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# Academic Regulations & Conduct

## Academic Regulations

### Statement of Student Rights and Responsibilities

#### Student Rights

Students have the right to an encouraging classroom environment. Students and instructors should work together to create an environment of trust and mutual respect.

All students at Northeast Mississippi Community College have the following rights:

- **Students have the right of respect** from all instructors and staff at the College, regardless of their race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification (Civil Rights Compliance).
- **Students have the right to expect certain practices of their instructors.** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scale and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's personal academic work, and protecting students' intellectual freedom.
- **Students have the right to file complaints.** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. Students should bring any complaints to the attention of the instructor, departmental head, and/or the Vice President of Instruction (academic matters) or Vice President of Students (non-academic matters) (see process below) **as soon as possible**.
- **If you are a student who has a concern about unwelcome sexual behavior or sexual harassment,** disregard the steps outlined below and immediately schedule an appointment with the Title IX Coordinator or with any College administrative officer (non-confidential resources), or for confidential resource, with the Counseling Center to discuss your concerns and identify possible courses of action.

**If a student has a complaint about any other aspect of a course,** such as the classroom environment, the instructor, the course's grading system, or class activities (including online and out-of-class activities), please follow the procedure outlined in the Student Catalog under the section "Complaints & Grievances".

#### Student Responsibilities

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with instructors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.
- become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the catalog.
- are responsible for any communication disseminated through the College website, the official College email address, or Canvas, the Learning Management System.

## Academic Honesty

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

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

### Definitions

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

- **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering exam solutions to be resubmitted for grade are considered fraudulent.
- **Cheating:** Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else is considered cheating. These acts may include copying or attempting to copy from another person's test and/or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment and multiple submission of the same work to be graded as different assignments.
- **Plagiarism:** Misrepresenting someone else's words, ideas or data as one's own original work is plagiarism. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work.
- **Forgery:** Any attempt to misrepresent another person's signature, initials, computer login or other identifying mark is a forgery.

- **Facilitating Dishonesty:** Actions that are intended to assist another person to commit a dishonest act will be considered facilitating dishonesty.

Procedure

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

## **Student Identification Cards**

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

The student ID is required to check out books in the library, write checks on campus, charge against financial aid in the bookstore, pick up grant and loan checks and participate in school elections. Students with valid Northeast ID are admitted to college activities ad events at no charge. It is the student's responsibility to get the card updated at the start of each new semester.

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

## Student Email

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

## Student Insurance

Accident insurance coverage is provided to all students. If you need any information or a claim form for this policy, please contact the Business Office, 103 Ramsey Hall or call 662.720.7281.

## Class Attendance

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

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

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

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

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

## General Information

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

## Withdrawal from Class

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

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

### Procedure for Class Withdrawal

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

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

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

## Withdrawal from College

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

### Procedure for College Withdrawal

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

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

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

## College Credit

### Semester Hour Defined

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

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

### Credit Hour Loads

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

Part-time - Enrollment in less than 12 hours.

Normal Load - Usually 15 or 16 hours per semester.



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

## Grades/Grading

### Examinations

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

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

### Grades

- A - Superior
- B - Good
- C - Satisfactory
- D - Poor
- F - Failure
- I - Incomplete
- W - Official Withdrawal
- N - Audit
- Z - Pass without Grade Points

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

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

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

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

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

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

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

### Grade Points:

Grade	Grade Points Per Hours
A	4

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B	3
C	2
D	1
F	0
I	0
W	0
N	0
Z	0

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

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

### Repeat Course Policy

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

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

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

### Limitation on Catalog of Record

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

complete their degree program must meet the degree requirements listed in the current catalog at the time of graduation.

## **Auditing Courses**

1. Regularly enrolled students and others may audit a course with permission of the Vice President of Instruction.
2. Any student who audits a course is expected to complete all work with the exception of the final examination.
3. No credit may be granted for audit courses.
4. No laboratory work may be audited.
5. Tuition is charged for auditing courses.

## **Grade Appeal**

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

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

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

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

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

## Forgiveness Grade Policy

Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two (2) consecutive semesters and wish to re-enroll. Under this policy, the student may receive W's for any courses with F's or D's within a single semester. The student will retain credits for any courses in which a grade of C or better was earned.

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

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

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

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

## Make-up Work

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

## Satisfactory Progress

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

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

## Veterans

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

### • Academic Requirements

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

VA

1-888-GI-BILL-1

<https://benefits.va.gov/gibill/>

Northeast: Chassie Kelly

Ramsey Hall

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

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

# Student Conduct

## Student Code of Conduct

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

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

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- |   |   |
|---|---|
| • <a href="#">Code of Student Conduct</a>                                 | • <a href="#">Tobacco Free Environment</a>                  |
| • <a href="#">Discrimination or Sexual and/or Racial Harassment</a>       | • <a href="#">Cell Phone Use</a>                            |
| • <a href="#">Alcohol &amp; Drug Abuse Policy</a>                         | • <a href="#">Wireless Devices</a>                          |
| • <a href="#">Possession, Sale, or Consumption of Illegal Drugs</a>       | • <a href="#">Official Communication by Electronic Mail</a> |
| • <a href="#">Drug Trafficking</a>  | • <a href="#">Intellectual Property Rights</a>              |
| • <a href="#">Illegal Possession</a>                                      | • <a href="#">Prevent Identify Theft</a>                    |
| • <a href="#">Possession, Sale, or Consumption of Alcoholic Beverages</a> | • <a href="#">Networking and Information Technology</a>     |
| • <a href="#">Disciplinary Process</a>                                    | • <a href="#">Eligibility and Acceptable Use</a>            |
| • <a href="#">Disciplinary Sanctions</a>                                  | • <a href="#">DMCA Violations</a>                           |
| • <a href="#">Student Dress Code</a>                                      |   |
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## Code of Student Conduct

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

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

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

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

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

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

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

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

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

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

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



## NEMCC Course Catalog

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

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

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

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

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

Northeast Mississippi Community is dedicated to fostering diversity among its students, employees, and community by cultivating and promoting inclusiveness, awareness, and acceptance. We are devoted to celebrating all differences by creating a campus climate that is welcoming and engaging.

## **Alcohol & Drug Abuse Policy**

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

Northeast Mississippi Community College supports the following:

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

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

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

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

Students are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described:

### **Drug Trafficking**

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

### **Illegal Possession**

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

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

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

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

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

Students shall be subject to state laws outlined as follows:

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

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

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

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

## **Disciplinary Process**

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

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

There are three steps to the discipline process at Northeast:

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

Office within three (3) business days after notice of the action is received. The appeal will be brought before the Discipline Committee. The student may have an adviser accompany him at his own expense.

3. If a student disagrees with the decision of the Discipline Committee, he/she may submit an appeal in writing to the Executive Vice President. Appeals should be turned in to the Vice President of Students office within three (3) business days after notice of the action is received. The decision of the Executive Vice President is final.

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

- The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.
- The record of the hearing will be placed on file in the office of Vice President of Students.
- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

## Disciplinary Sanctions

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

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

**Warning:** Issued for minor infraction of policy. Further violations will result in more serious sanctions.

**Fine:** Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.

**Restriction:** Student is restricted from entering certain facilities or from specified student privileges.

**Supervised Work:** Specified work hours with a campus office or community service.

**Mandatory Counseling/Educational Sessions:** Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.

**Disciplinary Probation:** Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.

**Residence Hall Dismissal:** Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.

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

**Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

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

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

**Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

**Withdrawal:** Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.

**Expulsion:** Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.

**Dismissal:** Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.

**\*Interim Suspension:** Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies.

The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

## Student Dress Code

Northeast students are expected to dress in manner deemed appropriate by the Vice President of Student Services, both in the classroom and at all college-sponsored activities. Students must be fully clothed (including shoes) before entering any classroom, library, auditorium, and the Haney Union. Underwear should remain covered at all times except in a student's assigned residence

hall. All pants and shorts must be worn above the hips and at the waist. Wearing sagging pants are not allowed on campus.

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

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

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

## **Tobacco Free Environment**

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

## **Cell Phone Use**

Cell phones and other wireless communication devices are to be turned off when inside classrooms, labs, or other areas where instruction, group meetings, or performances are in progress. Exceptions may be made in cases of anticipated emergencies provided prior approval is granted by the instructor or person in charge or in times when required by instructor.

## **Wireless Devices**

Students residing in the residence halls should be aware of specific policies concerning computers and networking in campus dorms. In particular, residents are not permitted to install personal wireless network devices, which are connected to the campus wired infrastructure. Wireless users must agree to the Appropriate Computer Use Policy splash screen before the device is allowed access to the network.

## **Official Communication by Electronic Mail**

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

## Intellectual Property Rights

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

## Prevent Identify Theft

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

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

## Networking and Information Technology

Electronic File Sharing

Peer to Peer (P2P) File Sharing

## Eligibility and Acceptable Use

Northeast Mississippi Community College provides information technology for educational, research, and administrative applications by its students, faculty, and staff. The technology guidelines stem from the College’s mission statement and its more general policies and procedures governing faculty, students, staff, and facilities. With only a few exceptions, the present rules simply apply these larger policies and procedures to the narrower information technology context. It balances the individual’s ability to benefit fully from information technology and the institution’s need for a secure and reasonably allocated information technology environment.

For the most up to date Appropriate Computer Use Policy go to [www.nemcc.edu](http://www.nemcc.edu)



## DMCA Violations

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

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

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

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

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

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

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

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a penalty of \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.

- The infringer can be sent to jail for up to 10 years

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

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

# Vehicles Rules and Regulations

## Decals and Vehicle Regulations

### Parking Decals

All students who plan to operate a vehicle on NE Campus must register the vehicle and display a valid Northeast decal.

The fees for parking decals are listed below:

- Commuter: \$50.00 per vehicle, per year. Commuter parking is in selected areas.
- Residential Student Housing: \$50.00 per vehicle, per year. Dorm students are to park in selected dorm parking only. Dorm students cannot park in Commuter parking or Premium Parking.
- Premium Parking: \$100.00 per vehicle, per year. Purchasing a Premium Parking Decal will allow students to park on the boulevard. If Premium Parking is purchased, students will only be allowed to park in selected are.

Decals must be permanently affixed to the driver's side back window. In case of tinted window or convertible, decal should be placed on the driver's side front windshield.

If a registered vehicle is sold, traded, or disposed of, it is the responsibility of the individual who registered the vehicle to remove the decal and register the replacement vehicle. The original decal may be returned to the Office of Residential Student Services for a replacement decal, otherwise a new decal must be purchased for the price listed above.

Providing false vehicle registration information or displaying an invalid decal will result in disciplinary action.

Process for registering a Handicapped Parking Decal will be given upon request.

Students are responsible for reviewing and following all motor vehicle rules and regulations.

### Campus Color Codes

- Blue = Handicap
- Yellow = Employee
- White = Student

### Vehicle Registration Decal Codes

- F/S = Faculty/Staff
- B = Board Member
- H = Handicap

## Temporary Parking Permits

Temporary parking permits may be obtained for a period of five consecutive school days with a maximum of three issued per semester. These permits are available free of charge for those students who have purchased a permanent decal and have a need to drive a non-registered vehicle to the NEMCC Campus. Exceptions must be approved by the Director of Residential Student Services in Ramsey Hall, Suite 112.

## Visitor Parking

Visitor parking is for person or persons that are visiting on campus and cannot be identified as a student or employee.

## Parking and Traffic Regulations

Individuals who register a motor vehicle are responsible for their vehicle at all times.

NEMCC parking regulations prohibit vehicles from backing into or pulling through a parkingspace. Adequate parking space is available on campus. Lack of parking space is not considered a valid excuse for violation of parking regulations.

Vehicles should not be parked in a manner that obstructs parking or traffic. In addition, no vehicles shall park on:

- Sidewalks
- Lawns or Grassy Areas
- Driveways
- Loading Zones
- No Parking Zones
- Crosswalks

Additional parking is available in the parking lot behind Mississippi Hall.

The speed limit on all college owned streets is 20 miles per hour. A student who drives or operates a vehicle in an unsafe manner will receive a citation and driving privileges could be revoked.

All pedestrians shall have the right of way at all times on the campus; however, no one must endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing the street at other than authorized lines (crosswalk), or by willfully walking or congregating in the street.

## Traffic Citations

Traffic citations for parking will be \$20 per occurrence unless otherwise indicated.

All traffic citations should be paid within five school days (see due date on the ticket). Tickets not paid within five school days will increase in cost. Tickets may be paid in the Office of Residential Student Services in Ramsey Hall, Suite 112. Tickets will be charged to student accounts and billed for non-payment after five business days.

## Traffic Citation Appeal Process

Traffic citations may be appealed through the following process:

1. Appeals must be made within five school days of the issued date on the ticket (see due date).
2. An appeal can be made in the Office of Residential Student Services in the Ramsey Hall.
3. The Traffic Appeal Committee of the College will meet to consider appeals, and those who appeal will be notified of the decision of the committee.
4. If an appeal is denied, all tickets stand as originally issued and if overdue, tickets will double.

# Student Honors

## Student Honors

### Honors Institute

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

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

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

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

#### Honors Scholar

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

#### Distinguished Scholar

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

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

#### Hall of Fame

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

## **Honor Graduates**

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

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

## **Honor Rolls**

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

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

## **Who's Who Among Students in American Junior Colleges**

Students are selected by faculty and are chosen on the merits of scholarship, leadership, and citizenship. Biographies of students selected are included in the Who's Who Among Students in American Junior Colleges annual edition.

## **Student Awards**

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

# Immunizations & Drug Testing Policies

## Immunizations & Drug Testing Policies

### Allied Health Students Immunizations

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

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

### Health Sciences Drug Testing Policy

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

### Diesel Power Technology Drug Testing Policy

The Diesel Power Technology Program and Heating and Air Conditioning Technology Program of Northeast Mississippi Community College has an obligation to provide a safe learning environment for all students and industry members who may be impacted by the training of students in the program. The Diesel Power Technology Program and Heating and Air Conditioning Technology Program require students to work with and around hazardous equipment with the potential to cause severe injury or death to themselves or others around them. Students in the lab/shop areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students that are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and industry members. The purpose of this policy is to promote safety, employability and to prevent



a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes. The Diesel Power Technology Program and Heating and Air Conditioning Technology Program Advisory Boards which consists of industry leaders and employers who maintain industry standards have set forth the following policy for program testing.

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

- The cost associated with testing and retesting will be the responsibility of the student and will be included in fees for the course, all testing will be completed at a location approved by the instructor and division head. All tests will be Federal DOT panel drug screens. All students will be transported to the testing facility by college personnel in a college vehicle; personal vehicle travel will not be allowed.
- Test results shall be forwarded directly to the program instructor, Division Head and/or Vice President of Instruction, along with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus individuals listed. These individuals shall have authority to determine which institutional personnel have a legitimate need-to-know access to specific information.
- A student who is present on the day of the random drug screen cannot be excused from the screening process. If a student leaves the campus/ facilities without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours of the start time of the testing period, it will be considered a Refusal to Test (Federal DOT law) unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.
- If a student is absent the day of testing, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 a.m. and 2:00 p.m. In the event a student refuses to test within the time listed, this will be considered a failed test resulting in the student being removed from the program effective immediately.
- Drug screen results must meet clinical agency requirements which include a drug screen that is negative for illicit drugs and/or documented current prescription(s). If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be required to withdraw from the program. The student will be allowed to withdraw, within college policies, procedures and guidelines. Students who do not withdraw will receive a grade of F in all program courses.
- Test results or specimens that have been determined to be altered by the student shall also be grounds for withdrawal from the program.
- This policy is for the Diesel Power Technology Program admissions and/or program continuance; however, it does not affect general college admission or the right of a student to pursue other college programs at Northeast Mississippi Community College.

## NEMCC Course Catalog

- If a student is required to withdraw due to failing a drug screen, a student may reapply for admission into the program the following year. Before readmission will be allowed, a drug screen must be completed. In the event another random screen is failed, the student will be ineligible for readmission to the program.
- If reasonable suspicion of substance abuse exists regarding a student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the student will be requested to consent to a drug test at the expense of the student.
- If a student wishes to appeal a positive drug test, the student needs to follow the Complaint/Grievance Appeals Procedures for Academic Matters

# Catalog Home

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

## **SEVENTY-SECOND ANNUAL CATALOG 2020-2021**

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

Published Annually By

**NORTHEAST MISSISSIPPI COMMUNITY COLLEGE**

Booneville, Mississippi 38829

Telephone: 662.728.7751

Toll Free: 800.555.2154

[www.nemcc.edu](http://www.nemcc.edu)

# General Information

## Growth, Development, & Purpose

### Growth & Development

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

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

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

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

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

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

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

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

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

### **Purpose Statement**

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

### **Institutional Goals**

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

- to provide accessible, high quality and cost-effective curricula that prepare students for continued studies or transfer to four-year institutions
- to provide industry-focused career and technical education that is student-centered, comprehensive, and responsive to the employment needs of business and industry
- to provide a program of student services that will facilitate the educational, career, personal, and social growth of students
- to provide developmental studies within the curriculum to strengthen the basic skills of students

- to offer continuing education, community services, and adult education for individuals striving for personal and professional growth and/or personal enrichment
- to provide employer-driven, industry-specific workforce education and training to businesses, industries, and individuals
- to provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction

## Letter from the President

Northeast just completed one of the most **successful years** in its history. In January of 2017, Northeast kicked off the **Grow Northeast** campaign. The intention of this endeavor was not only to increase our enrollment, but to establish, as is the case with any organization, company, or educational institution, a foundation for excellence.

As you will see from the list of “goals to grow” shown here, **student success** is our first priority. We must constantly be searching and exploring new ways and means to embrace learning and classroom instruction. The success of our students is at the forefront of our desire to grow.

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

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

We covet **your support** as we constantly monitor and measure our progress in each one of our Grow Northeast foundation areas.

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

In recent days, Northeast has certainly been **challenged financially**. State appropriations are gradually decreasing and we must now maintain a level of excellence with less dollars from the State of Mississippi. We are currently responsible for securing more than **sixty percent** of our yearly budget from locally created funds. We have now become a state assisted institution rather than a state supported institution.

Northeast is fortunate to have a tremendous **Board of Trustees**. This group is very supportive of our work and the Grow Northeast vision. With their guidance and

leadership, I can only envision Northeast becoming a greater and greater asset to Northeast Mississippi.

Northeast has been very successful in past years primarily due to the passion, devotion, and energy of all the **employees of Northeast**. We have a workforce that is second to none. They are the strength of this institution.

I **invite you to investigate** all the possibilities that are available at Northeast. Please come anytime. Join us as we **Grow Northeast!**

Best Wishes,  
Ricky G. Ford  
President

## Board of Trustees

[—Board of Trustees](#)

## Accreditation

### Institutional Accreditation

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, Associate of Applied Science degree, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Northeast Mississippi Community College.

Any inquiries to the Commission on Colleges should relate only to the accreditation status of this institution and not to general admission information.

Inquiries concerning educational programs, admission, etc. should be addressed to the Office of Admissions.

Accreditation reaffirmation documents and reports may be reviewed in the Office of the Executive Vice-President.

Accreditation information for NEMCC Health Sciences programs is listed on the following chart:

### Health Science Programs Accreditation

Program (Last Reviewed)	Accrediting Agency	Address
Associate Degree Nursing	Accreditation Commission for	3343 Peachtree Road, Suite 850

**NEMCC Course Catalog**

<p>ACEN (February 2015)</p> <p>IHL Annually Reviewed (May 2020)</p>	<p>Education in Nursing (ACEN)</p> <p>Board of Trustees of State Institutions of Higher Learning</p>	<p>Atlanta, GA 30326 (404) 975-5000 <a href="http://www.acenursing.org">www.acenursing.org</a> 3825 Ridgewood Rd Jackson, MS 39211 (601) 432-6486</p>
<p>Dental Hygiene (April 2018)</p>	<p>Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the USDE</p>	<p>211 East Chicago Avenue Chicago, IL 60611 (312) 440-2500</p>
<p>Medical Assisting Technology (September 2019)</p>	<p>Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of Medical Assisting Education Review Board (MAERB)</p>	<p>9355 - 113th Street North #7709 Seminole, FL 33775 (727) 210-2350 <a href="http://www.caahep.org/">http://www.caahep.org/</a></p>
<p>Medical Laboratory Technology (November 2017)</p>	<p>National Accreditation Agency for Clinical Laboratory Science (NAACLS)</p>	<p>5600 N. River Road, Suite 720 Rosemont, IL 60018-5119 (773) 714-8880</p>
<p>Practical Nursing Education (September 2016)</p>	<p>Mississippi Community College Board (MCCB)</p>	<p>3825 Ridgewood Road Jackson, MS 39211 <a href="mailto:mail@jrcert.org">mail@jrcert.org</a> (601) 432-6519</p>
<p>Radiologic Technology (June 2017)</p>	<p>Joint Review Committee on Education in Radiologic Technology (JRCERT)</p>	<p>20 North Wacker Drive, Ste. 2850 Chicago, IL 60606-3182 (312) 704-5300</p>
<p>Respiratory Care Technology (July 2013)</p>	<p>Commission on Accreditation for Respiratory Care (CoARC)</p>	<p>1248 Harwood Road Bedford, TX 76021-4244 (817) 283-2835 (817) 354-8517</p>



## **Development Foundation**

### **Northeast Mississippi Community College Development Foundation, Inc.**

#### **A Quality Investment for Excellence**

The Northeast Mississippi Community College Development Foundation, Inc., aspires to strengthen the college through its private fund raising efforts. The Northeast Development Foundation works to solicit and receive gifts to support students, faculty and administration at Northeast Mississippi Community College.

