Log are used to generate the Annual Fire Safety Report. Each campus maintains its own Daily Fire Log in its Campus Police Office. The Daily Fire Log is kept separate from the Crime Log. The most recent 60 days of each campus' Daily Fire Log are available upon request in the Campus Police Office for inspection by the public Monday through Friday during business hours. Portions of the Daily Fire Log that are older than 60 days will be made available within two business days of a request for public inspection. Northwest Mississippi Community College maintains each Daily Fire Log for three years following the publication of the last Annual Fire Safety Report to which that Daily Fire Log applies. Thus, Northwest maintains each Daily Fire Log for a period of at least seven years.



# Annual Security Report

The Annual Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies are available during business hours at the Campus Police Office or Department of Campus Life and Housing. The Daily Crime Log is also available for inspection at each Campus Police Office during business hours.

## Northwest Mississippi Community College Residence Hall Fire Safety Report

2018 Fires	Fires	Injuries	Deaths
Benton	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2019 Fires	Fires	Injuries	Deaths
Benton	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0

Total	0	0	0
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<b>2019 Fires</b>	<b>Fires</b>	<b>Injuries</b>	<b>Deaths</b>
Benton	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

## Emergency Procedures

### Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

### Fire

1. If you discover a fire:
  - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
  - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
  - c. Staff should contact the Fire Department and/or Campus Police immediately.

2. If you hear a fire alarm:
  - a. Pull windows and doors closed.
  - b. Exit the building using the nearest unblocked staircase.
  - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

## Severe Weather

If there is severe weather:

1. Move indoors.
2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.
  - a. TORNADO WATCH-means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
  - b. TORNADO WARNING-means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

## Earthquake

If there is an earthquake:

1. During the shaking:
  - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
  - b. If outdoors, stay outside and move away from buildings and utility wires.
  - c. Do not use candles, matches, or other flames during or after a tremor.
2. After the shaking:
  - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
  - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

## Emergency Telephone Numbers

### Senatobia Campus

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

### DeSoto Center

Main Desk & Campus Police	342-1570
Fire/Ambulance/Police	911

### Lafayette-Yalobusha Technical Center

Main Office 236-2023

Fire/Ambulance/Police 911

## School Closing

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562- 3200.
4. An announcement will be posted on the college web site: [www.northwestms.edu](http://www.northwestms.edu).
5. Notification will be placed on the Northwest Rangers Facebook page: Northwest Rangers, on the Northwest Twitter page: @NorthwestMSCC and on the Northwest Instagram account: NWCC\_Rangers.
6. Employees and students will be notified through the RangerAlert System via email or text. The system does not require you to sign up for the service, but you must have an active cell phone number listed with the college. For STUDENTS you may log onto your myNWCC (<https://sys.northwestms.edu:444/acprdws/isclogin.pgm>) and update your cell phone number if you did not list one on your application with the Office of Admissions and Records. For FACULTY and STAFF please contact Human Resources and have them add your cell phone number to your information if you have not previously listed one.

In the event that you do not wish to receive any of the alerts simply text STOP after receiving a RangerAlert via text message. To stop emails, click on the link attached to any RangerAlert email you receive.

Please note that if school reopens following inclement weather, some TV stations will not post an "open" status. If you do not see Northwest listed as "closed," then classes will be held. However, an "open" status can be noted on the website, social media pages, Canvas and on the phone recording.

## Catalog Home

## Northwest Locations

### **Senatobia Campus**

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

### **DeSoto Center-Olive Branch**

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

### **Lafayette-Yalobusha**

Technical Center  
1310 Belk Drive

### **DeSoto Center-Southaven**

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

Oxford, MS 38655  
(662) 236-2023

**Everest**  
802 Central Street  
Water Valley, MS 38965

**Panola Concourse**  
325 Lakewood Drive  
Batesville, MS 38606

**Ashland Campus**  
Benton County Career Technical Center  
25 Industrial Rd  
Ashland, MS 38603

**Web address:** [www.northwestms.edu](http://www.northwestms.edu)

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

Northwest Mississippi Community College reserves the right to amend, revise, delete, and/or waive any policy or procedure when deemed necessary to comply with federal, state, and local enactment which may have become effective since the publication of the policies.