The Northeast Development Foundation, a non-profit corporation, offers a comprehensive program of giving opportunities through its office on the campus at Northeast.

The Northeast Development Foundation is specifically responsible for gift programs involving estate planning, real estate, insurance, endowments, annuities, trusts, pooled income funds or other special gifts that require ongoing management or binding agreements.

Equally important, the Northeast Development Foundation manages and invests all private gifts to the college.

#### **Governing Body**

The Northeast Development Foundation is governed by a Board of Directors which establishes policy for all its functions - fund raising, public relations, administration, accounting and investments.

The Board of Directors of the Northeast Development Foundation is composed of membership from the five-county area the college serves. The Northeast Development Foundation's charter also gives the Board of Directors authority to allow other persons, firms and corporations to become members subject to approval by the entire board.

Northeast Mississippi Community College Development Foundation, Inc., a nonprofit corporation, was established in 1969 to promote and support the educational performance at the college. The Development Foundation has qualified under United States Internal Revenue Department regulations for tax-exempt status, thus making gifts deductible for income tax purposes.

If interested in becoming a Northeast Development Foundation member and/ or making a contribution or bequest for the advancement of Northeast Mississippi Community College, please contact D. Patrick Eaton at (662) 720-7165.

# Clinical Affiliates for the Division of Health Sciences

[Print-Friendly Page](#)

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## Clinical Affiliates

Clinical experiences are available through contractual arrangements with Mississippi community health care institutions, both public and private. If a student is prohibited from attending clinical experiences at any of the scheduled Mississippi community health care institutions, public or private, the student must notify the Program Director immediately. The student's ability to progress in their program of study will be evaluated on an individual basis. If a duplicate/equivalent site is available, the student may be allowed to complete the clinical experience. A duplicate/equivalent site is not guaranteed, and being unable to attend clinical at some clinical facilities may result in a student's failure to progress in their program of study.

### Associate Degree Nursing

Baptist Memorial Hospital	Booneville & New Albany, MS
Corinth School District	Corinth, MS
Corinth Surgery Center	Corinth, MS
Landmark Nursing and Rehabilitation Center	Booneville & New Albany, MS
Lee County School District	Tupelo, MS
Longwood Community Living Center	Booneville, MS
Magnolia Regional Health Center	Corinth, MS
Mississippi Care Center of Alcorn County	Corinth, MS
North Mississippi State Hospital Services	Tupelo, Baldwin, & Iuka, MS
New Albany Health and Rehab	New Albany, MS
North Mississippi Health Services	Baldwin, Iuka, & Tupelo, MS
North Mississippi Medical Center	Tupelo & Iuka, MS
North Mississippi Medical Center - Nursing Facility	Baldwin, MS
North Mississippi Medical Center - Home Health & Hospice	
North Mississippi State Hospital	Tupelo, MS
Prentiss County School District	Booneville, MS
Region IV Mental Health Services	Corinth & Tupelo, MS
Ripley Manor Nursing Home	Ripley, MS
Tippah County Hospital	Ripley, MS
Tishomingo County School District	Iuka, MS
Union County Health and Rehab	New Albany, MS

## Medical Assisting

North Mississippi Primary Care	Ashland, MS
Baldwyn Medical Clinic	Baldwyn, MS
Booneville Medical Clinic	Booneville, MS
Nathan Baldwin, M.D.	Booneville, MS
Northeast Mississippi Internal Medicine	Booneville, MS
Magnolia Regional Health Center Clinics	Corinth, MS
Noyes Family Care Center	Corinth, MS
Physician's Urgent Care	Corinth, MS
Pratt Family Medical Clinic	Corinth, MS
The Magnolia Women's Clinic, P.A.	Corinth, MS
William Jackson, M.D.	Corinth, MS
Williams Medical Clinic	Holly Springs, MS
Iuka Medical Clinic	Iuka, MS
Segars Clinic	Iuka, MS
Internal Medicine and Pediatric Clinic of New Albany	New Albany, MS
Creekmore Family Practice Clinic, PLLC	New Albany, MS
Primary Care Clinic of Ripley	Ripley, MS
Ripley Health Care Associates	Ripley, MS
Acute Care + Family Clinic of Tupelo	Tupelo, MS
Barnes Crossing Medical Clinic	Tupelo, MS
Endocrine & Metabolic Disorders Institute	Tupelo, MS
Family Medicine Residency Center	Tupelo, MS
Sanders Clinic for Women	Tupelo, MS
Tupelo Medical Group	Tupelo, MS

## Medical Laboratory

Gilmore Memorial Regional Medical Center	Amory, MS
Baptist Memorial Hospital	Booneville, MS
Magnolia Regional Health Center	Corinth, MS
Pratt Clinic	Corinth, MS
Segars Clinic	Iuka, MS
Baptist Memorial Hospital - North Mississippi	Oxford, MS
North MS Medical Center	Tupelo, MS
Tippah County Hospital	Ripley, MS
Hardin Medical Center	Savannah, TN
Helen Keller Memorial Hospital	Sheffield, AL
Barnes Crossing Medical Clinic	Tupelo, MS
Internal Medicine Associates - North MS Medical Services	Tupelo, MS
Baptist Memorial Hospital	New Albany, MS
Alliance Healthcare	Holly Springs, MS

## NEMCC Course Catalog

Northeast MS Internal Medicine  
NMMC - Pontotoc Hospital  
Booneville, MS  
Pontotoc, MS

### **Practical Nursing Education**

Nurse Med II  
Baldwyn, MS  
Baptist Memorial Hospital  
Booneville, MS  
Booneville Community Health Center  
Booneville, MS  
Faith Family Clinic  
Booneville, MS  
FamilyMed 101  
Booneville, MS  
Landmark Nursing and Rehabilitation  
Center  
Booneville, MS  
Longwood Community Living Center  
Corinth, MS  
Family Medical Center  
Corinth, MS  
Magnolia Regional Health Services  
Corinth, MS  
Mississippi Care Center  
Corinth, MS  
Faith Family Clinic  
Kossuth, MS  
Baptist Memorial Hospital  
New Albany, MS  
Baptist Memorial Medical Group  
New Albany, MS  
Family Clinic of New Albany  
New Albany, MS  
Union County Health and Rehab  
New Albany, MS  
Family Care Clinic  
Ripley, MS  
Nurse Med I  
Ripley, MS  
Tippah County Health Services  
Ripley, MS  
Acute Care Clinic of Pontotoc  
Pontotoc, MS  
Sunshine Health Care, Inc.  
Pontotoc, MS  
NMMC Behavioral Health  
Tupelo, MS  
Regional Rehab  
Tupelo, MS

### **Radiologic Technology**

Verdenda Adams, RT(R)  
Candace Dunaway, R T(R)  
Reid Roberts, RT (R)  
Magnolia Hosptial - Corinth, MS  
Magnolia Orthopedics - Corinth, MS  
Baptist Memorial Hospital - Booneville,  
MS  
Jason Hubbard, R T(R)  
Phillip Nanney, R T(R)  
Jennifer LaMontagne, R T (R)  
Tippah County Hospital - Ripley, MS  
Mitias Orthopedics- New Albany, MS  
Baptist Memorial Hospital- New Albany,  
MS  
Karen Barnes, R T (R)(M)  
North MS Medical Center - Iuka, MS

### **Respiratory Care Technology**

Medical Director - B. Wayne McAlpin,  
M.D.  
Baptist Memorial Hospital  
Booneville MS  
Magnolia Regional Health Center  
Corinth MS  
Eliza Coffee Memorial Hospital  
Florence, AL  
North Mississippi Medical Center  
Iuka, MS  
Jackson Madison County General  
Hospital  
Jackson, TN

## NEMCC Course Catalog

Baptist Memorial Hospital  
Tippah County Hospital  
Baptist Memorial Hospital  
North MS Medical Center  
Helen Keller Hospital

Oxford, MS  
Ripley, MS  
New Albany, MS  
Tupelo, MS  
Tuscumbia, AL

# Calendar

## NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

### 2021-2022 College Calendar

#### Fall Semester 2021

April 9 - August 13 Classes		Registration Day/Evening /E-Learning
August 5 Campuses, 3:30- 6:00 p.m.)	Thursday	Extended Registration Hours (All
August 11 Closed)	Wednesday	College In-Service (Offices
August 16	Monday	Full Term Seated Classes Begin
September 6 Evening Classes Meet	Monday	Labor Day Holiday - (College Closed) -
September 17 Graduation	Friday	Last Day to Apply for December
November 8-11	Monday - Thursday	Advising Week for Spring 2022
November 12	Friday	Priority Registration Day
November 22-26 Closed)	Monday - Friday	Thanksgiving Holidays - (College
December 2	Thursday	Last Day of Full Term Seated Classes
December 6-9 Classes	Monday - Thursday	Final Exams for Full Term Seated
December 13-16	Monday - Thursday	Administrative Offices Open
December 17- 31	Friday- Friday	Winter Break-(College Closed)

#### Spring Semester 2022

November 12 -January 7		Registration Day/Evening/E-Learning
January 3	Monday	Administrative Offices Open
January 6 (3:30 p.m. - 6:00 p.m.)	Thursday	Extended Registration Hours Albany
January 10	Monday	Full Term Seated Classes Begin

## NEMCC Course Catalog

January 17 Classes Meet	Monday	Holiday - (College Closed)-Evening
February 4	Friday	Last Day to Apply for May Graduation
March 14 -18	Monday - Friday	Spring Holidays - (College Closed)
April 4-7 2022	Monday-Thursday	Advising Week for Summer and Fall
April 8	Friday	Priority Registration Day
April 15	Friday	Holiday (College Closed)
April 28	Thursday	Last Day of Full Term Seated Classes
May 2-5 Classes	Monday - Thursday	Final Exams for Full Term Seated
May 11	Wednesday	Graduation Rehearsal
May 12, 13 Ceremonies	Thursday - Friday	73 <sup>rd</sup> Annual Commencement

### **Summer Session 2022**

#### **First Term Summer 2022**

April 8 -June 3 Classes		Summer I Registration Day/Evening
June 6	Monday	Day/Evening Classes Begin
June 7 Classes	Tuesday	Last Day to Register Day/Evening
June 30 Evening Classes	Thursday	Last Regular Class Meeting - Day/
July 1	Friday	Final Exams - Day/Evening Classes

#### **Second Term Summer 2022**

April 8 - July 8		Registration Day/Evening Classes
July 4 Closed)	Monday	Independence Day Holiday (College
July 11	Monday	Day/Evening Classes Begin

## NEMCC Course Catalog

July 12 Classes	Tuesday	Last Day to Register Day/Evening
August 4 Evening Classes	Thursday	Last Regular Class Meeting - Day/
August 5	Friday	Final Exams - Day/Evening Classes

### HOLIDAY SCHEDULE

#### NON-INSTRUCTIONAL PERSONNEL

#### 2021-2022

(July 1, 2021 - June 30, 2022)

<u>HOLIDAY</u>	<u>Begins</u>	<u>Resume Work</u>	<u>Total Days</u>
Independence Day 2021	July 2	July 5	1
Labor Day	September 6	September 7	1
Thanksgiving Day	November 22	November 29	5
Winter Break	December 17	January 3	11
Holiday	January 17	January 18	1
Spring Holidays	March 14	March 21	5
Holiday	April 15	April 18	1
Memorial Day	May 30	May 31	1
Independence Day 2022	July 4	July 5	1



# Calendar Grid

# Exam Schedules

## Fall 2021 Exam Schedule

### Monday, December 6th

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

### Tuesday, December 7th

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

### Wednesday, December 8th

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

### Thursday, December 9th

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

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, December 6th.
- Seated Short Term 2 Exams will be given on Wednesday, December 8th and Thursday, December 9th.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

## Spring 2022 Exam Schedule

### Monday, May 2nd

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

### Tuesday, May 3rd

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

### Wednesday, May 4th

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

### Thursday, May 5th

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

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, May 2nd.
- Seated Short Term 2 Exams will be given on Wednesday, May 4th and Thursday, May 5th.

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

# Who to See

# Admissions

## Admissions

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

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

Regular  
Transfer  
Visiting  
Dual  
Early  
International

### Regular “New” Admission

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

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

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

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

\*Amended June 2019.

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

## **Transfer Admission**

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

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

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

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

## **Visiting Student Admission**

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

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

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

## Dual Admission

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

University Transfer/Academic students:

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

Career and Technical students:

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

## Dual Credit

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

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

## International Admission

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

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

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

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

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

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



## Senior Citizen Admission

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

## MI-BEST Integrated Pathways Program

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

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

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

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

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

## Admission into the CTE Specialty Dual Enrollment Programs

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

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

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

## Admission Appeals

The Director of Enrollment Services/Registrar reviews all materials submitted by transfer applicants with a GPA of below a 2.0 from their transfer Institution. Any transfer

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

## Readmission Requirements

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

## Suspended/Excluded Students

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

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

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

## Residency

### Resident Requirements

Northeast Mississippi Community College determines the status of applicants and students as interpreted from laws enacted by the Mississippi Legislature. The residential status of students under age 21 is that of their parent. For students over 21 years of age, residential status is the place where he/she physically resides with the intention of remaining there indefinitely. Proof of residency documents and additional information is available in the Office of Enrollment Services located in Ramsey Hall. **Students must have resolved all residency challenges with the Office of Enrollment Services prior to enrollment.**

## Placement Testing

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

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

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

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

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

## ACT Superscore

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

# Admission to Health Science Programs

## Admission to Health Science Programs

1. Applicants to Health Science Programs must meet requirements for admission to the college.
2. Program specific applications must be submitted by May 1st for August admission or November 1st for January admission (admission in January is limited to readmission applicants). Dental Hygiene applications are due by April 1st.
3. Applicants to Health Science Programs must provide to the college records office proof of a composite ACT score of 17 or greater and a cumulative GPA of 2.00 or greater.
4. Applicants whose ACT scores are below 17 may be considered for admission after completion of 12 semester hours of prescribed academic courses with a CGPA of 2.00 or greater.
5. Applicants to Health Science Programs (with the exception of Medical Laboratory Technology and Medical Assisting Technology) must complete [BIO 2514](#) and [BIO 2524](#) with grade of "C" or greater prior to admission.
6. Acceptable Health Status - Once admitted, Allied Health students must supply, on program forms, proof of a physical examination and identified immunizations and tests and must document an acceptable health status. Review of the submitted data may result in the request for additional documentation, psychiatric evaluation, and/or drug/alcohol screens if indicated. Students must comply with any such requests. Students must be able to exhibit performance requirements which include adequate cognition, sensory, affective, and psychomotor abilities, i.e. vision, hearing, mobility, speaking, and manual dexterity. Final admission status cannot be determined until the health status has been validated. Students may not attend clinical experiences until acceptable health status has been validated.
7. Criminal Background/Fingerprinting Procedure - In accordance to the Mississippi State Law as stated in the State Statute §37-29-232, Northeast Mississippi Community College Health Science Programs: Associate Degree Nursing, Medical Assisting Technology, Medical Laboratory Technology, Practical Nursing Education, Radiologic (Medical) Technology, and Respiratory Care Technology require students to submit to and satisfactorily complete a criminal background check/ fingerprinting. Admission may be rescinded and reversed based on review of the students' criminal background check. At any time, the college may ask a student to clarify current legal status by completing the fingerprinting process. Students who refuse to submit to a criminal background check/fingerprinting or do not pass the criminal background check/fingerprinting will be dismissed from the program. Students who are dismissed from a Health Science Program may seek admission into another educational program that does not have a clinical component requirement in its curriculum.
8. CPR Certification - All students admitted to Health Science Programs must obtain and maintain current American Heart Association CPR certification for Health Care Providers.

NOTE: Meeting eligibility requirements does not guarantee admission to any program of study. Applicants are rated and ranked on program rating tools. These rating tools are available with the program application. Applications are available from the Division of Health Sciences office in Childers Hall and from the NEMCC website.

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

**In addition, the following requirements exist for the following programs:**

#### **Dental Hygiene Technology**

Applicants for the Dental Hygiene Technology program must have completed the Pre-Dental Hygiene curriculum with a grade of “C” or higher before being admitted to the program. Completion of the Pre-Dental Hygiene curriculum does not guarantee admission to the Dental Hygiene Technology program.

#### **Medical Assisting Technology**

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

#### **Medical Laboratory Technology**

Applicants should seek an advising appointment with the MLT faculty.

#### **Practical Nursing Education**

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

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

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

#### **Respiratory Care Technology**

Applicants for the Respiratory Care Technology program must complete either [MAT 1233](#) or [MAT 1313](#) with a grade of “C” or higher before admittance to the program.

### **Admission to the Associate Degree Nursing Program**

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

1. Applicants must apply to the Office of Admissions and be accepted by the college.
2. In addition, applicants must complete the A.D.N. application for admission. A.D.N. program applications are available from the Division of Health Sciences office and

from the NEMCC website, [www.nemcc.edu](http://www.nemcc.edu). Applications must be submitted by April 1st for applicants wishing to be considered for admission to the program for the fall semester and November 1st for admission for the spring semester. Only transfer and advanced placement students or students needing to repeat a nursing course are considered for spring admission. Late applications for admission will be considered only if space remains available.

3. Completed application forms may be mailed to:

Associate Degree Nursing Program  
Childers Hall  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

### Minimum Eligibility Requirements

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

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

### **Acceptable Health Status**

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

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

### **Criminal Background Check**

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

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

1. The misuse or abuse of substances is inconsistent with the ideals of health care.
2. Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study

3. The NEMCC ideal is a drug free educational and work environment.
4. **When asked to comply with substance screening, a student must comply or the student will be dismissed from the program of study.**
5. **Results of screening may result in the dismissal of a student from the program of study.**
6. **A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.**



# Credit by Examination and Placement Testing

## Credit by Examination

### Advanced Placement (AP Credit)

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

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

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

<b>AP Examination</b>	<b>Score</b>	<b>Hours Credit</b>	<b>Northeast Course</b>
Biology	3	4	BIO 1134
English Language/ Comp	3	3	ENG 1113
English Language/ Comp	4/5	6	ENG 1113/ENG 1123
Calculus AB	3	3	MAT 1513 or MAT 1613
Calculus BC	3	6	MAT 1523 or MAT 1623
U.S. History	3	3	HIS 2213
U.S. History	4/5	6	HIS 2213/HIS 2223

### Challenge Examinations - Nursing

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

Steps in seeking advanced placement:

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

## Challenge Examinations

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

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

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

If a student makes a satisfactory grade on the exam, the instructor will submit the grade to the Vice President of Instruction’s Office. The Vice President of Instruction will write a memo to the Records office and the Business office. Once the student has paid the transcribing fee, the Business office will notify the Records Office. The Records Office will record a the grade of “Z” for the course.

## List of Challenge Exams

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

## NEMCC Course Catalog

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

### **Military Credit**

When a student requests that military credits be evaluated for transfer credit, the student will provide the original Joint Services Transcript (JST) form to the college. This form/transcript lists the military education and experiences with the course descriptions along with recommendation for college course credit. Upon review of the JST by the

registrar, Northeast credit may or may not be awarded. The JST will be placed in the student's file and remain part of their permanent record.

There is no transcription fee for military credit.

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

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

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

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

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

### **Eligibility**

To be eligible for articulated credit, a student must:

- Complete the articulated Secondary Career and Technical Education Program
- Score 70% or higher on the Mississippi Career Planning and Assessment System (MS-CPAS2) in their secondary program of study

To be awarded articulated credit, a student must:

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

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

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

## Placement Testing

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

Students with ACT English sub scores 16 and below will be registered for ENG 0113 Beginning English. Completion of this course with a “C” will qualify the student for entry in ENG 1113 - English Composition I. Students who wish to challenge their English placement according to the departmental challenge exam.

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

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

Students who wish to challenge their mathematics placement should see the Math/ Science Division Head in McCoy Hall. Students who wish to challenge their English placement should see the Humanities & Languages Division Head in Anderson Hall.

There is no transcription fee for placement exams.

# Business Management Technology

## Business Management Technology

[Rebecca Elliott, Crystal White]

(Associate of Applied Science)

The Business Management Technology program is an instructional program designed to provide students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships. Successful completion of the first year (30 hours) leads to the Business Management Technology Certificate. Students successfully completing the full 60 hours will be awarded an Associates of Applied Science degree.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-1763	Communications Essentials	3
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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.

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BAD-1113	Introduction to Business	3
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This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment,

entrepreneurship, marketing, management, financial management, and business careers.

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-1243	Microsoft Word II	3
This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.		
BOT-2613	Entrepreneurial Problem Solve	3
This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices.		

NEMCC Course Catalog

ENG-1113                      English Composition I                      3  
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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

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SBA-ELECT                      Social/Behavioral Science 3  
   Elective

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No Description Available

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**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three

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BOT-2233	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.

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BOT-1473	Introduction to Marketing	3
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This course surveys American and International marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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MAT-ELECT*	Math Elective	3
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No Description Available

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\*Student may select MAT 1313 College Algebra or SCI-ELECT Science Elective (4 hours)

**Notes:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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CIP: 520201

Program of Study Code: 8604

[Return to Programs of Study](#)

# Programs of Study

## Programs of Study

### University Transfer Programs

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

#### **Associate of Arts Degree:**

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

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

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

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

Career and Technical Education (CTE) encompasses a variety of challenging fields in diverse subject areas that are constantly evolving to meet employment

needs. Northeast offers many CTE programs through the divisions of Business and Engineering Technology and Health Sciences.

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

### **Associate of Applied Science Degree:**

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

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

### **Career and Technical and Health Sciences Certificate Programs**

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

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

#### **University Transfer**

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

#### **Career and Technical**

- [Accounting Technology](#)
- [Administrative Office Technology](#)
- [Automotive Mechanics & Automotive Services Technology](#)
- [Business Management Technology](#)

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

### **Career and Technical Certificate**

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

### **Health Sciences**

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

### **Health Sciences Certificate**

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



# Civil Engineering Technology

## Civil Engineering Technology

[Stewart Moore]

(Associate of Applied Science)

Civil Engineering Technology prepares a person for positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices.

The graduate is trained to work with the civil engineer in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing soils, asphalt, and concrete tests required for foundations and construction. Up-to-date equipment usage is stressed, including the surveying computer. Students successfully completing program will receive degrees in Associate of Applied Science.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		
CIT-1413	Elementary Surveying	3
Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors.		
CIT-1213	Civil Construction Methods	3
A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.		
CTE-1143	Fundamentals of Electrical Cons. Manu	3
This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.		
DDT-1313	Computer Aided Design I	3

This course will introduce the student to the operating system and how to perform basic drafting on CAD software.

## Second Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

CIT-1113	Route Surveying	3
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(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting.

CIT-1223	Road Construction Plans/ Specs	3
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A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

DDT-1323	Computer Aided Design II	3
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(Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols.

ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
CIT-2434	Land Surveying	4

(Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys.

CIT-2113	Legal Principles of Surveying	3
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## NEMCC Course Catalog

A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434.

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CSC-1123                      Computer Applications I      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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EL-A-ELECT                      Academic Elective                      3

Approved advisor elective: AGR 1214 - Animal Science, AGR 1313 - Plant Science, AGR 2224 - Feeds and Feeding, AGR 2254 - Livestock Judging and Evaluation, AGR 2314 - Basic Soils, AGR 2713 - Principles of Agricultural Economics, ART 1113 - Art Appreciation, ART 1313 - Drawing I, ART 1323 - Drawing II, ART 1383 - Photography I, ART 1433 - Design I, ART 1443 - Design II, ART 1453 - Three-Dimensional Design, ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723 - Art History II BIO 1114 - Principles of Biology I BIO 1124 - Principles of Biology II BIO 1134 - General Biology I BIO 1144 - General Biology II BIO 1214 - Environmental Science BIO 1314 - Botany I BIO 1534 - Survey of Anatomy and Physiology BIO 2514 - Anatomy and Physiology I BIO 2524 - Anatomy and Physiology II BIO 2924 - Microbiology CHE 1213 - General Chemistry I CHE 1223 - General Chemistry II CHE 1313 - Principles of Chemistry CHE 1413 - Organic and Biochemistry Survey CHE 2423 - Organic Chemistry I, Lecture CHE 2433 - Organic Chemistry II CRJ 1313 - Introduction to Criminal Justice CRJ 1323 - Police Administration and Organization CRJ 1363 - Introduction to Corrections CRJ 1373 - Introduction to Homeland Security CRJ 2323 - Criminal Law CRJ 2333 - Criminal Investigation CRJ 2413 - Administration of Criminal Justice CRJ 2513 - Juvenile Justice CSC 1123 - Computer Applications I CSC 2134 - Programming I with C++ ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics ENG 2133 - Creative Writing ENG 2153 - Traditional Grammar ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature ENG 2923 - Writing for Publication FCS 1233 - Principles of Nutrition FCS 1253 - Nutrition FCS 2813 - Family Relationships GEO 1113 - World Regional Geography HIS 1113 - Western Civilizations I HIS 1123 - Western Civilizations II HIS 1163 - World Civilizations I HIS 1173 - World Civilizations II HIS 1613 - Survey of African-American History HIS 2213 - American (US) History I HIS 2223 - American (US) History II HON 1913 MAT 1323 - Trigonometry MAT 1343 - Elementary Functions (Pre-Calculus) MAT 1513 - Business Calculus I MAT 1523 - Business Calculus II MAT 1613 - Calculus I MAT 1623 - Calculus II MAT 1723 - Real Number System MAT 1733 - Geometry, Measurement, and Probability MAT 2113 - Introduction to Linear Algebra MAT 2323 - Statistics MAT 2613 - Calculus III MAT 2623 - Calculus IV MAT 2913 - Differential Equations MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary



Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II HPR 1213 - Personal and Community Health HPR 1213 - Personal and Community Health HPR 1313 - Introduction to Kinesiology/Health, Physical Education, and Recreation HPR 1593 - Health Concepts of Physical Activity, Wellness, and Nutrition HPR 2213 - First Aid & CPR HPR 2711 - Athletic Training Terminology HPR 2723 - Care and Prevention of Athletic Injuries HPR 2733 - Introduction to Athletic Training MUS 1113 - Music Appreciation MUS 2123 - Music Survey (Majors) MUS 1133 - Fun

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## Second Semester — 11-13 hrs

Course	Title	Hours
CIT-2444	GPS Surveying	4
(Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database.		
CIT-2913	Special Project	3
(Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.		
DDT-2153	Civil Planning & Design	3
This course deals with the development of civil planning and design processes.		
ELEC-ADVIS	Advisor Approved Elective	5
No Description Available		

### Notes:

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CIP: 150201

Program of Study Code: 7520

[Return to Programs of Study](#)

# Accounting Technology

## Accounting Technology

[Rebecca Elliott, Crystal White]

(Associate of Applied Science)

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory management while also developing the skills necessary for future advancement. This curriculum integrates accounting and computer operation with training in payroll accounting, income tax accounting, computerized accounting, and Microsoft® Office applications. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms. Successful completion of the first year (30 hours) leads to the Accounting Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.		
BOT-ELECT*	Business & Office Tech Elective	3

No Description Available

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\*BOT Elective should be selected from BOT 2423 Income Tax Accounting or BOT 2623 Principles of Business Finance.

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications 3	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
BOT-2463	Payroll Accounting	3
(Prerequisite: ACC 1213) This course provides an in-depth study of payroll accounting. Lecture/lab.		

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.		
BAD-1113	Introduction to Business	3
This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers.		
ENG-1113	English Composition I	3

## NEMCC Course Catalog

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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ACC-2213	Principles of Accounting I	3
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Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.

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SBA-ELECT	Social/Behavioral Science	3
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Elective

No Description Available

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### Second Semester — 15 hrs

Course	Title	Hours
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BOT-2183	Career Readiness	3
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This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three

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BOT-2233	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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**Notes:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for

note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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CIP:520302

Program of Study Code: 6302

[Return to Programs of Study](#)

# General Studies

## General Studies

The general studies degree program is an individualized program designed to provide greater flexibility in course choices than is available in traditional majors. This program prepares students for many careers and graduate/professional programs.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		
FINE-ELECT	Fine Arts Elective	3
No Description Available		
HUM-ELECT	Humanities Elective	3
No Description Available		
ACA-ELECT	Academic Elective	1
No Description Available		

### Second Semester — 15 hrs

Course	Title	Hours
ENG-1123	English Composition II	3
ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required.		
ACA-ELECT	Academic Elective	1
No Description Available		

ACA-ELECT	Academic Elective	1
No Description Available		

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HUM-ELECT	Humanities Elective	3
No Description Available		

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SBA-ELECT	Social/Behavioral Science Elective	3
No Description Available		

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## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
BIO-1114*	Principles of Biology I	4

A combined lecture and laboratory course for non-science majors that provide an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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SBA-ELECT	Social/Behavioral Science Elective	3
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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\* Student may take any approved SCI-ELECT.

### Second Semester — 16 hrs

\* Student may take any approved SCI-ELECT.

Course	Title	Hours
BIO-1124*	Principles of Biology II	4

A combined lecture and laboratory course for non-science majors that emphasize the survey of the diversity of life, ecology, evolution, and an overview

## NEMCC Course Catalog

of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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ACA-ELECT	Academic Elective	1
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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ACA-ELECT	Academic Elective	1
No Description Available		

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### Notes:

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\*Students should complete the academic courses degree requirements as prescribed by the curriculum of the university to which the student intends to transfer. Only three non-academic hours may be applied toward meeting graduation requirements. Non-academic hours include one-hour physical education, Learning and Life Skills, cooperative education, music, art, drama productions, publications, and technical courses. Technical courses may not be applied toward an A.A. degree with the exception of the 3 non-academic hours.

CIP:240102

Program of Study Code: 2402

[Return to Programs of Study](#)



# Nursing, BSN Track

## Nursing, BSN Track

[Camille Beals]  
(Associate of Arts)

Students planning to transfer to a BSN program at a senior institution should follow the curriculum guidelines and application deadline dates specific to the transfer institution. All students planning to transfer should personally contact the School of Nursing of the transfer institution at least one full academic year prior to the projected date of transfer in order to meet admission requirements, curriculum prerequisites, application deadlines, etc. A maximum of 62 hours of course work may be transferred. A suggested outline is listed below.

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
PSY-1513	General Psychology	3
An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.		
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		
SPT-1113	Public Speaking	3

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

## Second Semester — 16 hrs

Course	Title	Hours
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
ENG-1123	English Composition II	3
ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required.		
FCS-1253	Nutrition	3
A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers.		
MAT-2323*	Statistics	3
(Prerequisite: High School Algebra I and II and ACT math subscore of 19 or above; or MAT 1233 with a "C" or above) Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.		
ART-ELECT	Art Elective	3
No Description Available		

\* Student may elect to take BAD 2323 in lieu of MAT 2323.

## Sophomore Year

### First Semester — 14 hrs

Course	Title	Hours
CHE-1213	General Chemistry I	3
(Concurrent enrollment in CHE 1211 required; must be eligible for enrollment in MAT 1313, or credit in CHE 1313 with a "C" or above.) A lecture course that covers the fundamental principles of chemistry and their application. Chemical		

## NEMCC Course Catalog

nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth.

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CHE-1211	General Chemistry Lab I	1
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(Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

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HIS-ELECT	History Elective	3
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No Description Available

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ENG-ELECT	English Elective	3
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No Description Available

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BSN-ELECT	One Hour Elective for BSN	1
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No Description Available

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### Second Semester — 17 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

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HIS-ELECT	History Elective	3
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No Description Available

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ENG-ELECT	English Elective	3
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NEMCC Course Catalog

No Description Available

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SBA-ELECT	Social/Behavioral Science 3 Elective
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No Description Available

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BSN-ELECT	One Hour Elective for BSN	1
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No Description Available

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CIP:513801

Program of Study Code: 1811

[Return to Programs of Study](#)

# Administrative Office Technology

## Administrative Office Technology

[Rebecca Elliott, Crystal White]  
(Associate of Applied Science)

The Administrative Office Technology program is an instructional program designed to provide training in administrative office procedures, integrated computer applications, and business communication. This curriculum prepares students for entry level positions as records clerks, word processing specialists, and other positions requiring computer skills in an office environment while also developing the skills necessary for future advancement. Successful completion of the first year (30 hours) leads to the Administrative Office Technology Certificate. Students successfully completing the full 62 hours will be awarded an Associates of Applied Science degree.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

BOT-1763	Communications Essentials	3
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This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.

BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

BOT-2233*	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the

interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.

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\*Student may elect to take BOT 1493 - Social Media Management

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications 3	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
BOT-2823	Communication Technology	3
(Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology.		

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.		
BOT-2333	Microsoft Access	3
This course applied database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft Access.		
ENG-1113	English Composition I	3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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BAD-1113	Introduction to Business	3
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This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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## Second Semester — 15 hrs

Course	Title	Hours
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three

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BOT-2133	Desktop Publishing	3
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(Prerequisite: Word Processing BOT 1143 or consent of instructor) This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of processing software.

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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MAT-ELECT*	Math Elective	3
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No Description Available

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\* Student may select MAT 1313 or any SCI-ELECT Science Elective (4 hours).

**Notes:** \*\* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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CIP:520401

Program of Study Code: 8401

[Return to Programs of Study](#)



# Automotive Mechanics & Automotive Services Technology

## Automotive Mechanics & Automotive Services Technology

[Greg Hardin; Jerry Palmer]

(Associate of Applied Sciences)

Postsecondary Automotive Mechanics and Service Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

The ability to diagnose the source of the problem quickly and accurately requires good reasoning ability and thorough knowledge of automobiles.

The Automotive Mechanics and Service Technology program provides the graduate with the basic and technical knowledge needed to repair and service automobiles. The graduate learns troubleshooting, computer diagnosis, parts machining, and repair of automobile concepts. The laboratory is designed and operated in a manner similar to that of an actual automotive mechanics business. Students successfully completing program will receive certificates.

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
ATT-1811	Introduction Safety & Employ Skill	1

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry.

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ATT-2614	Heating & Air Conditioning	4
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This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems.

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ATT-1715	Engine Repair	5
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This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps.

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ATT-2335	Steering & Suspension Systems	5
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This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Second Semester — 19 hrs

Course	Title	Hours
ATT-1213	Brakes	3

This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.

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ATT-2325	Auto Transmissions/ Transaxles	5
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This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly.

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ATT-1315	Manual Drive Trains/ Transaxles	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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AUT-1713	Brake Rotor & Drum Machining	3
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This course includes machining of the brake drum and rotor.

## Sophomore Year

### First Semester — 21 hrs

Course	Title	Hours
AUT-1315	Cylinder Block Service	5
This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.		
ATT-1123	Basic Electrical Systems	3
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components.		
ATT-1133	Adv Elec/Electronic Systems	3
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.		
ATT-1424	Engine Performance I	4
This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance.		
SBA-ELECT	Social/Behavioral Science Elective	3
No Description Available		
FINE-ELECT	Fine Arts Elective	3
No Description Available		

### Second Semester — 18 hrs

Course	Title	Hours
ATT-2435	Engine Performance II	5
This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas.		
ATT-2444	Engine Performance III	4
This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas.		

## NEMCC Course Catalog

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AUT-1216	Cylinder Head Service	6
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This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course.

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MAT-ELECT*	Math Elective	3
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No Description Available

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\*Student may select MAT 1313 or SCI-ELECT Science Elective (4 hours).

**Notes:** All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

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CIP:470604

Program of Study Code: 8470

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# Collision Repair Technology

## Collision Repair Technology

[Randy Mitchell]

(Associate of Applied Sciences)

Collision repair work has variety and challenges - each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques.

Collision body repairers straighten damaged bodies, remove dents and replace crumpled parts that are beyond repair.

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
ABT-1146	Struc Anaylis &Damage Repair I	6

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals.

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ABT-1223	Non. Structural Ana. Dam & Rep I	3
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A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials.

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ABT-1443	Mechanical & Elec. Components I	3
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A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. A n introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations.

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ABT-1313	Refinishing I	3
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A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Second Semester — 18 hrs

Course	Title	Hours
ABT-1153	Struc Analysis & Damage Rep II	3

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass.

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ABT-1323	Refinishing II	3
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Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures.

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ABT-1453	Mechanical & Elec. Components II	3
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A course designed to provide theory and practice in the areas of brakes and electrical.

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ABT-1236	Non-Struc Analysis & Dmg Repai	6
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This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ABT-2163	Structural Ana. & Damage Repair III	3

## NEMCC Course Catalog

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair.

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ABT-2243	Non-Str. Ana. & Damage Repair III	3
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This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices.

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ABT-2336	Refinishing III	6
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A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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### Second Semester — 15 hrs

Course	Title	Hours
ABT-2713	Collision Analysis & Estimation	3

This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement parts, the estimated repair time, and correct use of reference manuals.

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ABT-2813	Shop Operations & Procedures	3
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An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations.

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ABT-2923	Supervised Work Experience	3
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A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

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## NEMCC Course Catalog

ABT-2913                      Spec Prob in Collision      3  
   Rep Tec

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. 6 hour lab

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MAT-ELECT\*                      Math Elective                      3  
No Description Available

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\*Students may select MAT 1313 College Algebra or SCI-ELECT Science Elective (4 hours)

CIP: 470603

Program of Study Code: 8460

[Return to Programs of Study](#)



# Computer Technology

## Computer Technology

[Rebecca Elliott, Crystal White]

(Associate of Applied Science)

The Computer Technology program is an instructional program that is designed to prepare individuals for entry level positions managing computer operations in an office environment while also developing the skills necessary for future advancement. This curriculum offers training in software configuration, troubleshooting, social media management, and basic web design and administration. Successful completion of the first year (32 hours) leads to the Computer Technology Certificate. Students successfully completing the full 60 hours will be awarded an Associates of Applied Science degree.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1763	Communications Essentials	3
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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.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-1493	Social Media Management	3
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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.

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications 3	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
IST-ELECT	Info Systems Tech Elective	3
No Description Available		

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
BOT-1853	Microsoft Excel II	3
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
BAD-1113	Introduction to Business	3
This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment,		

entrepreneurship, marketing, management, financial management, and business careers.

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IST-ELECT	Info Systems Tech Elective	3
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No Description Available

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IST-ELECT	Info Systems Tech Elective	3
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No Description Available

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## Second Semester — 15 hrs

Course	Title	Hours
BOT-2183	Career Readiness	3

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three

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BOT-1243	Microsoft Word II	3
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This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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MAT-ELECT*	Math Elective	3
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No Description Available

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\*Student may select MAT 1313 or SCI-ELECT Science Elective (4 hours)

**Notes:** Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers. Local demands for note taking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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CIP: 520407

Program of Study Code: 8740

[Return to Programs of Study](#)

# Construction Engineering Technology

## Construction Engineering Technology

[Joseph Boren]

(Associate of Applied Science)

Construction Engineering Technology (CON) is an instructional technology program designed to prepare individuals to work within the construction industries and firms in mid-level management operations as estimators, material specialists, planners, project managers, layout specialists, or other construction operations. The program offers instruction and study in the areas of construction materials, surveying, cost estimating, on-site management and supervision, codes and safety, and basic operations of the residential-commercial and heavy construction industry.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CON-1113	Survey of Modern Construction	3
	Fundamentals of the construction environment and construction methods, materials, processes, working, drawing, and specifications	
CON-1213	Construction Materials	3
	Study and testing of the various materials used in the construction industry including reinforced concrete, prestressed concrete, wood, steel, and soil.	
MAT-1313	College Algebra	3
	(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.	
CSC-1123	Computer Applications I	3
	This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.	
ADV-ELECT	Advisor Approved Elective	1
	No Description Available	

## Second Semester — 15 hrs

Course	Title	Hours
CON-1223	Plans & Document Interpretatio	3

Graphic techniques used in the construction industry. Includes computation, of areas and volumes, interpretation of building plans and specifications, symbols, and terms used in the residential, commercial, and heavy construction industry.

CON-1233	Construction Systems I	3
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Common practices of Engineering and business practices in the construction industry. Equipment purchasing and budgeting along with basic engineering principles used in the construction industry.

BAD-2413	Legal Environment of Business	3
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An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment.

ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

DDT-1413	Elementary Surveying	3
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Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors.

## Summer

### Summer — 8 hrs

Course	Title	Hours
CON-2614	Internship	4

(Prerequisite: Successful completion of first year study.) A cooperative program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Variable credit is awarded on the basis of one semester hour per 45 hours of on-site experience. 45 work hours 180 contact hours.

CON-2624	Internship	4
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(Prerequisite: CON 2613-6) Continuation of CON 2614 with advance placement in the on-site construction. 180 contact hours.

Construction Engineering Technology is mathematic and communication oriented. College Algebra and English Composition I/English Composition I (Technical) should be completed before the third semester.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
CON-2313	Construction Layout	3
Principles of site preparation and layout of structures. Use of levels, tapes and surveying instruments. Triangulation calculations, coordinate calculations, differential leveling, and GPS technology are included.		
CON-2123	Construction Cost Estimates	3
(Prerequisite: CON 1113) Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid.		
CON-2233	Construction Systems II	3
(Prerequisite: CON 2123) Common practices of engineering in construction. Basic engineering is used through practices in formwork design and crane applications.		
MAT-1323	Trigonometry	3
(Prerequisite: ACT math subscore 19 or above OR credit in MAT 1233 with a "C" or above.) This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications.		
FINE-ELECT	Fine Arts Elective	3
No Description Available		

### Second Semester — 15 hrs

Course	Title	Hours
CON-2113	Construction Job Site Mgmt	3
(Prerequisite: CON 1113) Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are made through simulated projects.		



# Culinary Arts Technology

## Culinary Arts Technology

[Ginger Cramer]

(Associate of Applied Science)

The Culinary Arts concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a culinary instructor in a commercial kitchen. All students must wear appropriate uniforms for all lab classes. HRT 1213 and 1114 are prerequisites to culinary lab classes and co-requisites to CUT 1513.

Students successfully completing the program may receive certificates for these National Restaurant Association ManageFirst courses: Nutrition, Customer Service, and Hospitality and Restaurant Management. Students will graduate with the ServSafe Food Protection Manager Certification.

HRT and CUT classes should be taken in the order listed below to complete the degree in two years.