Northwest Mississippi Community College further reserves the right to amend, revise, delete, change, or substitute any policy or procedure contained herein for any reason. The College further reserves the right to change the fees, rules, and calendar regulating admission, registration, instruction, and graduation from the College and to change any other regulation affecting the student body. Changes become effective when approved by the administration of the school and generally disseminated to the students by publication or another similar manner. Changes apply not only to prospective students but also to those who are already matriculated in the College.

In compliance with Title IV, of the Civil Rights Act of 1964; Title IX, Education Amendments of 1972; the Americans With Disabilities Act of 1990; Title II of the Age Discrimination Act and Section 504, Rehabilitation Act of 1973; Northwest Mississippi Community College makes available its curricular and extracurricular programs and its facilities to every qualified person regardless of race, sex, color, creed, national origin, or disability. Northwest Mississippi Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, color, national origin, race, religion, sex, disability, or status as a veteran or disabled veteran. Further information is available on page 27 of this *Bulletin*.

## **Safety Statement**

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College.

A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available on page 295 of this *Bulletin* and upon request from the Campus Police Office (662-562-3314). The

Annual Security Report is published in compliance with all applicable federal laws regarding campus safety and security.

# Directory

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### **Marshall County**

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### **Panola County**

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### **Quitman County**

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**Tallahatchie County**

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**Yalobusha County**

Cayce Washington, Kenneth Rogers, Kenneth Harmon, Eddie Harris, Gaylon Gray

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**MICHAEL J. HEINDL**, *PRESIDENT*, A.A., Hinds Community College; B.S., Mississippi College; J.D., Thomas M. Cooley Law School, Western Michigan University; Ph.D., Mississippi State University

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## Administrative Personnel

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**KEITH REED**, *DEAN, DESOTO CENTER*, A.A., A.A.S., Northwest Mississippi Community College, B.A., M.B.A., Belhaven University; S.C.C.T., Ed.D., Arkansas State University

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[Click here to access the full NWCC faculty and staff directory.](#)

## Degree Plan Information

University-specific degree plan information can be found at the following links:

[myNWCC Degree Plans \(Click on Degree Plans tab\)](#)

[Mississippi Public Universities' Majors by Mississippi Community College Pathway](#)

## DeSoto Center (Olive Branch)

### Criminal Offenses

2020	RH	C	CT	NC	PP
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0



Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

*Key:*

*RH=residence hall*

*C=campus*

*CT=campus total*

*NC=non-campus*

*PP=public property*

## Arrests and Judicial Referrals

2020	RH	C	CT	NC	PP
ARRESTS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
2019	RH	C	CT	NC	PP
ARRESTS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
2018					
ESTS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	0	0	0	0	0

Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

## Clery Hate Crime Statistics

2020 On Campus	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

2019 On Campus	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2018 On Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2020 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0

Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0

Destruction/Vandalism of Property	0	0	0	0	0	0	0	0
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**2018 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

**2020 Public Property**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

*Key:*

*R=race*

*G=gender*

*RE=religion*

*SO=Sexual Orientation*

*E=ethnicity*

*D=disability*

*NO=nation origin*

*GI= gender identity*

## VAWA Crimes

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
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Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## DeSoto Center (Southaven)

### Criminal Offenses

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

*Key:*

*RH=residence hall*

*C=campus*

*CT=campus total*

*NC=non-campus*

*PP=public property*

## Arrests and Judicial Referrals

2020	RH	C	CT	NC	PP
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
2019	RH	C	CT	NC	PP
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0

Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

**2018** **RH** **C** **CT** **NC** **PP**

#### **ARRESTS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

#### **JUDICIAL REFERRALS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

## **Clery Hate Crime Statistics**

<b>2020 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0

Destruction/Vandalism of Property	0	0	0	0	0	0	0	0
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**2019 On Campus**

<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
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Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
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Negligent Manslaughter	0	0	0	0	0	0	0	0
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Forcible Sex Offenses	0	0	0	0	0	0	0	0
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Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
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Incest	0	0	0	0	0	0	0	0
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Statutory Rape	0	0	0	0	0	0	0	0
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Robbery	0	0	0	0	0	0	0	0
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Aggravated Assault	0	0	0	0	0	0	0	0
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Burglary	0	0	0	0	0	0	0	0
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Motor Vehicle Theft	0	0	0	0	0	0	0	0
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Arson	0	0	0	0	0	0	0	0
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Simple Assault	0	0	0	0	0	0	0	0
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Intimidation	0	0	0	0	0	0	0	0
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Larceny-Theft	0	0	0	0	0	0	0	0
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Destruction/Vandalism of Property	0	0	0	0	0	0	0	0
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**2018 On Campus**