## Freshman Year

### First Semester — 17 hrs

Course	Title	Hours
HRT-1213	Sanitation & Safety	3
Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.		
HRT-1114	Culinary Principles I	4
Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.		
HRT-1123	Intro to Hospitality & Tourism	3



An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

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HRT-1511	Hospitality Seminar I	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CUT-1613	Nutrition	3
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This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals.

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CUT-1513	Garde Manger	3
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(Prerequisites: HRT 1114 & HRT 1213) This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation and explores the various duties of the modern garde manger.

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## Second Semester — 16 hrs

Course	Title	Hours
CUT-1134	Principles of Baking	4

(Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment.

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CUT-1124	Culinary Principles II	4
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(Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items.

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HRT-1521	Hospitality Seminar II	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CUT-2223                      Menu Planning                      3

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized.

CUT-2314                      American Regional                      4  
Cuisine

(Prerequisites: HRT 1114 & HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America.

## Sophomore Year

### First Semester — 14 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
CUT-2424	International Cuisine	4

(Prerequisites: HRT 1114 & HRT 1213) A study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology.

HRT-1531                      Hospitality Seminar III                      1

In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

ENG-1113                      English Composition I                      3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

SBA-ELECT                      Social/Behavioral Science                      3  
Elective

No Description Available

MAT-ELECT\*                      Math Elective                      3

No Description Available

\*Students may select MAT-ELECT or SCI-ELECT

### Second Semester — 16 hrs

## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
HRT-1223	Restaurant &Catering Operation	3
<p>Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)</p>		
HRT-2613	Hospitality Supervision	3
<p>This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.</p>		
CSC-1123	Computer Applications I	3
<p>This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.</p>		
BOT-1313	Applied Business Mathematics	3
<p>This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.</p>		
HRT-1541	Hospitality Seminar IV	1
<p>In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities</p>		
FINE-ELECT	Fine Arts Elective	3
<p>No Description Available</p>		

CIP: 120500

Program of Study Code: 6090

[Return to Programs of Study](#)

# Civil Engineering Technology

## Civil Engineering Technology

[Stewart Moore]

(Associate of Applied Science)

Civil Engineering Technology prepares a person for positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices.

The graduate is trained to work with the civil engineer in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing soils, asphalt, and concrete tests required for foundations and construction. Up-to-date equipment usage is stressed, including the surveying computer. Students successfully completing program will receive degrees in Associate of Applied Science.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		
CIT-1413	Elementary Surveying	3
Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors.		
CIT-1213	Civil Construction Methods	3
A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.		
CTE-1143	Fundamentals of Electrical Cons. Manu	3
This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.		
DDT-1313	Computer Aided Design I	3

This course will introduce the student to the operating system and how to perform basic drafting on CAD software.

## Second Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

CIT-1113	Route Surveying	3
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(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting.

CIT-1223	Road Construction Plans/ Specs	3
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A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

DDT-1323	Computer Aided Design II	3
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(Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols.

ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
CIT-2434	Land Surveying	4

(Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys.

CIT-2113	Legal Principles of Surveying	3
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## NEMCC Course Catalog

A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434.

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CSC-1123                      Computer Applications I      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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EL-A-ELECT                      Academic Elective                      3

Approved advisor elective: AGR 1214 - Animal Science, AGR 1313 - Plant Science, AGR 2224 - Feeds and Feeding, AGR 2254 - Livestock Judging and Evaluation, AGR 2314 - Basic Soils, AGR 2713 - Principles of Agricultural Economics, ART 1113 - Art Appreciation, ART 1313 - Drawing I, ART 1323 - Drawing II, ART 1383 - Photography I, ART 1433 - Design I, ART 1443 - Design II, ART 1453 - Three-Dimensional Design, ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723 - Art History II BIO 1114 - Principles of Biology I BIO 1124 - Principles of Biology II BIO 1134 - General Biology I BIO 1144 - General Biology II BIO 1214 - Environmental Science BIO 1314 - Botany I BIO 1534 - Survey of Anatomy and Physiology BIO 2514 - Anatomy and Physiology I BIO 2524 - Anatomy and Physiology II BIO 2924 - Microbiology CHE 1213 - General Chemistry I CHE 1223 - General Chemistry II CHE 1313 - Principles of Chemistry CHE 1413 - Organic and Biochemistry Survey CHE 2423 - Organic Chemistry I, Lecture CHE 2433 - Organic Chemistry II CRJ 1313 - Introduction to Criminal Justice CRJ 1323 - Police Administration and Organization CRJ 1363 - Introduction to Corrections CRJ 1373 - Introduction to Homeland Security CRJ 2323 - Criminal Law CRJ 2333 - Criminal Investigation CRJ 2413 - Administration of Criminal Justice CRJ 2513 - Juvenile Justice CSC 1123 - Computer Applications I CSC 2134 - Programming I with C++ ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics ENG 2133 - Creative Writing ENG 2153 - Traditional Grammar ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature ENG 2923 - Writing for Publication FCS 1233 - Principles of Nutrition FCS 1253 - Nutrition FCS 2813 - Family Relationships GEO 1113 - World Regional Geography HIS 1113 - Western Civilizations I HIS 1123 - Western Civilizations II HIS 1163 - World Civilizations I HIS 1173 - World Civilizations II HIS 1613 - Survey of African-American History HIS 2213 - American (US) History I HIS 2223 - American (US) History II HON 1913 MAT 1323 - Trigonometry MAT 1343 - Elementary Functions (Pre-Calculus) MAT 1513 - Business Calculus I MAT 1523 - Business Calculus II MAT 1613 - Calculus I MAT 1623 - Calculus II MAT 1723 - Real Number System MAT 1733 - Geometry, Measurement, and Probability MAT 2113 - Introduction to Linear Algebra MAT 2323 - Statistics MAT 2613 - Calculus III MAT 2623 - Calculus IV MAT 2913 - Differential Equations MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary

Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II HPR 1213 - Personal and Community Health HPR 1213 - Personal and Community Health HPR 1313 - Introduction to Kinesiology/Health, Physical Education, and Recreation HPR 1593 - Health Concepts of Physical Activity, Wellness, and Nutrition HPR 2213 - First Aid & CPR HPR 2711 - Athletic Training Terminology HPR 2723 - Care and Prevention of Athletic Injuries HPR 2733 - Introduction to Athletic Training MUS 1113 - Music Appreciation MUS 2123 - Music Survey (Majors) MUS 1133 - Fun

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## Second Semester — 11-13 hrs

Course	Title	Hours
CIT-2444	GPS Surveying	4
(Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database.		
CIT-2913	Special Project	3
(Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.		
DDT-2153	Civil Planning & Design	3
This course deals with the development of civil planning and design processes.		
ELEC-ADVIS	Advisor Approved Elective	5
No Description Available		

### Notes:

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CIP: 150201

Program of Study Code: 7520

[Return to Programs of Study](#)

# Drafting, Design, & 3D Modeling Technology

## Drafting, Design, & 3D Modeling Technology

[Jeff Melson]

(Associate of Applied Science)

The Drafting, Design and 3D Modeling Technology Program is a broad study that prepares the graduate as a drafter in the fields of architectural, civil, mechanical, and structural drafting. Drafters prepare technical drawings used by workers who build homes, space crafts, industrial machinery, manufactured products, buildings, roads, bridges, subdivisions, and much more. Their drawings show the technical details of the products and structures with exact dimensions, specify materials to be used, procedures to be followed, and other information needed to carry out the job using computer aided drafting (CAD) systems. Instructions will include training in AutoCAD, Revit Architecture (3D), and SolidWorks (3D). Graduates will have the knowledge and technical skills necessary for employment with architectural or engineering firms, planners, manufacturing companies, furniture designers, governmental agencies, wood and metal manufacturers, and other agencies which utilize drafters and technicians. Students successfully completing the program will receive an Associate of Applied Science degree.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

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DDT-1313	Computer Aided Design I	3
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This course will introduce the student to the operating system and how to perform basic drafting on CAD software.

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DDT-1213	Construction Standards & Mater	3
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Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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ADV-ELECT                      Advisor Approved Elective 1  
 No Description Available

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## Second Semester — 15 hrs

Course	Title	Hours
DDT-2373	3D Modeling	3

This course will emphasize the user coordinate system and 3-D modeling.

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DDT-1323	Computer Aided Design II	3
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(Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols.

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DDT-2823	Revit Architecture	3
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This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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ADV-ELECT                      Advisor Approved Elective 1  
 No Description Available

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
DDT-1173	Mechanical Design I	3

Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures) used in mechanical design.

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DDT-1613	Architectural Design I	3
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(Prerequisites: DDT 1313 and DDT 1113) This course is a study and development of architectural design principles for a residential structure.

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MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		

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FINE-ELECT	Fine Arts Elective	3
No Description Available		

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ADV-ELECT	Advisor Approved Elective	1
No Description Available		

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**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
DDT-2913	Special Project	3
(Prerequisite: consent of the instructor) A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.		

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DDT-2153	Civil Planning & Design	3
This course deals with the development of civil planning and design processes.		

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SBA-ELECT	Social/Behavioral Science Elective	3
No Description Available		

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ADV-ELECT	Advisor Approved Elective	1
No Description Available		

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CIP: 151301

Program of Study Code: 8530

[Return to Programs of Study](#)

# Early Childhood Education Technology

## Early Childhood Education Technology

[Jenniffer Newell]

(Associate of Applied Science)

Upon successful completion of this program the student is qualified for employment in day care centers, nursery schools, and many federally funded programs involved with young children. Graduates also may be considered for positions as teacher aids.

During the freshman year, the student is taught basic information about growth, development, discipline, and guidance of young children. During the sophomore year, the student will gain on-the-job experience by planning and carrying out daily activities with young children in the child care center located on campus.

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

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
CDT-1113	Early Childhood Profession	3

This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience.

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CDT-1214	Infant & Toddler Development	4
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This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers.

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CDT-1343	Child Health Safety & Nutrit	3
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This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant

Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R).

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CDT-1313	Creative Arts - Young Children	3
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This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice of infant and toddler This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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## Second Semester — 16 hrs

Course	Title	Hours
CDT-1224	Preschool & Primary Development	4

This course provides knowledge concerning the care, development, and education of the preschool child in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (Ages 3 -8).

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CDT-1713	Lang/Literacy for Yng Children	3
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This course includes a study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R) are utilized.

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CDT-2713	SS Math Sci for Preschool	3
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This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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MAT-ELECT*	Math Elective	3
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No Description Available

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\*Student may select MAT-ELECT or SCI-ELECT

## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
CDT-2413	Development of the Exceptional Child	3

(Prerequisite: Permission by the Instructor.) This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scaled Revised (ECERS-R).

CDT-2613	Methods, Materials, & Measure	3
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This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experience will be implemented during Practicum.

CDT-2233	Guiding Social & Emotional Dev	3
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This course focuses on identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS -R), and Early Childhood Environmental Rating Scale Revised (ECERS -R). Lab activities will be implemented during Student Teaching I and II.

SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

### Second Semester — 13 hrs

Course	Title	Hours
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# Electrical Technology

## Electrical Technology

[Derek DeVaughn; Mason Smith; Brian Warren]

(Associate of Applied Science)

The Post-Secondary Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

The Electrical Technology instructional emphasis is on theory, circuits, testing, schematic/blueprint drawing and reading, digital principles design basics, motor and control devices, and wire installation with construction and industrial equipment.

### Prerequisite

Applicants are required to earn the Career Readiness Certificate (CRC) prior to program entry. A National Career Readiness Certificate is earned by completing three WorkKeys Assessments: Applied Math, Workplace Documents, and Graphic Literacy. The WorkKeys assessments are available through the Adult Education Departments: <http://www.nemcc.edu/workforce/ae>

- Applicants are required to earn the Career Readiness Certificate (CRC) at the Silver level. Scores are based on median level occupational profiles as listed by the ACT Job Profiler. [http://profiles.keytrain.com/profile\\_search](http://profiles.keytrain.com/profile_search)

Applicants with a score less than silver level on the CRC may appeal for entry into the program. The applicant must submit an appeal in writing to the office of the Associate Vice President of Career and Technical Education. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision by the Program Committee. A majority vote by the Program Committee will constitute a final decision.

Appeals must be received by July 31<sup>st</sup> for entrance to the program in the Fall semester.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CTE-1143	Fundamentals of Electrical Cons. Manu	3

## NEMCC Course Catalog

This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.

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ELT-1143	AC/DC Circuits for Electrical	3
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Principles and theories associated with AC and DC circuits in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits.

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ELT-1113	Residential/Light Comm Wiring	3
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This course provides advanced skills related to the wiring of multifamily and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways.

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MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

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TECH-ELECT	Technical Elective	1
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No Description Available

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\*MAT1233 Intermediate Algebra and PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

### Second Semester — 15 hrs

Course	Title	Hours
ELT-1263	Electrical Drawing & Schematic	3

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematics diagrams. Prints and drawings associated with electrical wiring will be studied.

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ELT-1213	Electrical Power	3
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This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators.

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ELT-1123	Commercial & Industrial Wiring	3
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This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks

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ELT-1253	Branch Cir & Serv Ent Calc	3
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The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code will be required.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ELT-2613	Programmable Logic Controllers	3

This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's.

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IMM-1243	Mechanical Industrial Maintenance I	3
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This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. (3 sch: 1 hr lecture, 4 hrs lab)

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IMM-1313	Prin of Hydraulics & Pneumati	3
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Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3 sch: 2 hr lecture, 2 hrs lab)

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ELT-1413	Motor Control Systems	3
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This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

FINE-ELECT                      Fine Arts Elective                      3  
 No Description Available

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**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
ELT-2623	Advanced Prog Logic Controller	3

(Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions.

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ELT-2113	Equip Maint Trblshoot & Repair	3
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Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment.

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ELT-2423	Solid State Motor Control	3
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This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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CIP: 460302

Program of Study Code: 7603

[Return to Programs of Study](#)

# Heating & Air Conditioning Technology

## Heating & Air Conditioning Technology

[Russ Bullard]

(Associate of Applied Science)

Heating and Air Conditioning Technology is a post secondary Associate in Applied Science Degree instructional program with a certificate option that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning.

Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. Students enrolling in the certificate option program must have a high school diploma or equivalency.

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
ACT-1124	Basic Comp Refrigeration	4
An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.		
ACT-1133	Brazing & Piping	3
Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration.		
ACT-1003	Intro to Heat & Air Cond Tech	3
This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		

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MAT-ELECT*	Math Elective	3
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No Description Available

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\*Student may select MAT-ELECT or SCI-ELECT (4 hours)

## Second Semester — 15 hrs

Course	Title	Hours
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ACT-1213	Controls	3
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Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.

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ACT-1313	Refrigeration System Component	3
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An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers.

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ACT-1713	Elec-Heat Vent Air Cond Refrig	3
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Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

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ACT-2913	Special Projects	3
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A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes.

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TECH-ELECT	Technical Elective	1
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No Description Available

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## Sophomore Year

### First Semester — 16 hrs

Course	Title	Hours
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ACT-2414	Heat, Vent, AC & Refrig I	4
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Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems.

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ACT-2513	Heating Systems	3
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Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.

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ACT-2623	Heat Load & Air Properties	3
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Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours lab.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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### Second Semester — 16 hrs

Course	Title	Hours
ACT-2423	Air Conditioning II	3

An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.

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ACT-2324	Commercial Refrigeration	4
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A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

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ACT-2433	Refrigeration, Retrofit, &Regs	3
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Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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TECH-ELECT	Technical Elective	1
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No Description Available

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CIP: 470201

Program of Study Code: 8716

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# Hospitality Management Technology

## Hospitality Management Technology

[Christy Grissom]

(Associate of Applied Science)

The Hospitality Management Technology program is designed to provide specialized occupational instruction in all phases of hospitality management and to prepare students for careers as managers/supervisors in the hospitality and tourism industry. All students must wear appropriate uniforms for all lab classes. Completion of the two-year program leads to an Associate in Applied Science Degree. HRT 1213 and 1114 are prerequisites to culinary lab classes and co-requisites to CUT 1513.

Students successfully completing the program may receive certificates for these National Restaurant Association ManageFirst courses: Controlling Food Service Costs, Hospitality and Restaurant Marketing, Hospitality Human Resources Management and Supervision, Customer Service, and Hospitality and Restaurant Management. Students will graduate with the ServSafe Food Protection Manager Certification.

HRT and CUT classes should be taken in the order listed below to complete the degree in two years.

## Freshman Year

### First Semester — 17 hrs

Course	Title	Hours
HRT-1123	Intro to Hospitality & Tourism	3

An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

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HRT-1213	Sanitation & Safety	3
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Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.

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HRT-1114	Culinary Principles I	4
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Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.

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HRT-1511	Hospitality Seminar I	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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ADV-ELECT	Advisor Approved Elective	1
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No Description Available

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## Second Semester — 16 hrs

Course	Title	Hours
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HRT-1521	Hospitality Seminar II	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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BAD-2413	Legal Environment of Business	3
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An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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ADV-ELECT	Advisor Approved Elective	1
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No Description Available

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
HRT-1531	Hospitality Seminar III	1

In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

HRT-2233	Hospitality Cost Control	3
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Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost controls, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory.

HRT-2623	Hospitality HR Management	3
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This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

HRT-2913	Supervised Work Experience	3
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(Prerequisite: Sophomore Classification) Supervised work experience in hotel, restaurant or tourism management. A course which is a cooperative program between industry and education and is designed to integrate the student's technical skills with industrial experience. Firm and type of employment must be approved in advance by the instructor. Nine hours Externship (ManageFirst Course) 135 hours of industrial contact required

MAT-ELECT*	Math Elective	3
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No Description Available

\*MAT-ELECT or SCI-ELECT

### Second Semester — 16 hrs

Course	Title	Hours
HRT-2613	Hospitality Supervision	3

## NEMCC Course Catalog

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

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HRT-1541	Hospitality Seminar IV	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate. The course addresses computer based management systems. Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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HRT-1413	Rooms Division Management	3
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An operational approach to rooms division management in the hospitality industry, including front office management and housekeeping operations. Two hours lecture and two hours lab.

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HRT-2713	Marketing Hospitality Services	3
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This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets and developing marketing plans for hospitality and tourism operations. Two hours lecture and two hours lab.

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HRT-1223	Restaurant & Catering Operation	3
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Principles of organizing and managing a food and beverage facilities and catering operations. Two hours lecture and four hours laboratory (ManageFirst Course)

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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CIP: 520901

Program of Study Code: 6607

[Return to Programs of Study](#)

# Industrial Maintenance Technology

## Industrial Maintenance Technology

[Derek DeVaughn; Mason Smith; Brian Warren]

(Associate of Applied Science)

The mission of the Industrial Maintenance Technician Program is to provide a solid foundation to help students acquire the competencies necessary for success in the maintenance occupation. An Industrial Maintenance Technician is a specialist who possesses detailed knowledge of several technical subjects and applies this knowledge in an industrial environment to preserve and maintain industrial systems. The Industrial Maintenance Program integrates electrical and mechanical elements. The program offers an Associate Degree.

### Prerequisite

Applicants are required to earn the Career Readiness Certificate (CRC) prior to program entry. A National Career Readiness Certificate is earned by completing three WorkKeys Assessments: Applied Math, Workplace Documents, and Graphic Literacy. The WorkKeys assessments are available through the Adult Education Departments in Holliday Hall: <http://www.nemcc.edu/workforce/ae>

- Applicants are required to earn the Career Readiness Certificate (CRC) at the Silver level. Scores are based on median level occupational profiles as listed by the ACT Job Profiler. [http://profiles.keytrain.com/profile\\_search](http://profiles.keytrain.com/profile_search)

Applicants with a score less than silver level on the CRC may appeal for entry into the program. The applicant must submit an appeal in writing to the office of the Associate Vice President of Career and Technical Education. The written request must specify the reason that the decision is unacceptable. In addition, the applicant must specify the facts that should be considered that would justify a different decision by the Program Committee. A majority vote by the Program Committee will constitute a final decision. Appeals must be received by July 31<sup>st</sup> for entrance to the program in the Fall semester.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CTE-1143	Fundamentals of Electrical Cons. Manu	3

This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.

## NEMCC Course Catalog

ELT-1143	AC/DC Circuits for Electrical	3
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Principles and theories associated with AC and DC circuits in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits.

IMM-1273	Industrial Maintenance E & I I	3
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This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. Instructors for this course must be certified as an NCCER Instructor.

MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

TECH-ELECT	Technical Elective	1
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No Description Available

\*MAT1233 Intermediate Algebra and PHY 2244 Physical Science Survey I can be used in place of MAT 1313 College Algebra.

### Second Semester — 15 hrs

Course	Title	Hours
IMM-1283	Industrial Maintenance E&I II	3

This course includes construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor if administering the certification.

IMM-1253	Mechanical Indust. Maintenance II	3
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This course includes advanced settings baseplates and prealignment, conventional alignment, installing belt and chain drives, and installing mechanical seals.

ELT-1213	Electrical Power	3
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This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators.

ELT-1123	Commercial & Industrial Wiring	3
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This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
ELT-2613	Programmable Logic Controllers	3

This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's.

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ELT-1413	Motor Control Systems	3
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This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices.

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IMM-1243	Mechanical Industrial Maintenance I	3
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This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. (3 sch: 1 hr lecture, 4 hrs lab)

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IMM-1313	Prin of Hydraulics & Pneumati	3
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Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3 sch: 2 hr lecture, 2 hrs lab)

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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### Second Semester — 15 hrs

## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
ELT-2623	Advanced Prog Logic Controller	3

(Prerequisites: ELT 2613 and ELT 1413) This course is an advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions.

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ELT-2113	Equip Maint Trblshoot & Repair	3
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Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment.

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ELT-2423	Solid State Motor Control	3
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This course deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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CIP: 470303

Program of Study Code: 7610

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# Information Systems Technology - Cyber Defense

## Information Systems Technology - Cyber Defense

[Nick Jackson, Natasha Lewis]

(Associate of Applied Science)

There are four emphasis areas within the Information Systems Technology program: Cyber Defense, Extended Reality (XR), iOS App Development, and System Administration. The Cyber Defense concentration focuses on network security and digital forensics. The iOS App Development concentration emphasizes the development of knowledge and skills necessary to work with mobile networks and devices. Course specific to the concentration address communications, networks, security, and Swift programming language. The System Administration option is a two-year program which offers training in computer repair, network, server maintenance/administration, and testing of websites, Internet programming, and database interaction. Students will be prepared to design, test, implement, and monitor computer systems and networks in the following entities: state and federal government, telecommunications industries, internet based companies and computer consulting environments upon completion of this program. An Associates in Applied Science degree is earned upon completion of the Information Systems Technology curriculum. The Information Systems curriculum also presents students with the opportunity to obtain multiple certifications. CompTIA certifications are known throughout the IT community as one of the best ways to break into the field and build a solid career. CompTIA A+, Network+, and Security+ certification objectives are built into the curriculum. Opportunities for employment for students with this expertise in Information System Technology include state and federal government, telecommunications industries, internet based companies and computer consulting.

**A composite ACT score of 17 is required for entrance into this program.**

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers.

## NEMCC Course Catalog

IST-1133 Fund of Data 3  
Communications

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

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IST-1433 Web Dev Using HTML & 3  
CSS

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. (3 sch: 2 hours lecture, 2 hours lab)

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IST-2373 C# Programming 3

An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment.

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IST-1483 Fundamentals of 3  
Virtualization

This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks.

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### Second Semester — 18 hrs

Course	Title	Hours
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IST-1163	Concepts of Database Design	3
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This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored.

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IST-1193	Practical Applications in IST	3
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This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included.

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IST-1453	Principles of Mobile App Dev	3
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(Prerequisite: IST 2373 C# Programming) This course is designed to help you build a solid foundation in programming fundamentals using Swift as the language. You'll get practical experience with the techniques, and concepts needed to build a basic iOS app from scratch. You'll also learn user interface design principles, which are fundamental to programming and making great apps. Prior programming experience is not required for this course. If you have



programming experience, you can move through the early lessons quickly as you can continue to learn about software development tools, concepts, and best practices that go beyond programming fundamentals.

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IST-1143	Security Principles & Policies	3
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This course is an introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

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IST-1613	Computer Forensics	3
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This course is an introduction to the various technical and administrative aspects of Computer Forensics and laws pertaining to cybercrime. This course provides the foundation for understanding the key issues associated with computer forensic investigations, understanding the boot processes and disk structure for multiple operating systems, and understanding the processes related to data acquisition during investigations.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Sophomore Year

### First Semester — 18 hrs

Course	Title	Hours
IST-2623	Linux/Unix Security	3

This course provides the knowledge and fundamental understating of Linux/Unix security, how to harden Linux/Unix, and how to defend against potential attacks against vulnerabilities and unused system services. Topics include how to protect password files, monitor log files, and use port scanners and network scanners, and additional Linux/Unix security topics.

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IST-2253	Adv Network Admin Using Micros	3
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This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. (3 sch: 2 hours lecture, 2 hours lab)

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IST-1643	Network Defense&Countermeasure	3
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This course provides a solid foundation of network security and the understanding of the process to create a network defense and counter defense strategy measure policy to respond to intrusion detection. Topics include network address translation, packet filtering, proxy servers, firewalls, and virtual private networks used to design a network.

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IST-2543	Cloud Computing	3
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(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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## Second Semester — 15 hrs

Course	Title	Hours
IST-2323	Script Programming Language	3

This course is an introduction to the use of integrating scripts to add functionality to Web pages.

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IST-2453	Mobile Application Development	3
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(Prerequisite: IST 2373) The emergence of a new generation of highly-capable mobile devices and platforms has opened up new opportunities for application developers. However, mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screen, slower network connections, as well as limited memory and processing power.

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IST-2633	Security Test & Implementation	3
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This course provides an in-depth exploration of various methods for gaining unauthorized access to networks and explores network security concepts from the point of view of hackers and their methodologies. Topics included hackers,

## NEMCC Course Catalog

crackers, ethical hackers, attacks, intrusion detection systems, malicious code, computer crime, and industrial espionage.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

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SBA-ELECT	Social/Behavioral Science 3 Elective
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No Description Available

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CIP: 110201

Program of Study Code: 6004

[Return to Programs of Study](#)

# Information Systems Technology - Extended Reality (XR)

## Information Systems Technology - Extended Reality (XR)

[Nick Jackson, Natasha Lewis]  
(Associate of Applied Science)

There are four emphasis areas within the Information Systems Technology program: Cyber Defense, Extended Reality (XR), iOS App Development, and System Administration. The Extended Reality (XR) option is a two-year program which offers training in virtual/augmented reality. Opportunities for employment for students with this expertise in Information Systems Technology include state and federal government, telecommunications industries, internet based companies and computer consulting. An Associate in Applied Science degree is earned upon successful completion of the Extended Reality (XR) curriculum. The Extended Reality (XR) curriculum will allow the student to obtain a Unity certification. Unity certifications are known throughout the IT community as one of the best ways to break into the information technology field and build a solid career. Unity Certified User certification objectives are built into the curriculum.

**A composite ACT score of 17 is required for entrance into this program.**

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers.

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IST-1133	Fund of Data Communications	3
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This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

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IST-1433	Web Dev Using HTML & CSS	3
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This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML

editors, animation/multimedia products, and photo editors. (3 sch: 2 hours lecture, 2 hours lab)

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IST-2373	C# Programming	3
An introduction to the C# programming language. Students are introduced to object-oriented programming and a graphical integrated development environment.		

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IST-1483	Fundamentals of Virtualization	3
This course presents basic concepts of operating system virtualization, server virtualization, cloning, teams, and virtual networks.		

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**Second Semester — 18 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
IST-1163	Concepts of Database Design	3
This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored.		
IST-1413	Client-Side Programming	3
Prerequisite: Web & Programming Concepts (IST 1153) This course offers a comprehensive understanding of programming using JavaScript and CSS.		
IST-2823	XR 3D Modeling	3
This course provides an introduction to 3D content creation using design visualization software with emphasis on the connection to the creative thought process. Students will learn an overview of the workflow relating to animation, modeling, texturing, lighting, and rendering.		
IST-1193	Practical Applications in IST	3
This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included.		
IST-2853	XR Digital Artistry	3
This course is designed to provide an introduction to the tools required to create and edit graphic images.		
FINE-ELECT	Fine Arts Elective	3
No Description Available		

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
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IST-2833	XR Development	3
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This course is designed to introduce students to extended virtual reality development as it relates to various industries. This course will provide students an understanding of the tools and skill sets necessary to develop extended reality experiences.

IST-2863	XR Illustration & Rednering	3
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This course is designed to provide an introduction to the tools used in visual design and illustration software.

IST-2873	XR Animation	3
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This course is designed to introduce students to extended reality animation.

IST-2313	Systems Analysis and Design	3
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This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system.

MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

### Second Semester — 15 hrs

Course	Title	Hours
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IST-2843	XR Development	3
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This course is designed to immerse students into the creation process for multiple types of extended reality experiences. Students will gain an understanding of the complete design process of an extended reality experience, and the team effort required to create quality immersive experiences. Students will also develop a portfolio of entry-level work.

IST-2323	Script Programming Language	3
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This course is an introduction to the use of integrating scripts to add functionality to Web pages.

## NEMCC Course Catalog

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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CIP: 110201

Program of Study Code: 6004

[Return to Programs of Study](#)

# Civil Engineering Technology

## Civil Engineering Technology

[Stewart Moore]

(Associate of Applied Science)

Civil Engineering Technology prepares a person for positions in the civil engineering field. The curriculum includes surveying, principles of road construction, and general construction practices.

The graduate is trained to work with the civil engineer in the performance of general engineering practices which may include design; drawing and interpreting working drawings; determining equipment, materials and labor required to complete a project; and performing soils, asphalt, and concrete tests required for foundations and construction. Up-to-date equipment usage is stressed, including the surveying computer. Students successfully completing program will receive degrees in Associate of Applied Science.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-1313	College Algebra	3
(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.		
CIT-1413	Elementary Surveying	3
Basic course dealing with principles of geometry, theory and use of surveying instruments, mathematical calculations, and the control and reduction of errors.		
CIT-1213	Civil Construction Methods	3
A study of equipment, construction methods, and materials used in the construction of roadways and drainage structures.		
CTE-1143	Fundamentals of Electrical Cons. Manu	3
This course is designed to introduce students to the fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.		
DDT-1313	Computer Aided Design I	3



This course will introduce the student to the operating system and how to perform basic drafting on CAD software.

## Second Semester — 15 hrs

Course	Title	Hours
DDT-1163	Engineering Graphics	3

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

CIT-1113	Route Surveying	3
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(Prerequisite: DDT 1413) This course teaches highway route design and factors in route location. The calculation and layout of simple horizontal and vertical curves, grades, and related earthwork are covered. Modern surveying, measuring, and mapping instruments, including electronic total stations with data collectors, are used. Photogrammetry principles and applications are studied in a practical setting.

CIT-1223	Road Construction Plans/ Specs	3
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A course to provide students with an introduction to the plans and specifications for the construction of streets and highways. Includes instruction in the interpretation of plans and specifications, the bidding process, and calculation of material and labor costs.

DDT-1323	Computer Aided Design II	3
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(Prerequisite: DDT 1313) This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols.

ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
CIT-2434	Land Surveying	4

(Prerequisites: DDT 1413 and DDT 1323) This course teaches aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys.

CIT-2113	Legal Principles of Surveying	3
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## NEMCC Course Catalog

A study of legal aspects of boundary controls for the survey and resurvey of real property. To be taken in conjunction with CIT 2434.

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CSC-1123                      Computer Applications I      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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EL-A-ELECT                      Academic Elective                      3

Approved advisor elective: AGR 1214 - Animal Science, AGR 1313 - Plant Science, AGR 2224 - Feeds and Feeding, AGR 2254 - Livestock Judging and Evaluation, AGR 2314 - Basic Soils, AGR 2713 - Principles of Agricultural Economics, ART 1113 - Art Appreciation, ART 1313 - Drawing I, ART 1323 - Drawing II, ART 1383 - Photography I, ART 1433 - Design I, ART 1443 - Design II, ART 1453 - Three-Dimensional Design, ART 1513 - Computer Art ART 2513 - Painting I ART 2523 - Painting II ART 2613 - Ceramics I ART 2623 - Ceramics II ART 2713 - Art History I ART 2723 - Art History II BIO 1114 - Principles of Biology I BIO 1124 - Principles of Biology II BIO 1134 - General Biology I BIO 1144 - General Biology II BIO 1214 - Environmental Science BIO 1314 - Botany I BIO 1534 - Survey of Anatomy and Physiology BIO 2514 - Anatomy and Physiology I BIO 2524 - Anatomy and Physiology II BIO 2924 - Microbiology CHE 1213 - General Chemistry I CHE 1223 - General Chemistry II CHE 1313 - Principles of Chemistry CHE 1413 - Organic and Biochemistry Survey CHE 2423 - Organic Chemistry I, Lecture CHE 2433 - Organic Chemistry II CRJ 1313 - Introduction to Criminal Justice CRJ 1323 - Police Administration and Organization CRJ 1363 - Introduction to Corrections CRJ 1373 - Introduction to Homeland Security CRJ 2323 - Criminal Law CRJ 2333 - Criminal Investigation CRJ 2413 - Administration of Criminal Justice CRJ 2513 - Juvenile Justice CSC 1123 - Computer Applications I CSC 2134 - Programming I with C++ ECO 2113 - Principles of Macroeconomics ECO 2123 - Principles of Microeconomics ENG 2133 - Creative Writing ENG 2153 - Traditional Grammar ENG 2223 - American Literature I ENG 2233 - American Literature II ENG 2323 - British Literature I ENG 2333 - British Literature II ENG 2423 - World Literature I ENG 2433 - World Literature II ENG 2513 - Survey of African American Literature ENG 2613 - Film as Literature ENG 2923 - Writing for Publication FCS 1233 - Principles of Nutrition FCS 1253 - Nutrition FCS 2813 - Family Relationships GEO 1113 - World Regional Geography HIS 1113 - Western Civilizations I HIS 1123 - Western Civilizations II HIS 1163 - World Civilizations I HIS 1173 - World Civilizations II HIS 1613 - Survey of African-American History HIS 2213 - American (US) History I HIS 2223 - American (US) History II HON 1913 MAT 1323 - Trigonometry MAT 1343 - Elementary Functions (Pre-Calculus) MAT 1513 - Business Calculus I MAT 1523 - Business Calculus II MAT 1613 - Calculus I MAT 1623 - Calculus II MAT 1723 - Real Number System MAT 1733 - Geometry, Measurement, and Probability MAT 2113 - Introduction to Linear Algebra MAT 2323 - Statistics MAT 2613 - Calculus III MAT 2623 - Calculus IV MAT 2913 - Differential Equations MFL 1113 - Elementary French I MFL 1123 - Elementary French II MFL 1213 - Elementary Spanish I MFL 1223 - Elementary

Spanish II MFL 2113 - Intermediate French I MFL 2123 - Intermediate French II MFL 2213 - Intermediate Spanish I MFL 2223 - Intermediate Spanish II HPR 1213 - Personal and Community Health HPR 1213 - Personal and Community Health HPR 1313 - Introduction to Kinesiology/Health, Physical Education, and Recreation HPR 1593 - Health Concepts of Physical Activity, Wellness, and Nutrition HPR 2213 - First Aid & CPR HPR 2711 - Athletic Training Terminology HPR 2723 - Care and Prevention of Athletic Injuries HPR 2733 - Introduction to Athletic Training MUS 1113 - Music Appreciation MUS 2123 - Music Survey (Majors) MUS 1133 - Fun

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## Second Semester — 11-13 hrs

Course	Title	Hours
CIT-2444	GPS Surveying	4
(Prerequisites: DDT 1413, CIT 1114, CIT 2434, and DDT 1323) This course teaches principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database.		
CIT-2913	Special Project	3
(Prerequisites: DDT 1323 and a minimum of 12 Civil Technology related courses) A course designed to provide the student with practical application of skills and knowledge gained in other Civil Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.		
DDT-2153	Civil Planning & Design	3
This course deals with the development of civil planning and design processes.		
ELEC-ADVIS	Advisor Approved Elective	5
No Description Available		

### Notes:

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CIP: 150201

Program of Study Code: 7520

[Return to Programs of Study](#)

# Information Systems Technology - System Administration

## Information Systems Technology - System Administration

[Nick Jackson, Natasha Lewis]

(Associate of Applied Science)

There are four emphasis areas within the Information Systems Technology program: Cyber Defense, iOS App Development, and System Administration. The System Administration option is a two-year program which offers training in computer repair, network, server maintenance/administration, and testing of websites, Internet programming, and database interaction. Students will be prepared to design, test, implement, and monitor computer systems and networks in the following entities: state and federal government, telecommunications industries, internet based companies and computer consulting environments upon completion of this program. An Associates in Applied Science degree is earned upon completion of the Information Systems Technology curriculum. The Information Systems curriculum also presents students with the opportunity to obtain multiple certifications. CompTIA certifications are known throughout the IT community as one of the best ways to break into the field and build a solid career. CompTIA A+, Network+, and Security+ certification objectives are built into the curriculum. Opportunities for employment for students with this expertise in Information System Technology include state and federal government, telecommunications industries, internet based companies and computer consulting.

**A composite ACT score of 17 is required for entrance into this program.**

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
IST-1183	Essentials of IST	3

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers.

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IST-1133	Fund of Data Communications	3
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This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods.

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ENG-1113 English Composition I 3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
IST-2253	Adv Network Admin Using Micros	3

This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. (3 sch: 2 hours lecture, 2 hours lab)

IST-2593	Advanced C# Prog Language	3
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This course is a continuation of the C# Programming Language course.

IST-2543	Cloud Computing	3
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(Prerequisite: IST 1483 Fundamentals of Virtualization) This course provides students with the technical skills in deployment, management, and operations of cloud services. This course provides students with the opportunity to examine stability and scalability, provisioning of cloud resources, backup and recovery processes, deployment best practices, monitoring of cloud resources, and managing connectivity.

MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

FINE-ELECT	Fine Arts Elective	3
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No Description Available

### Second Semester — 18 hrs

Course	Title	Hours
IST-2323	Script Programming Language	3

This course is an introduction to the use of integrating scripts to add functionality to Web pages.



# Paralegal Technology

## Paralegal Technology

[Janelle Lowrey]

(Associate of Applied Science)

This program is planned to prepare a person for employment as a legal assistant, a position found in legal firms and law-related occupations such as banking and finance, real estate, and government agencies. The curriculum offers fundamental skills of legal research, laws, procedures, and documents involved in family law, criminal law, tort law, wills, and the law of real property.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
LET-1123	Introduction to Law	3
Course designed to provide a general perspective of the legal system with concentration being placed on the structure and operation of the court system.		
LET-1513	Family Law	3
Course designed to familiarize the student with the basic areas of family law; includes divorce, annulment, child custody, and child support.		
LET-2453	Real Property I	3
Study of real estate laws to include rights incidental to property ownership, trust deeds, and foreclosures.		
BOT-1763	Communications Essentials	3
This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.		
CSC-1123	Computer Applications I	3
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.		

### Second Semester — 15 hrs



## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
LET-1523	Wills & Estates	3
Introduction to the basic concepts of inheritance and estates, probate procedure and preparation of documents.		
LET-1213	Legal Research	3
Introduction to the sources and methods of Legal Research.		
LET-2313	Civil Litigation I	3
The study and drafting of forms and pleadings used in the civil litigation process, rules of court, and interviewing clients and witnesses.		
LET-2323	Torts	3
Study of civil wrongs as distinguished from breach of contract. Concentrates on types of torts, elements, and damages.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.		

## Sophomore Year

### First Semester — 18 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
LET-2333	Civil Litigation II	3
The continuing study of the litigation process from discovery through appeal.		
LET-1713	Legal Writing	3
Introduction to the organization and writing of legal documents using the sources of legal research and other legal documents.		
BOT-1233	Microsoft Word I	3
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
BAD-2413	Legal Environment of Business	3

An introduction to interrelationships of law and society, jurisprudence, and business. The topics to be covered include an introduction to law; law of contracts; and agencies and employment.

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CRJ-ELECT	Criminal Justice Elective	3
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No Description Available

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## Second Semester — 15 hrs

Course	Title	Hours
LET-2463	Real Property II	3

(Prerequisite: LET 2453) Emphasis on title checking, loan closings, and preparation of real estate documents such as deeds, trust deeds, etc. Course designed to provide practical experience in the checking of titles in court houses.

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LET-2923*	Internship for Paralegal	3
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Practical experience in law office, bank, government office, or court house. Minimum of 135 clock hours.

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MAT-1313**	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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\* LET/BOT Electives can be: LET 2523, LET2633, BOT 1613, or BOT 1243

\*\*MAT 1313 or SCI-ELECT (4 hours)

CIP: 220302

Program of Study Code: 6760

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# Precision Manufacturing & Machining Technology

## Precision Manufacturing & Machining Technology

[Stevie Lovelace, Jonathan Shaw]

(Associate of Applied Science)

Applied Machine Tool and Die Technology is a progressive Associate Degree program designed with the flexibility to equip skill and technological employment needs of Machine Tool and Die firms. Instruction in this program includes competencies and essentials of mathematics and technology linked with the application of conventional computers and machines and computer numerical control operations. Machine tool and die makers use design processes with CNC and wire EDM equipment. Machine tool and die makers are highly skilled workers who utilize industrial management techniques, metrology process control, and technical problem solving techniques in producing tools, dies and special designed devices that are used in machines that produce a variety of products from clothing and furniture to heavy equipment.

## Freshman Year

### First Semester — 16 hrs

Course	Title	Hours
MST-1114	Power Machinery I	4
A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills.		
MST-1413	Blueprint Reading	3
Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications.		
MST-1613	Precision Layout	3
An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
SBA-ELECT	Social/Behavioral Science Elective	3

No Description Available

## Second Semester — 18 hrs

Course	Title	Hours
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MST-1124	Power Machinery II	4
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A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders.

MST-2714	Computer Numerical Cont Oper I	4
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An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines.

MST-1423	Advanced Blueprint Reading	3
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A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components.

TDT-1124	Die Repair	4
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An introduction to the repair and maintenance of industrial dies, including practice using industrial dies.

MAT-1313*	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

\*MAT 1313 or SCI-ELECT (4 hours)

## Sophomore Year

### First Semester — 17 hrs

Course	Title	Hours
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MST-2134	Power Machinery III	4
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A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine.

MST-2724	CNC Operations II	4
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A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines.

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MST-2813	Metallurgy	3
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An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing.