<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
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Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
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Negligent Manslaughter	0	0	0	0	0	0	0	0
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Forcible Sex Offenses	0	0	0	0	0	0	0	0
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Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
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Incest	0	0	0	0	0	0	0	0
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Statutory Rape	0	0	0	0	0	0	0	0
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Robbery	0	0	0	0	0	0	0	0
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Aggravated Assault	0	0	0	0	0	0	0	0
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Burglary	0	0	0	0	0	0	0	0
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Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2020 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

**2018 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2020 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

*Key:*

*R=race*

*G=gender*

*RE=religion*

*SO=Sexual Orientation*

*E=ethnicity*

*D=disability*

*NO=nation origin*

*GI= gender identity*

## VAWA Crimes

2020	RH	C	CT	NC	PP
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Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	1	1	0	0
Stalking	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## Lafayette-Yalobusha Technical Center

### Criminal Offenses

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

*Key:*

*RH=residence hall*

*C=campus*

*CT=campus total*

*NC=non-campus*

*PP=public property*

## Arrests and Judicial Referrals

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	0	0	0	0	0

Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

**2019** **RH** **C** **CT** **NC** **PP**

**ARRESTS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

**JUDICIAL REFERRALS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

**2018** **RH** **C** **CT** **NC** **PP**

**ARRESTS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

**JUDICIAL REFERRALS**

Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

## Clery Hate Crime Statistics

<b>2020 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2019 On Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 On Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2020 Non Campus</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2019 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2018 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2020 Public Property**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2019 Public Property**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2018 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0



Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

*Key:*

*R=race*

*G=gender*

*RE=religion*

*SO=Sexual Orientation*

*E=ethnicity*

*D=disability*

*NO=nation origin*

*GI= gender identity*

## VAWA Crimes

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	1	1	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

## Senatobia Campus

### Criminal Offenses

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	2	0	2	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Unfounded Crimes Total: 2

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	1	1	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Unfounded Crimes Total: 0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	1	0	1	0	0
Robbery	1	0	1	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

Unfounded Crimes Total: 0

*Key:*

*RH=residence hall*

*C=campus*

*CT=campus total*

*NC=non-campus*

*PP=public property*

## Arrests and Judicial Referrals

2020	RH	C	CT	NC	PP
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	1	1	0	0
Illegal Weapons Possession	0	1	1	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	12	0	12	0	0
Drug Law Violations	17	4	21	0	0
Illegal Weapons Possession	1	0	1	0	0
<b>2019</b>					
	RH	C	CT	NC	PP
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	1	10	11	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	27	6	33	0	0
Drug Law Violations	24	26	50	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>2018</b>					
	RH	C	CT	NC	PP
<b>ARRESTS</b>					

Liquor Law Violations	1	0	1	0	0
Drug Law Violations	9	9	18	0	0
Illegal Weapons Possession	0	0	0	0	0

#### **JUDICIAL REFERRALS**

Liquor Law Violations	34	1	35	0	0
Drug Law Violations	38	17	55	0	0
Illegal Weapons Possession	0	0	0	0	0

## **Clery Hate Crime Statistics**

#### **2020 On Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property								

#### **2019 On Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### **2018 On Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0

Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

**2020 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

**2019 Non Campus**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### 2018 Non Campus

	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

#### 2020 Public Property

	R	G	RE	SO	E	D	NO	GI
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0

Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

<b>2019 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0



<b>2018 Public Property</b>	<b>R</b>	<b>G</b>	<b>RE</b>	<b>SO</b>	<b>E</b>	<b>D</b>	<b>NO</b>	<b>GI</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0	0	0	0	0

*Key:*

*R=race*

*G=gender*

*RE=religion*

*SO=Sexual Orientation*

*E=ethnicity D=disability*

*NO=nation origin*

*GI= gender identity*

## VAWA Crimes

<b>2020</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	1	0	1	0	0
Stalking	0	0	0	0	0

<b>2019</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

<b>2018</b>	<b>RH</b>	<b>C</b>	<b>CT</b>	<b>NC</b>	<b>PP</b>
Dating Violence	0	0	0	0	0
Domestic Violence	2	0	2	1	0
Stalking	1	0	1	0	0



NORTHWEST

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MISSISSIPPI COMMUNITY COLLEGE