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TDT-1133	Die Design I	3
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An introduction to the design of industrial dies. Includes instruction and practice in calculations and processes of die design.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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## Second Semester — 17 hrs

Course	Title	Hours
MST-2144	Advanced Power Machinery IV	4

A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder.

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MST-2734	Fundamentals of CAD/CAM	4
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This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology.

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MST-2913*	Special Problem	3
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A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience.

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TDT-2183	Jigs, Fixtures, & Tools	3
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A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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\*MST 2913 or MST 2923

CIP: 480501

Program of Study Code: 8950

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# Accounting Technology - Certificate

## Accounting Technology

*[Rebecca Elliott, Crystal White]*

(Certificate)

The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory management while also developing the skills necessary for future advancement. This curriculum integrates accounting and computer operation with training in payroll accounting, income tax accounting, computerized accounting, and Microsoft® Office applications. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms. Successful completion of the first year (30 hours) leads to the Accounting Technology Certificate.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-1763	Communications Essentials	3
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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.

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BOT-ELECT	Business & Office Tech Elective	3
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No Description Available

**Second Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
BOT-2463	Payroll Accounting	3
(Prerequisite: ACC 1213) This course provides an in-depth study of payroll accounting. Lecture/lab.		

**Notes:**

The BOT-ELECT should be selected from BOT 2423 Income Tax Accounting or BOT 2623 Principles of Business Finance.

CIP:520302

Program of Study Code: 9302

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# Accounting Technology

## Administrative Office Technology

[Rebecca Elliott, Crystal White]  
(Certificate)

The Administrative Office Technology program is an instructional program designed to provide training in administrative office procedures, integrated computer applications, and business communication. This curriculum prepares students for entry level positions as records clerks, word processing specialists, and other positions requiring computer skills in an office environment while also developing the skills necessary for future advancement. Successful completion of the first year (30 hours) leads to the Administrative Office Technology Certificate.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1763	Communications Essentials	3
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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.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-2233*	Human Resource Mgmt	3
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This course provides a general overview of the concepts and applications of the many parts of human resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.

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\*Student may elect to take BOT 1493 - Social Media Management

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
BOT-2823	Communication Technology	3
(Prerequisite: Word Processing BOT 1143 or by consent of instructor) This course will present an overview of the resources available for communications using current technology.		
CIP:520401		
Program of Study Code: 9401		
<a href="#">Return to Programs of Study</a>		

# Automotive Mechanics & Automotive Services Technology

## Automotive Mechanics & Automotive Services Technology - Certificate

[Greg Hardin; Jerry Palmer]

(Certificate)

Postsecondary Automotive Mechanics and Service Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

The ability to diagnose the source of the problem quickly and accurately requires good reasoning ability and thorough knowledge of automobiles.

The Automotive Mechanics and Service Technology program provides the graduate with the basic and technical knowledge needed to repair and service automobiles. The graduate learns troubleshooting, computer diagnosis, parts machining, and repair of automobile concepts. The laboratory is designed and operated in a manner similar to that of an actual automotive mechanics business. Students successfully completing program will receive certificates.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ATT-1811	Introduction Safety & Employ Skill	1

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry.

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ATT-2614	Heating & Air Conditioning	4
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This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems.

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ATT-1715	Engine Repair	5
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This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps.

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ATT-2335	Steering & Suspension Systems	5
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This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components.

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## Second Semester — 16 hrs

Course	Title	Hours
ATT-1213	Brakes	3

This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.

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ATT-2325	Auto Transmissions/ Transaxles	5
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This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of auto- motive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly.

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ATT-1315	Manual Drive Trains/ Transaxles	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.

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AUT-1713	Brake Rotor & Drum Machining	3
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This course includes machining of the brake drum and rotor.

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## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
ATT-1123	Basic Electrical Systems	3

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components.

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ATT-1133	Adv Elec/Electronic Systems	3
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This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.

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ATT-1424	Engine Performance I	4
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This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance.

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AUT-1315	Cylinder Block Service	5
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This course includes the study of cylinder reconditioning, crankshaft renewal, and rod reconditioning.

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## Second Semester — 15 hrs

Course	Title	Hours
ATT-2444	Engine Performance III	4

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas.

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ATT-2435	Engine Performance II	5
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This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas.

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AUT-1216	Cylinder Head Service	6
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This course includes the rebuilding of cylinder heads. Included are valve, guide, and seat reconditioning as well as the resurfacing and assembly of heads. Crack detection and repair are also included in the course.

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### Notes:

All students are required to score 100 percent on a program safety exam prior to the deadline date of a course drop/delete period.

CIP:470604

Program of Study Code: 9470

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# Business Management Technology - Certificate

## Business Management Technology

*[Rebecca Elliott, Crystal White]*

(Associate of Applied Science)

The Business Management Technology program is an instructional program designed to provide students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships. Successful completion of the first year (30 hours) leads to the Business Management Technology Certificate.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-1763	Communications Essentials	3
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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.

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BAD-1113	Introduction to Business	3
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This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment,

entrepreneurship, marketing, management, financial management, and business careers.

## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-1243	Microsoft Word II	3
This course is a continuation of Microsoft Word I and focuses on production of documents using Microsoft Word. Production with accuracy is stressed. And practice is given through a variety of documents for skillbuilding.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		

CIP: 520201

Program of Study Code: 9604

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# Collision Repair Technology - Certificate

## Collision Repair Technology

[Randy Mitchell]

(Certificate)

Collision repair work has variety and challenges - each damaged vehicle presents a different problem. Repairers must develop appropriate methods for each job, using their broad knowledge of automotive construction and repair techniques.

Collision body repairers straighten damaged bodies, remove dents and replace crumpled parts that are beyond repair.

The Collision Repair Program is a four semester certificate program offering training in the latest methods and skills involved in the estimating, repairing, refinishing, and realignment of motor vehicles. Program graduates will receive certificates.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ABT-1146	Struc Anaylis &Damage Repair I	6

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals.

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ABT-1223	Non. Structural Ana. Dam & Rep I	3
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A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference materials.

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ABT-1313	Refinishing I	3
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A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns.

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ABT-1443	Mechanical & Elec. Components I	3
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A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. 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.

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## Second Semester — 15 hrs

Course	Title	Hours
ABT-1153	Struc Analysis & Damage Rep II	3

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass.

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ABT-1236	Non-Struc Analysis & Dmg Repai	6
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This course is a continuation of Non-Structural Analysis & Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices.

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ABT-1323	Refinishing II	3
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Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures.

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ABT-1453	Mechanical & Elec. Components II	3
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A course designed to provide theory and practice in the areas of brakes and electrical.

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## Sophomore Year

### First Semester — 12 hrs

Course	Title	Hours
ABT-2163	Structural Ana. & Damage Repair III	3

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair.

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## NEMCC Course Catalog

ABT-2243                      Non-Str. Ana. & Damage    3  
   Repair III

This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel, replacement, and adjustment principles and practices.

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ABT-2336                      Refinishing III                      6

A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing.

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### Second Semester — 12 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
ABT-2923	Supervised Work Experience	3

A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

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ABT-2713                      Collision Analysis                      3  
   & Estimation

This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement parts, the estimated repair time, and correct use of reference manuals.

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ABT-2813                      Shop Operations &                      3  
   Procedures

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.

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ABT-2913                      Spec Prob in Collision                      3  
   Rep Tec

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. 6 hour lab

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Notes: All students are required to score 100% on a program safety exam prior to the deadline date of a course drop/delete period.

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CIP: 470603

Program of Study Code: 9460

[Return to Programs of Study](#)

# Computer Technology - Certificate

## Computer Technology

[Rebecca Elliott, Crystal White]

(Certificate)

The Computer Technology program is an instructional program that is designed to prepare individuals for entry level positions managing computer operations in an office environment while also developing the skills necessary for future advancement. This curriculum offers training in software configuration, troubleshooting, social media management, and basic web design and administration. Successful completion of the first year (30 hours) leads to the Computer Technology Certificate

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
CSC-1123	Computer Applications I	3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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BOT-1233	Microsoft Word I	3
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This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions.

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BOT-1763	Communications Essentials	3
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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.

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BOT-1313	Applied Business Mathematics	3
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This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

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BOT-1493	Social Media Management	3
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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.

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## Second Semester — 15 hrs

Course	Title	Hours
BOA-2613	Business Communications	3
This course develops communication skills among multicultural audiences with emphasis on principles of writing business correspondence, generating reports and presentations, and preparing for the job interview process.		
BOT-2433	Quickbooks	3
This course applies basic accounting principles using Quickbooks.		
BOT-1823	Microsoft Excel I	3
This course focuses on application Microsoft Excel as an aid to management decision making.		
ACC-2213	Principles of Accounting I	3
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.		
IST-ELECT	Info Systems Tech Elective	3
No Description Available		

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CIP: 520407

Program of Study Code: 9740

[Return to Programs of Study](#)

# Culinary Arts Technology - Certificate

## Culinary Arts Technology

[Ginger Cramer]

(Certificate)

The Culinary Arts concentration provides a solid foundation in the methods and science of cooking through exposure to classical and American cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a culinary instructor in a commercial kitchen. All students must wear appropriate uniforms for all lab classes. HRT 1213 and 1114 are prerequisites to culinary lab classes.

Students successfully completing the program may receive a certificate for the National Restaurant Association ManageFirst Nutrition course. Students will graduate with the ServSafe Food Protection Manager Certification.

## Freshman Year

### First Semester — 14 hrs

Course	Title	Hours
HRT-1213	Sanitation & Safety	3

Basic principles of microbiology, sanitation, and safety for a food service operation, implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Servsafe sanitation certification from the National Restaurant Association is offered as a part of this course. Familiarization with kitchen tools and equipment, terminology, and food service mathematics. Two hours lecture and two hours lab.

HRT-1114	Culinary Principles I	4
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Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory.

HRT-1123	Intro to Hospitality & Tourism	3
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An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture.

HRT-1511	Hospitality Seminar I	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and

tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CUT-1613	Nutrition	3
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This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special needs customers, and merchandising techniques associated with nutritious meals.

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## Second Semester — 16 hrs

Course	Title	Hours
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CUT-1134	Principles of Baking	4
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(Prerequisites: HRT 1114 & HRT 1213) This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage are covered. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment.

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CUT-1124	Culinary Principles II	4
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(Prerequisites: HRT 1114 & HRT 1213) This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items.

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HRT-1521	Hospitality Seminar II	1
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In this course, students will learn leadership and management skills necessary for success in the fields of business marketing management, hospitality and tourism management or any other student who wishes to participate The course addresses computer based management systems Emphasis will be placed on developing civic, social, business responsibilities and Collegiate DECA student organization activities.

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CUT-2223	Menu Planning	3
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This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public are presented. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized.

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CUT-2314	American Regional Cuisine	4
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(Prerequisites: HRT 1114 & HRT 1213) This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients,



and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America.

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CIP: 120500

Program of Study Code: 9090

[Return to Programs of Study](#)

# Diesel Power Technology - Certificate

## Diesel Power Technology

[Jonathan Alexander]

(Certificate)

The Diesel Power Technology program is an instructional program that provides students with 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 computer operations, electrical systems, electronic diagnostics, troubleshooting techniques of engines, power trains, hydraulic systems, and other components. Diesel mechanics use a variety of tools and testing and diagnostic equipment in their work. Ethics and leadership skills in the workplace are taught as integral components throughout the curriculum.

The Diesel Power Technology program prepares the graduate for employment in the field of diesel power technology through experience and laboratory based applications in repairing engines, fuel injection systems, transmissions, clutches, rear ends; pneumatic and hydraulic systems, electrical systems, power trains and auxiliary systems relative to diesel mechanics. Students enrolling in the certificate option program must have a high school diploma or equivalency.

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
DET-1114	Fundamental Equipment Mechanic	4

Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants

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DET-1223	Electrical/Electronic Systems	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging systems.

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DET-1263	Electrical II	3
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Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems.

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TECH-ELECT	Technical Elective	1
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No Description Available

## Second Semester — 14 hrs

Course	Title	Hours
DET-1614	Prevent Maintenance & Service	4

Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment.

DET-1813	Air Condition & Heating System	3
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Course designed to provide skills and knowledge related to the operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment, includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair.

DET-1364	Diesel Systems I	4
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Diagnosis, service and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block.

TECH-ELECT	Technical Elective	1
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No Description Available

## Summer

### Summer — 6 hrs

Course	Title	Hours
DET-2926	Supervised Work Experience	6

No Description Available

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
DET-1374	Diesel Systems II	4

Courses designed to provide skills and knowledge related to the diagnosis, service, and lubrication systems, cooling system, and air induction and exhaust systems.

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DET-2623	Advanced Brake Systems 3 (Air)	
<p>Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system.</p>		

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DET-2273	Elec/Electronic Systems 3 III	
<p>Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems.</p>		

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TECH-ELECT	Technical Elective	1
No Description Available		

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**Second Semester — 12 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
DET-2253	Steering & Suspension Systems	3
<p>Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. diagnosis and repair. One hour lecture and four hours. laboratory.</p>		

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DET-1213	Hydraulic Brake Systems 3	
<p>Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems.</p>		

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DET-1713	Power Trains	3
<p>Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles.</p>		

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TECH-ELECT	Technical Elective	1
No Description Available		

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**Notes:**

CIP: 470605

Program of Study Code: 9706

[Return to Programs of Study](#)

# Heating & Air Conditioning Technology - Certificate

## Heating & Air Conditioning Technology

[Russ Bullard]

(Certificate)

Heating and Air Conditioning Technology is a post secondary Associate in Applied Science Degree instructional program with a certificate option that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning.

Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. Students enrolling in the certificate option program must have a high school diploma or GED.

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
ACT-1124	Basic Comp Refrigeration	4
An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two hours lecture and four hours laboratory.		
ACT-1133	Brazing & Piping	3
Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration.		
ACT-1003	Intro to Heat & Air Cond Tech	3
This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.		
TECH-ELECT	Technical Elective	1

No Description Available

## Second Semester — 15 hrs

Course	Title	Hours
ACT-1213	Controls	3
Fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and two hours laboratory.		
ACT-1313	Refrigeration System Component	3
An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers.		
ACT-1713	Elec-Heat Vent Air Cond Refrig	3
Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.		
ACT-2913	Special Projects	3
A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student 's learning experience. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes.		
TECH-ELECT	Technical Elective	1
No Description Available		

## Sophomore Year

### First Semester — 13 hrs

Course	Title	Hours
ACT-2414	Heat, Vent, AC & Refrig I	4
Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems.		
ACT-2513	Heating Systems	3
Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two hours lecture and two hours laboratory.		
ACT-2623	Heat Load & Air Properties	3

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two hours lecture and two hours lab.

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TECH-ELECT	Technical Elective	1
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No Description Available

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## Second Semester — 13 hrs

Course	Title	Hours
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ACT-2423	Air Conditioning II	3
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An indepth course in the installtion, startup, maintenance, and air quality of complete heating and air conditioning systems. Two hours lecture and two hours lab.

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ACT-2324	Commercial Refrigeration	4
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A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

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ACT-2433	Refrigeration, Retrofit, &Regs	3
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Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes.

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TECH-ELECT	Technical Elective	1
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No Description Available

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### Notes:

CIP: 470201

Program of Study Code: 9650

[Return to Programs of Study](#)

# Paralegal Technology - Certificate

## Paralegal Technology

[Janelle Lowrey]

(Certificate)

This program is planned to prepare a person for employment as a legal assistant, a position found in legal firms and law-related occupations such as banking and finance, real estate, and government agencies. The curriculum offers fundamental skills of legal research, laws, procedures, and documents involved in family law, civil law, tort law, wills, and the law of real property.

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
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LET-1123	Introduction to Law	3
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Course designed to provide a general perspective of the legal system with concentration being placed on the structure and operation of the court system.

LET-1513	Family Law	3
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Course designed to familiarize the student with the basic areas of family law; includes divorce, annulment, child custody, and child support.

CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

BOT-1763	Communications Essentials	3
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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.

LET-2453	Real Property I	3
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Study of real estate laws to include rights incidental to property ownership, trust deeds, and foreclosures.

### Second Semester — 15 hrs

Course	Title	Hours
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## NEMCC Course Catalog

LET-1523	Wills & Estates	3
Introduction to the basic concepts of inheritance and estates, probate procedure and preparation of documents.		
LET-1213	Legal Research	3
Introduction to the sources and methods of Legal Research.		
LET-2313	Civil Litigation I	3
The study and drafting of forms and pleadings used in the civil litigation process, rules of court, and interviewing clients and witnesses.		
LET-2323	Torts	3
Study of civil wrongs as distinguished from breach of contract. Concentrates on types of torts, elements, and damages.		
BOT-1313	Applied Business Mathematics	3
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.		

CIP: 220302

Program of Study Code: 9760

[Return to Programs of Study](#)

# Precision Manufacturing & Machining Technology - Certificate

## Precision Manufacturing & Machining Technology

[Stevie Lovelace; Jonathan Shaw]

(Certificate)

Applied Machine Tool and Die Technology is a progressive Certificate Program designed with the flexibility to equip skill and technological employment needs of Machine Tool and Die firms. Instruction in this program includes competencies and essentials of mathematics and technology linked with the application of conventional computers and machines and computer numerical control operations. Machine tool and die makers use design processes with CNC and wire EDM equipment. Machine tool and die makers are highly skilled workers who utilize industrial management techniques, metrology process control, and technical problem solving techniques in producing tools, dies and special designed devices that are used in machines that produce a variety of products from clothing and furniture to heavy equipment.

## Freshman Year

### First Semester — 13 hrs

Course	Title	Hours
MST-1114	Power Machinery I	4
A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills.		
MST-1413	Blueprint Reading	3
Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications.		
MST-1313	Advanced Shop Mathematics	3
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining.		
MST-1613	Precision Layout	3
An introduction to the concepts and practice of layout for machining operations. Includes instruction and practice in the use of layout instruments.		

## Second Semester — 15 hrs

Course	Title	Hours
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MST-1124	Power Machinery II	4
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A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders.

MST-2714	Computer Numerical Cont Oper I	4
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An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines.

MST-1423	Advanced Blueprint Reading	3
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A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components.

TDT-1124	Die Repair	4
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An introduction to the repair and maintenance of industrial dies, including practice using industrial dies.

## Sophomore Year

### First Semester — 17 hrs

Course	Title	Hours
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MST-2134	Power Machinery III	4
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A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling, and grinding machine.

MST-2724	CNC Operations II	4
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A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines.

TDT-1133	Die Design I	3
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An introduction to the design of industrial dies. Includes instruction and practice in calculations and processes of die design.

MST-2813	Metallurgy	3
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An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing.

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ADV-ELECT                      Advisor Approved Elective 1  
 No Description Available

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## Second Semester — 17 hrs

Course	Title	Hours
MST-2144	Advanced Power Machinery IV	4

A continuation of Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder.

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TDT-2183	Jigs, Fixtures, & Tools	3
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A course to provide students with specialized skills associated with the design and fabrication of work holding devices including jigs, fixtures, and other tools.

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MST-2734	Fundamentals of CAD/CAM	4
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This course is designed to provide the student with the fundamental knowledge and skills of Computer Aided Design Manufacturing using various CAD/CAM software packages as they relate to Machine Tool Technology.

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MST-2913*	Special Problem	3
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A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool and Die courses. The instructor works closely with the student to insure that the selection of a project will enhance the student 's learning experience.

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\*Student may take \*MST 2923 Supervised Work Experience in Precision Manufacturing & Machining

**Notes:** Students must have an ACT composite of 15 or above to be accepted into the program.

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CIP: 480501

Program of Study Code: 9550

[Return to Programs of Study](#)

# Dental Hygiene

## Dental Hygiene

[Nick Alexander, Camille Arnold, Carrie Fowler, Alana James, Tiffany Lindsey]  
(Associate of Applied Science)

The Dental Hygiene program is accredited by the American Dental Association Commission on Dental Accreditation. It is designed to train a person for technical work in a dental office. Dental Hygiene services are provided under the supervision of a licensed dentist and are governed by the state dental practice acts. The services which constitute dental hygiene practice may include, but are not limited to: obtaining patient's dental and medical histories; counseling patients on dental care; supervising oral hygiene practices; removing stains and deposits from teeth; exposing, processing, mounting, and reading dental radiographs; applying certain topical agents; and performing other services relating to mouth care.

**Completion of the Pre-Dental Hygiene curriculum does not guarantee acceptance into the Dental Hygiene Program. Enrollment is limited.**

Students are required to first enroll in a year (31 hours) of pre-dental hygiene courses. A student must earn a minimum grade of "C" in each course in the Pre-Dental Hygiene curriculum to qualify for admission.

## Prerequisites for Dental Hygiene

### First Semester — 17 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
PSY-1513	General Psychology	3
An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.		

## NEMCC Course Catalog

CHE-1313 Principles of Chemistry 3  
A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

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CHE-1311 Principles of Chemistry 1  
Lab

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture.

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MAT-ELECT Math Elective 3

No Description Available

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\*CHE 1223 General Chemistry I and CHE 1221 General Chemistry Lab I can be taken in place of CHE 1313 Principles of Chemistry I and CHE 1311 Principles of Chemistry Lab I.

### Second Semester — 14 hrs

Course	Title	Hours
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BIO-2524	Anatomy & Physiology II	4
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(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

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SPT-1113	Public Speaking	3
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Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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## First Year

### First Semester — 12 hrs

Course	Title	Hours
DHT-1252	Dental Anatomy & Embryology	2

This course is a study of the morphological characteristics of the teeth and supporting structures. Also given is a survey of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arches, salivary glands, buccal mucosa, pharynx, and tongue.

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DHT-1115	Fundament. of Dental Hygiene	5
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Introduction to basic theories and techniques of instrumentation and oral prophylaxis; to clinical procedures and practices including prevention of disease transmission. Medical and dental histories; oral inspection and charting; application of fluoride; instrument sharpening.

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DHT-1314	Radiology	4
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Designed to familiarize the student with the principles of radiation, protective measures, and the principles and techniques of intraoral and extraoral radiography.

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DHT-1931	Medical Dental Emergencies	1
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This course provides the student with the opportunity to discuss managing dental office emergencies.

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\*BOT Elective

### Second Semester — 14 hrs

Course	Title	Hours
DHT-1242	Anatomy & Histology/ Head & Neck	2

This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It also includes studies of the microscopic and development of types of cells, tissues and organs of the head and neck.

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DHT-1513	Periodontics	3
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An indepth study of the supporting structures of the teeth with a full clinical and theoretical understanding of their conditions in good health as well as in pathological conditions.

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DHT-1415	Clinical Dental Hygiene I	5
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The first course designed to increase the student's knowledge of dental hygiene procedures; use of caries preventive agents, detection of dental decay; periodontal pockets and soft tissue lesions.

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DHT-1941                      Theories of Patient Care    1

This course provides the student with the opportunity to discuss patient care and treatment plans.

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SOC-2113                      Introduction to Sociology    3

This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined.

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## Second Year

### First Semester — 15 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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DHT-2425	Clinical Dental Hygiene II	5
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Emphasis on use of cures, models, and the ultrasonic scaler.

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DHT-2613	Dental Materials	3
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Study of the properties of materials used in dentistry and techniques of manipulation of these materials.

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DHT-2713	Pharmacology	3
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A basic introduction to drug actions and their mechanism when introduced to the body under specific conditions, and the reaction of the body to drugs.

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DHT-2961	General & Dental Nutrition	1
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This course provides the student with the general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

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DHT-2233	General & Oral Pathology	3
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Principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity.

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### Second Semester — 13 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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DHT-2436	Clinical Dental Hygiene III	6
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Emphasis on mastery of dental hygiene clinical tasks. Two hours lecture and twelve hours clinical.

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DHT-2814	Community Dental Health	4
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## NEMCC Course Catalog

A survey of methods and indices used to determine dental health status of the community and of preventive measures used to improve the dental health status of the community and of preventive measures used to improve the dental health of the population along with field experience utilizing educational principles and techniques.

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DHT-2922	Ethics and Jurisprudence	2
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Study of laws governing the practice of dentistry and dental hygiene and the ethics involved. Two hours lecture.

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DHT-2951	Fundamentals of Licensure	1
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This course provides the student with the opportunity to discuss dental disciplines and professional development.

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**Notes:** The Dental Hygiene Program is a two year Associate Degree Program. The schedule is fixed and all classes meet in the Dental Hygiene Department. Students must achieve a minimum grade of "C" in each course to move into the next semester.

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CIP:510602

Program of Study Code: 8710

[Return to Programs of Study](#)

# Medical Laboratory Technology

## Medical Laboratory Technology

[Shannon Goolsby, Rosalyn Singleton]  
(Associate of Applied Science)

This program is designed to prepare a qualified person to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. The student performs routine laboratory procedures and tasks in the areas of hematology, bacteriology, blood banking, chemistry, parasitology, serology and urinalysis. A student must make a grade of "C" or better in each academic course and each MLT course; in addition, he must make a grade of "C" or better in each course which is prerequisite to other courses in the program. (These are requirements for progression in the program and for graduation.) A graduate of this program is eligible to apply for admission to take national examinations for certification as a Medical Laboratory Technician. The program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119. Phone: (773) 714-8880. [www.naacls.org](http://www.naacls.org)

## First Year

### First Semester — 18 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
MLT-1313	Clinical Hematology I	3
A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling.		
CSC-1123	Computer Applications I	3

## NEMCC Course Catalog

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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MLT-2612	Parasitology	2
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This course covers the morphology, physiology, life cycles, and epidemiology of parasites of animal with emphasis on human pathogenic parasites. Identification of the parasites from human material is also included.

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MAT-ELECT	Math Elective	3
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No Description Available

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### Second Semester — 18 hrs

Course	Title	Hours
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BIO-2524	Anatomy & Physiology II	4
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(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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CHE-1211	General Chemistry Lab I	1
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(Concurrent enrollment in CHE 1213 required.) A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture.

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CHE-1213	General Chemistry I	3
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(Concurrent enrollment in CHE 1211 required; must be eligible for enrollment in MAT 1313, or credit in CHE 1313 with a "C" or above.) A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth.

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MLT-1324	Hematology II	4
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The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy.

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MLT-1413	Immunology/Serology	3
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Basic principles of serology/immunology; theory and performance of routine serology tests.

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FINE-ELECT                      Fine Arts Elective                      3  
 No Description Available

\*CHE 1213 and CHE 1211 may be substituted with CHE 1313 and CHE 1311 or CHE 1413 and CHE 1411.

## Summer

### Summer I (June) — 6 hrs

Course	Title	Hours
MLT-2916	Clinical Practice I	6

(Prerequisite: MLT 1313, MLT 1324, and MLT 1413 with a grade of C or above)  
 Clinical practice and diadetic instruction in a clinical affiliate. Areas covered are hematology and immunology.

### Summer II (July) — 7 hrs

Course	Title	Hours
BIO-2924	Microbiology	4

(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

## Second Year

### First Semester — 14 hrs

Course	Title	Hours
MLT-2424	Immunoematology	4

Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn.

MLT-2614	Pathogenic Microbiology	4
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Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs.

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MLT-2936	Clinical Practice III	6
(Prerequisites: MLT 2715, MLT 2424, and MLT 2611 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are immunohematology and microbiology. Forty hours a week for 8 weeks.		

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## Second Semester — 16 hrs

Course	Title	Hours
MLT-1212	Urinalysis/Body Fluids	2
Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states.		

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MLT-1515	Clinical Chemistry	5
(Prerequisites: CHE 1213 and CHE 1211, CHE 1223 and CHE 1221, or CHE 1313 and CHE 1311, AND CHE 1413 and CHE 1411) Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes.		

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MLT-2926	Clinical Practice II	6
(Prerequisites: MLT 1515, MLT 2322, MLT 1212 with a grade of C or above) Clinical practice and didactic instruction in a clinical setting. Areas covered are clinical chemistry and urinalysis. Forty hours a week for 8 weeks.		

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MLT-2723	Certification Fundamentals	3
(Completion of all didactic MLT courses) An in-depth study and review of material covered in the MLT Curriculum. Designed to prepare the student for the National Registry/Certifying exams.		

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CIP:511004

Program of Study Code: 8730

[Return to Programs of Study](#)

# Nursing - ADN Traditional Plan of Study

## Nursing - ADN Traditional Plan of Study

[Camille Beals]

(Associate of Applied Science)

*\*Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of “F” will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses** - A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118, and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the "L.P.N.-A.D.N. Advance Placement Program" packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Alternate Placement Option** - Alternate placement into the Practical Nursing Education Program is an option available to students who have passed at least one clinical A.D.N. course. Depending on which course was satisfactorily completed in the A.D.N. program, students may exempt one or two semesters of the Practical Nursing

Education curriculum. Application should be made to the Practical Nursing Program. A fee of \$15.00 per credit hour is charged for recording “Z” credit on the transcript.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		

## Freshman Year

### First Semester — 15 hrs

Course	Title	Hours
ENG-1113	English Composition I	3



English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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NUR-1118	Nursing Fundamentals	8
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(Prerequisites: BIO 2514 and BIO 2524) The nursing process is introduced with emphasis on assessment of adults. Basic human needs and developmental tasks are viewed from the theoretical frameworks of Maslow and Erikson as they relate to the adult client experiencing stress due to normal variations and/or threats to human needs. Concepts of caring and interpersonal relationships are integrated throughout course content. The interpersonal component focusus on the geriatric client through the life review process. Nursing skills are taught, demonstrated, and evaluated.

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PSY-1513	General Psychology	3
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An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

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## Second Semester — 19 hrs

Course	Title	Hours
BIO-2924	Microbiology	4

(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

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NUR-1229	Nursing Care of the Family	9
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(Prerequisites: NUR 1118, prerequisite or corequisite EPY 2533) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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PSY 2533 Human Growth & Development is a pre-requisite and co-requisite to NUR 1229.

BIO 2924 Microbiology must be completed with a passing grade before entry to NUR 2339.

## Sophomore Year

### First Semester — 15 hrs

Course	Title	Hours
NUR-2333	Nursing Trends & Issues	3
(Prerequisite: All first year courses. Corequisite NUR 2339) This course explores the development of self as a member of the nursing profession. Management aspects are addresses along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing.		

NUR-2339	Nursing Care of the Adult I	9
(Prerequisites: NUR 1118, 1229, and BIO 2924. The nursing process continues with emphasis on the implementation of care for adult clients experiencing through deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included.		

MAT-ELECT*	Math Elective	3
No Description Available		

\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

### Second Semester — 18 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3
(Prerequisites: NUR 1118, 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined.		

NUR-2449	Nursing Care of the Adult II	9
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(Prerequisite: NUR 1118, NUR 1229, and NUR 2339. Corequisite: NUR 2333)  
 The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs. Emphasis is placed on decision making skills and critical thinking. Care for clients with psychosocial deprivations is included. Five hours lecture and twelve hours clinical/lab per week. and adaptation of all family members to developmental and situational crises. Performance of nursing skills and implementation of group decision-making skills are used in demonstration competencies and community projects. Five hours lecture, two hours laboratory, and nine hours clinical.

CSC-1123                      Computer Applications I      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

SPT-1113                      Public Speaking                      3

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

## Elective Nursing Courses Available for ADN Program Students

### Elective Nursing Courses Available for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included.

NUR-1011	Nursing Organization	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN)

## NEMCC Course Catalog

which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-1021	Nursing Memb Org(MOSA)	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-2011	Nursing Organization	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-2021	Nursing Memb Org (MOSA)	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-1121	Nursing Mathematics	1
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A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

## NEMCC Course Catalog

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NUR-1131	Nursing Heritage	1
<p>A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. Corequisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.</p>		
NUR-1141	Nursing Case Studies	1
<p>Corequisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, NUR 2449. In depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self paced, instructor guided course.</p>		
NUR-1142	Nursing Case Studies	2
<p>In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self paced, instructor guided course. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.</p>		
NUR-1151	Nursing Clinical Reasoning	1
<p>Corequisite: Enrollment in NUR 1118, 1229, 2339, or 2449. This course provides opportunities for nursing students to enhance their critical reasoning and clinical judgement skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self paced, instructor guided course.</p>		
NUR-1161	Nursing Pharmacology	1
<p>Prerequisite: Admission to ADN program; corequisite:NUR 1118 This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side effects, interactions, and essential nursing knowledge.</p>		
NUR-1261	Nursing Pharmacology II	1
<p>Corequisite: Enrollment in NUR 1229. This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children.</p>		
NUR-2361	Nursing Pharmacology III	1
<p>Corequisite: Enrollment in NUR 2339. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues.</p>		
NUR-2461	Nursing Pharmacology IV	1

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Corequisite: Enrollment in NUR 2449. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues.

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NUR-1171	Evidence Based Nursing Practic	1
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No Description Available

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NUR-1233	Nursing Preceptorship	3
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Prerequisites: Successful completion of NUR 1118 and 1229. This elective course is designed to provide application of learned nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities.

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NUR-1333	Nursing Externship	3
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(Prerequisite: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nursing Extern Program by a participating clinical agency.) This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course.

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### Recommended NUR Course for LPN Advanced Placement & Transfer Students — 1 hrs

Course	Title	Hours
NUR-1101	Nursing Process Transition	1

Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self study activities, skills laboratory

performance, counseling and self evaluation included. Study program arranged with Assistant Academic Head. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

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Skills reviewed required should student elect not to formally enroll in course.

**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

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CIP:513801

Program of Study Code: 8780

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# Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN

## Nursing - Advanced Placement to NUR 1229 Nursing Care of the Family for LPN

[Camille Beals]

(Associate of Applied Science)

*\* Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of “F” will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.



**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses -**

A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118, and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the "L.P.N.-A.D.N. Advance Placement Program" packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — BIO2514, BIO2524 hrs

Course	Title	Hours
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### First Year

#### First Semester — 15 hrs

Course	Title	Hours
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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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PSY-1513	General Psychology	3
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An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

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#### Foundations of Nursing Exam 8 hours

#### Second Semester — 19 hrs

Course	Title	Hours
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BIO-2924	Microbiology	4
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(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab

safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

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NUR-1229	Nursing Care of the Family	9
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(Prerequisites: NUR 1118, prerequisite or corequisite EPY 2533) The nursing process continues with emphasis on analysis and planning of care for the family in hospital and community settings. The interpersonal component focuses on the family. Planned assessment and teaching interventions are directed toward family members.

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PSY-2533	Human Growth & Development	3
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A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

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FINE-ELECT	Fine Arts Elective	3
No Description Available		

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PSY 2533 Human Growth & Development is a prerequisite or co-requisite to NUR 1229. BIO 2924 must be completed with a passing grade before entry to NUR 2339.

## Second Year

### First Semester — 15 hrs

Course	Title	Hours
MAT-ELECT*	Math Elective	3
No Description Available		

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NUR-2333	Nursing Trends & Issues	3
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(Prerequisite: All first year courses. Corequisite NUR 2339) This course explores the development of self as a member of the nursing profession. Management aspects are addresses along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing.

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NUR-2339	Nursing Care of the Adult I	9
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(Prerequisites: NUR 1118, 1229, and BIO 2924. The nursing process continues with emphasis on the implementation of care for adult clients experiencing through deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included.

\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

## Second Semester — 19 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3

(Prerequisites: NUR 1118, 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

## Elective Courses for ADN Program Students

### Elective Courses for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included.

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NUR-1011	Nursing Organization	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing (MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

**NEMCC Course Catalog**

NUR-1021	Nursing Memb Org(MOSA)	1
<p>Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).</p>		
NUR-2011	Nursing Organization	1
<p>Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).</p>		
NUR-2021	Nursing Memb Org (MOSA)	1
<p>Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).</p>		
NUR-1121	Nursing Mathematics	1
<p>A self-paced course which utilizes review of basic mathematical concepts to refresh computational skills. Systems of measurement and conversion factors utilized in scientific problem solving are introduced. The Dimensional Analysis Method of problem solving for dosage and solution calculations is explained. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.</p>		
NUR-1131	Nursing Heritage	1

## NEMCC Course Catalog

A brief history of the Northeast Mississippi Community College Associate Degree Program is presented. Students conduct library research to gather knowledge regarding the development of nursing across time and to identify important historical figures in nursing and their contributions to the profession. Corequisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

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NUR-1141	Nursing Case Studies	1
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Corequisite: Enrollment in NUR 1118, NUR 1229, NUR 2339, NUR 2449. In depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self paced, instructor guided course.

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NUR-1142	Nursing Case Studies	2
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In-depth analysis of selected case studies will be fostered using critical analysis of client case studies selected in area of student interest to enhance critical thinking and the evaluation of the nursing process. Review of current literature on each topic is required. Self paced, instructor guided course. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

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NUR-1151	Nursing Clinical Reasoning	1
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Corequisite: Enrollment in NUR 1118, 1229, 2339, or 2449. This course provides opportunities for nursing students to enhance their critical reasoning and clinical judgement skills by working through and discussing clinical scenarios. The nursing process will be used as a critical thinking tool that will guide the student in developing habits that promote safer, more effective clinical reasoning. Self paced, instructor guided course.

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NUR-1161	Nursing Pharmacology	1
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Prerequisite: Admission to ADN program; corequisite: NUR 1118 This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side effects, interactions, and essential nursing knowledge.

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NUR-1261	Nursing Pharmacology II	1
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Corequisite: Enrollment in NUR 1229. This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children.

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NUR-2361	Nursing Pharmacology III	1
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Corequisite: Enrollment in NUR 2339. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues.

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NUR-2461	Nursing Pharmacology IV	1
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Corequisite: Enrollment in NUR 2449. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues.

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NUR-1171	Evidence Based Nursing Practic	1
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No Description Available

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NUR-1233	Nursing Preceptorship	3
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Prerequisites: Successful completion of NUR 1118 and 1229. This elective course is designed to provide application of learned nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities.

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NUR-1333	Nursing Externship	3
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(Prerequisite: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nursing Extern Program by a participating clinical agency.) This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course.

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### Recommended Nursing Courses for LPN Advanced Placement & Transfer Students — 1 hrs

Attendance required should student elect to not formally enroll in course.

<b>Course</b>	<b>Title</b>	<b>Hours</b>
NUR-1101	Nursing Process Transition	1

Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of

nursing knowledge and skills included. Self study activities, skills laboratory performance, counseling and self evaluation included. Study program arranged with Assistant Academic Head. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

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**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

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CIP:513801

Program of Study Code: 8780

[Return to Programs of Study](#)



# Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN

## Nursing - Advanced Placement to NUR 2339 Nursing Care of the Adult I for LPN

[Camille Beals]

(Associate of Applied Science)

*\*Graduates of this program meet educational requirements to sit for the Registered Nurse licensure examination.*

**The Associate Degree Nursing Program is accredited by the Accrediting Commission for Education, Nursing (ACEN) and the Board of Trustees of Mississippi State Institutions of Higher Learning.**

Students in the program are prepared as entry level professional nurse caregivers.

Mastery learning of some concepts is incorporated within the curriculum. Enrollment in nursing courses is limited to students formally accepted into the program of study. Non-nursing courses may be completed prior to admission into the nursing program

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. A Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues.

**Purpose** - The purpose of the NEMCC A.D.N. Program is “to prepare a competent, caring professional who can attain licensure as a Registered Nurse and enter the workforce.”

Admission Requirements for the A.D.N. Program are listed in this catalog in the [Admission to Health Science Programs](#) section.

**Length of Program** - The general course of study may be completed in 5 semesters or extended over a period of time and will be planned under the general guidelines of the curriculum. All nursing courses within the curriculum must be completed within a five (5) year time frame from initial admission to graduation.

**Progression** - Students must earn a grade of 75 % in each required nursing course in order to progress in the program. In courses which have theory and clinical components, students must earn a minimum grade of 75% in each component. Nursing courses must be completed in sequential order and are offered once a year. Should a student withdraw from a nursing course after the date published as the last one for dropping a class, that enrollment will be considered as an admission to the course. Students must process the withdrawal request by the class/college withdrawal date or a grade of “F” will be assigned. Students have the right to request in writing a readmission appeal to the Northeast Mississippi Community College Admissions Committee.

**Readmission** - Students who wish to be considered for readmission should discuss the readmission process with the Division of Health Sciences Academic Head. Acceptance of readmission candidates is determined by the College Admissions Committee.

**STUDENTS MUST:**

1. Complete and submit an A.D.N. application requesting readmission into the program by April 1st for fall admission and November 1st for spring admission.
2. Meet all admission requirements to the college and the A.D.N. Program.
3. Submit to a physical exam, psychiatric evaluation, criminal background check and fingerprinting, and/or drug/alcohol screens as indicated.

**Students may be readmitted one time to the program.** Should a student fail to progress or complete after readmission, that student is considered ineligible for admission for five years. After five (5) years, the former student may reapply for admission to the first nursing course in the curriculum. A student who is ineligible for readmission may reapply within the five year time frame provided that a Practical Nursing Education program has been completed and licensure as an L.P.N. obtained since the last admission.

A student's past performance in the program, cumulative academic record, and policies in effect for admission, progress, and graduation are considered.

**Eligibility does not assure readmission.** Applicants are rated and ranked and admitted as space is available. Students who are considered ineligible for readmission have the right to request a readmission appeal in writing to the Northeast Mississippi Community College Admissions Committee.

**Graduation** - In order to be recommended for graduation with the Associate of Applied Science in Nursing Degree, candidates must have satisfactorily completed the prescribed curriculum with an overall GPA of 2.0, a grade of "C" or higher in each required nursing course and the prerequisite biology courses, and must have completed the second year of the required nursing courses at NEMCC.

At time of graduation, the student should correspond with the Board of Nursing in the state of residence to apply for licensure and should register to take the licensure examination ([www.ncsbn.org](http://www.ncsbn.org)).

**Advanced Placement for Licensed Practical Nurses** - A licensed practical nurse who meets the A.D.N. admission requirements may choose to challenge course work to obtain advanced placement. Challenge examination credit for NUR 1118, and the second requirement for exemption of NUR 1229 - Nursing Care of the Family, may be found in the "L.P.N.-A.D.N. Advance Placement Program" packet from [www.nemcc.edu](http://www.nemcc.edu). The grade recorded for courses successfully challenged is "Z". No credit is awarded until the student completes [NUR 1101](#) or skills review if student does not formally enroll in NUR 1101. The challenge examination may be taken only once per testing window, and may not be repeated more than twice a year. Challenge credit is good for 5 years. Information regarding this process and associated fees is found in the [Academic Regulations](#) section.

**Transfer Credit** - Credit for transfer courses will be evaluated on an individual basis.

A student who has been enrolled in another nursing program must be eligible to return to that nursing program in order to be considered for admission to in the NEMCC Associate Degree Nursing Program. If an applicant is ineligible to return to the previous nursing program, she/he may apply to the NEMCC A.D.N. Program after five years or after completing a practical nursing education program and obtaining licensed practical nurse status.

**Costs and Fees** - A schedule of costs and fees is available with the A.D.N. application packet. In addition to costs for tuition, books, equipment, uniforms, and validation of health requirements, students must maintain malpractice insurance through the college group policy and pay for inclusion in an on-line testing program. Students must assume the cost for the Criminal Background Checks and Fingerprinting process. Each student is responsible for travel and transportation to and from clinical assignments.

## Prerequisite Courses

### Prerequisite Courses — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		

## First Year

### First Semester — 15 hrs

Course	Title	Hours
ENG-1113	English Composition I	3
English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.		
PSY-1513	General Psychology	3

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

**Foundations of Nursing Exam 8 Semester Hours**

**Second Semester — 19 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
BIO-2924	Microbiology	4
(Prerequisite: College level Biology course) A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.		

PSY-2533	Human Growth & Development	3
A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.		

FINE-ELECT	Fine Arts Elective	3
No Description Available		

PSY 2533 is a prerequisite or co-requisite to NUR 1229.

BIO 2924 must be completed with a passing grade before entry to NUR 2339.

**Second Year**

**First Semester — 15 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
MAT-ELECT*	Math Elective	3
No Description Available		
NUR-2333	Nursing Trends & Issues	3
(Prerequisite: All first year courses. Corequisite NUR 2339) This course explores the development of self as a member of the nursing profession. Management aspects are addresses along with discussion of historical influences and trends in health care. The Nurse Practice Act is explored as the ethical and legal framework for the practice of nursing.		

NUR-2339	Nursing Care of the Adult I	9
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(Prerequisites: NUR 1118, 1229, and BIO 2924. The nursing process continues with emphasis on the implementation of care for adult clients experiencing through deprivations and/or threats to human needs. Concepts are expanded through lecture, laboratory, and clinical experiences. The implementation of care for adult clients with psychosocial deprivations is included.

\*MAT-ELECT must be MAT 1233 Intermediate Algebra or higher.

## Second Semester — 15 hrs

Course	Title	Hours
NUR-2443	Nursing Readiness Evaluation	3

(Prerequisites: NUR 1118, 1229, and NUR 2339) This course is designed to help the fourth semester nursing student prepare for the state board nursing exam using computer based exams. Diagnostic testing is used to evaluate critical thinking skills, identify weaknesses in nursing knowledge and help the student develop a plan to strengthen those areas of weakness. In addition, employment opportunities are explored. Research in nursing is also examined.

NUR-2449	Nursing Care of the Adult II	9
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(Prerequisite: NUR 1118, NUR 1229, and NUR 2339. Corequisite: NUR 2333) The nursing process continues with emphasis on the evaluation of care for the adult client experiencing deprivations and/or threats to human needs Emphasis is placed on decision making skills and critical thinking. Care for clients with psychosocial deprivations is included. Five hours lecture and twelve hours clinical/lab per week. and adaptation of all family members to developmental and situational crises. Performance of nursing skills and implementation of group decision-making skills are used in demonstration competencies and community projects. Five hours lecture, two hours laboratory, and nine hours clinical.

CSC-1123*	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

\*CSC 1123 Computer Applications may be replaced with SPT 1113 Public Speaking

## Elective Courses for ADN Program Students

### Elective Courses for ADN Program Students — 22 hrs

Course	Title	Hours
NUR-1001	Nursing CPR Skills	1

## NEMCC Course Catalog

The course presents the American Heart Association Basic Life Support curriculum for the Health Care Provider. Skills included are: one and two man CPR for infants, children, and adults; relief of choking techniques for infants, children, and adults; airway placement; and use of the automatic defibrillator. Satisfactory completion of the exam and the skill check-offs will result in certification and issuance of an AHA card valid for two years. This type and level of CPR certification is required by all clinical affiliates. Additional assignments are included.

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NUR-1011	Nursing Organization	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-1021	Nursing Memb Org(MOSA)	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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NUR-2011	Nursing Organization	1
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Nursing Membership Organization - Mississippi Organization for Associate Degree Nursing - NEMCC Chapter (Elective) The course is designed to enhance the "member within the discipline of nursing" role which is an A.D.N. program competency. This course provides students who are enrolled in NUR 1118, 1229, 2339, or 2449 the opportunity of organizational participation. The Mississippi Organization for Associate Degree Nursing (MOSA) NEMCC Chapter is a chartered and approved student organization of the NEMCC. It is a student affiliate of the Mississippi Organization for Associate Degree Nursing(MOADN) which is a state chapter of the National Organization for Associate Degree Nursing (NOADN).

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## NEMCC Course Catalog

in developing habits that promote safer, more effective clinical reasoning. Self paced, instructor guided course.

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NUR-1161	Nursing Pharmacology	1
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Prerequisite: Admission to ADN program; corequisite:NUR 1118 This overview of pharmacology focuses on the nurse's responsibility in drug administration. Drug categories are utilized to identify uses, major side effects, interactions, and essential nursing knowledge.

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NUR-1261	Nursing Pharmacology II	1
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Corequisite: Enrollment in NUR 1229. This overview of pharmacology focuses on the nurse's responsibility for drug administration as relative to nursing care of childbearing women and children.

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NUR-2361	Nursing Pharmacology III	1
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Corequisite: Enrollment in NUR 2339. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with respiratory, cardiac, or endocrine health issues.

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NUR-2461	Nursing Pharmacology IV	1
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Corequisite: Enrollment in NUR 2449. This overview of pharmacology focuses on the nurse's responsibility in drug administration as relative to nursing care of clients with orthopedic, immune, or cancer related health issues.

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NUR-1171	Evidence Based Nursing Practic	1
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No Description Available

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NUR-1233	Nursing Preceptorship	3
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Prerequisites: Successful completion of NUR 1118 and 1229. This elective course is designed to provide application of learned nursing skills within a structured environment in both the Clinical Simulation Learning Center and clinical facilities under the direct supervision of a registered nurse preceptor. Development of skills in the areas of provision of care, management of care, assessment, clinical decision making, communication, organization and personal accountability will be the focus of this elective course. Offered during both Summer I and Summer II, the student must complete 90 hours of clinical which includes both Clinical Simulation and Preceptor experiences. The student will also be required to attend 15 hours of classroom activities.

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NUR-1333	Nursing Externship	3
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(Prerequisite: Successful completion of NUR 1118 and NUR 1229 and selection for the Summer Nursing Entern Program by a participating clinical agency.) This elective course is designed to provide the rising second year nursing student with a structured opportunity to strengthen clinical skills in practice under direct supervision within the hospital setting. The course is offered by the NEMCC Associate Degree Nursing Program under the guidelines and auspices of the



Mississippi Hospital Association of Nurse Executives and the Mississippi Council of Deans and Directors of Schools of Nursing. The student nurse will work in concert with designated clinical preceptors to accomplish course objectives. Development of skills in areas care provision and care management as well as in the areas of assessment, critical-thinking, communication, organization, and personal accountability will be focal points of this course. Offered during the summer sessions, the student must work 320 hours at the affiliated agency and meet other course requirements in order to successfully complete the course.

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### **Recommended Nursing Course for LPN Advanced Placement & Transfer Students — 1 hrs**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
NUR-1101	Nursing Process Transition	1

Required of students who enter program with advanced placement. Orients student to the nursing process as taught in the program; prepares student to use the learning materials to meet program objectives. Validation of nursing knowledge and skills included. Self study activities, skills laboratory performance, counseling and self evaluation included. Study program arranged with Assistant Academic Head. Corequisites: Enrollment in NUR 1118, NUR 1229, NUR 2339, or NUR 2449.

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Skills reviewed required should student elect not to formally enroll in course.

**Notes:** All Nursing courses must be completed within five years of initial admission to the program.

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CIP:513801

Program of Study Code: 8780

[Return to Programs of Study](#)

# Radiologic (Medical) Technology

## Radiologic (Medical) Technology

[Alison Goodwin, Hope Harrelson]  
(Associate of Applied Science)

This program is designed to train qualified students to perform diagnostic radiographs (x-rays) in hospitals or other clinical settings. The student will learn the principles of radiography through a series of classes and labs. These principles will then be applied as the student performs routine and trauma radiography in clinical rotations under the supervision of registered technologists and physicians. A student must maintain a minimum of "C" in each of the academic core and Radiography courses to meet graduation requirements. Graduates are eligible to take the national exam offered by the American Registry of Radiologic Technologists and receive their credentials as registered Radiologic Technologists (RT). This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, IL 60606-3182; [www.jrcert.org](http://www.jrcert.org), [mail@jrcert.org](mailto:mail@jrcert.org). JRCERT is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit education programs in Radiography.

## Prerequisites

### Prerequisites — 23 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
ENG-1113	English Composition I	3

English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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MAT-1313	College Algebra	3
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(Prerequisite: ACT math subscore of 19 or above or MAT 1233 with a "C" or above.) This course includes inequalities; functions, linear and quadratic equations; circles, and their graphs; applications; polynomial and rational function; logarithmic and exponential functions; systems of equations.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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## First Year

### First Semester — 18 hrs

Course	Title	Hours
RGT-1213	Fundamentals of Radiography	3

This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and legal concerns. Patient care procedures related to radiographic exams, body mechanics, emergency procedures for drug reactions and injured and critical care patients, and basic CPR techniques are also covered.

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RGT-1114	Clinical Education I	4
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This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

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RGT-1312	Principles of Radiation Protection	2
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This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

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RGT-1323	Prin of Exposure & Image Prod	3
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This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. (3 sch: 2 lecture, 2 lab)

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RGT-1513	Radiographic Procedures I	3
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This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, digestive system, and urinary system. Included is a review of radiographic anatomy on each procedure.

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RGT-1223	Patient Care and Radiography	3
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This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education will be identified.

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## Second Semester — 13 hrs

Course	Title	Hours
RGT-1523	Radiographic Procedures II	3

This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, urinary system, lower extremities, bony thorax, and the mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure.

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RGT-1124	Clinical Education II	4
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This course is a continuation of Clinical Education I. This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

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RGT-1613	Physics of Imaging Equipment	3
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This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer

applications in the radiologic sciences related to image capture, display, storage, and distribution are presented.

## Summer

### Summer (10 Week) — 9 hrs

Course	Title	Hours
RGT-1139	Clinical Education III	9

This course is a continuation of Clinical Education II. This course is a clinical practice and instruction in a clinical affiliate. Area included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

## Second Year

### First Semester — 13 hrs

Course	Title	Hours
RGT-2911	Radiation Biology	1

This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of dosage.

RGT-2147	Clinical Education IV	7
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This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

RGT-2132	Ethical & Legal Responsibility	2
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Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their value systems, cultural and ethnic influences, communication styles, socioeconomic influences, health risks, and life stage.

### Second Semester — 13 hrs

Course	Title	Hours
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## NEMCC Course Catalog

RGT-2157                      Clinical Education V                      7

This course is a continuation of Clinical Education IV. Included is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

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RGT-2921                      Radiographic Pathology                      1

This course is designed to introduce theories of disease causation and the pathophysiologic responses, clinical manifestation, radiographic appearance, and management of alterations in body systems will be presented.

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RGT-2542                      Radiographic Procedures                      2  
IV

This course is a continuation of Radiographic Procedures This course is a study of special radiographic procedures which utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system.

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RGT-2933                      Certification                      3  
Fundamentals

This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession.

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CIP:510911

Program of Study Code: 8850

[Return to Programs of Study](#)

# Respiratory Care Technology

## Respiratory Care Technology

[Dalton Harris, John Shelburne  
(Associate of Applied Science)]

The Respiratory Care Technology Program offers a basic two year associate degree program of study. Students are trained to perform clinical tasks included in the Respiratory Therapist's job description and in many instances fill staff and supervisory positions in the hospital environment. Students are also trained to perform clinical tasks included in the advanced practitioner job description. These skills include advanced cardiac life support, advanced patient assessment, neonatal/pediatric management, home care/pulmonary rehabilitation and advanced mechanical ventilation and PFT's.

Students follow a two year course study designed to integrate the study of basic sciences, respiratory care and applied clinical technique as well as advanced respiratory care courses which include specialized clinical rotations. Students are required to complete all course work with a grade of "C" or higher, in order to progress to the next semester. Upon completion of the program, graduates receive an Associate of Applied Science degree. After graduation the student will be eligible to take the the Therapist Multiple Choice (TMC) administered by the National Board of Respiratory Care (NBRC). After passing this exam, students are then eligible to take the clinical simulation examinations also administered by the NBRC. Once this exam is passed the RRT credential is awarded. The Respiratory Care Technology program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). CoARC may be contacted at 1248 Harwood Rd., Bedford, TX 76021-4244; (817) 283-2835 or at [www.coarc.com](http://www.coarc.com).

## Prerequisites

### Prerequisites — 11 hrs

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

special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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MAT-ELECT	Math Elective	3
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No Description Available

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## First Year

### First Semester — 18 hrs

Course	Title	Hours
RCT-1223	Patient Assessment and Plan	3

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.

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RCT-1313	Cardio Anatomy & Physiology	3
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This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care.

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RCT-1416	Respiratory Care Technology I	6
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This course is a study of respiratory treatments and equipment design and operation related to noncritical care procedures.

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FINE-ELECT	Fine Arts Elective	3
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No Description Available

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### Second Semester — 15 hrs

Course	Title	Hours
RCT-1515	Clinical Practice I	5

Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures.

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RCT-1424	Respiratory Care Technology II	4
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This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care.

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RCT-1613	Respiratory Care Pharmacology	3
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This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders.

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RCT-2613	Neonatal/Pediatrics Mgt	3
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This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary birth defects, neonatal, and pediatric disease process, and the mode of treatment.

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## Summer

### Summer — 6 hrs

Course	Title	Hours
RCT-1523	Clinical Practice II	3

In this course, students rotate through various respiratory subspecialty areas for evaluation of competency and performance of respiratory care procedures.

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ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

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## Second Year

### First Semester — 18 hrs

Course	Title	Hours
RCT-2334	Cardiopulmonary Pathology	4

This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress.

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RCT-2434	Respiratory Care Tech III	4
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A study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support.

## NEMCC Course Catalog

RCT-2534                      Clinical Practice III                      4

In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures.

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SPT-1113                      Public Speaking                      3

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

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CSC-1123                      Computer Applications I                      3

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

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### Second Semester — 15 hrs

Course	Title	Hours
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RCT-2546	Clinical Practice IV	6
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This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance.

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RCT-1322	Pulmonary Function Testing	2
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This course is an introduction to pulmonary function technique and testing equipment.

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RCT-2714	Respiratory Care Seminar	4
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This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized.

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SBA-ELECT	Social/Behavioral Science Elective	3
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No Description Available

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CIP:510908

Program of Study Code: 8900

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# Medical Assisting Technology - Certificate

## Medical Assisting Technology

[Vickie Hopkins]  
(Certificate)

Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform many administrative and clinical procedures. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties vary according to state law and may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electro-cardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management. Both Administrative and Clinical Duties involve using computer applications.

This is an 11 month certificate program consisting of classroom work and clinical experience. Students are required to complete all course work with a grade of "C" or higher. Successful completion of the certificate program (45 hours) entitles graduates to sit for the American Association of Medical Assistants Certification Examination (CMA AAMA). The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Medical Assisting Education Review Board (MAERB's).

## Prerequisite Courses for Medical Assisting

### Prerequisite Courses — 4 hrs

Course	Title	Hours
BIO-1534*	Survey of Anatomy & Physiology	4

A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell, and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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American Heart Association CPR at the Health Care Provider level

\*BIO 1534 or BIO 2514

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
MET-1113	Medical Terminology	3
<p>This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialities, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software.</p>		
MET-1214	Medical Business Practices	4
<p>This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration.</p>		
MET-1314	Clinical Procedures I	4
<p>(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hands situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory. (4)</p>		
MET-1413	Medical Law & Ethics	3
<p>This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability.</p>		
MET-2334	Medical Lab for Med Assistants	4
<p>This course covers techniques of the clinical laboratory including competent use of the microscope, and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office.</p>		

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## Second Semester — 17 hrs

Course	Title	Hours
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MET-1323	Clinical Procedures II	3
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(Prerequisite: MET 1313 Clinical Procedures I) This course is a continuation of Clinical Procedures I and will expand the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance.

MET-2224	Computer Con for Med Assistant	4
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This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice.

MET-2234	Medical Insurance	4
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(Prerequisite: MET 1113) The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented.

MET-2613	Clinical Review	3
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This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental issues.

MET-1513	Pharmacology	3
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The course reflects basic theory and clinical information related to drugs, including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed.

## Summer

### Summer — 6 hrs

## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
MET-2716	Practicum	6

This course includes supervised experience in medical offices to provide student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences; designed to strengthen learning situations brought up in a clinical externship. Successful completion of of all freshman and sophomore courses is required. Concurrent registration in Clinical Review MET 2612.

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CIP:510801

Program of Study Code: 9750

[Return to Programs of Study](#)

# Practical Nursing Education - Certificate

## Practical Nursing Education - Certificate

[Tracey Barron, Felicia Crump, Mary Beth Reeves, Kristi Tooley]  
(Associate of Arts)

This is a 12-month program consisting of classroom work and clinical experience in practical nursing education. Students must complete this course of study within three years. The Board of Nursing may refuse the application for licensure of any applicant who has been convicted of a felony or misdemeanor or has charges pending on such issues.

Graduates of this program meet the educational requirements to sit for the Licensed Practical Nurse Licensure examination.

Students are admitted in August. The following is a schedule of course placement. A grade of 80 or above must be maintained in each course before advancement to the following semester.

## Prerequisites for Admission

### Prerequisites — 8 hrs

Course	Title	Hours
BIO-2514	Anatomy & Physiology I	4
(Prerequisite: ACT composite of 19 or credit in BIO 1534 with a "C" or above.) A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		
BIO-2524	Anatomy & Physiology II	4
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.		

## August Admission

### First Semester — 14 hrs

Course	Title	Hours
PNV-1444	Nursing Fundamentals &Clinical	14

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span. Study includes beginning use of the nursing process; causes and prevention of illness; patient, family, and community health care provisions; and resource agencies available. This course also includes personal health care, medical terms, preparation to assist the patient in meeting basic living needs, and provides demonstration of the supervised practice of the fundamental skills related to practical nursing. Successful completion of PNV 1444 requires minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

## Second Semester — 16 hrs

Course	Title	Hours
PNV-1524	IV Therapy Concepts	4

This course is designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV Therapy in accordance with the Mississippi Nursing Practice Law and Administrative Code. Additionally, this course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, drug calculations, regulatory requirements, and basic principles of drug administration. In addition, tuberculosis surveillance and testing certification will be provided in association with the American Lung Association of MS and the Mississippi Department of Health. This course meets the requirements of the Mississippi Board of Nursing for IV cert

PNV-1682	Adult Health Nurs Cncpts &Clin	12
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This course provides the student with the basic nursing theory and skills to provide safe and effective care for a client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy for various disorders is included. In addition, this course includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life threatening physical conditions in all body systems. Successful completion of PNV 1682 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.



### Third Semester — 12 hrs

Course	Title	Hours
PNV-1728	Specialty Areas in Nursing	8

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well being of the client and family experiencing a mental health alteration. Successful completion of PNV 1728 requires a minimal competency of 80% in theory and a concurrent 80% competency in the clinical setting evaluation.

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PNV-1914	Nursing Transition	4
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This course discusses the legal aspects of nursing employment opportunities, responsibilities, and preparation of the student for role transition. In addition this course further develops decision making skills, promotes an interest in continued professional development, and aides in preparing the student to take the National Council Licensure Examination (NCLEX-PN). Students must demonstrate the role of an entry level LPN in the clinical setting in addition to classroom assignments.

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**Notes:**

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CIP:513901

Program of Study Code: 9260

[Return to Programs of Study](#)

# Medical Assisting Technology

## Medical Assisting Technology

[Vickie Hopkins]

(Associate of Applied Science)

Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform many administrative and clinical procedures. The business administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; handling telephone calls, correspondence, reports, and manuscripts; assuming responsibility for office care; and handling insurance matters, office accounts, fees, and collections. The clinical duties vary according to state law and may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electro-cardiograms, preparing and administering medications and immunizations, sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations. Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant may also be responsible for personnel and office management. Both Administrative and Clinical Duties involve using computer applications.

This is an 11 month certificate program consisting of classroom work and clinical experience. Students are required to complete all course work with a grade of "C" or higher. Successful completion of the certificate program (45 hours) entitles graduates to sit for the American Association of Medical Assistants Certification Examination (CMA AAMA). The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Medical Assisting Education Review Board (MAERB's).

## Prerequisite Courses for Medical Assisting

### Prerequisite Courses — 4 hrs

Course	Title	Hours
BIO-1534*	Survey of Anatomy & Physiology	4

A combined lecture and laboratory course covering essential principles of human anatomy and physiology are presented, including basic chemistry, cell, and tissue studies, and an overview of all the body systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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American Heart Association CPR at the Health Care Provider level

\*BIO 1534 or BIO 2514

## Freshman Year

### First Semester — 18 hrs

Course	Title	Hours
MET-1113	Medical Terminology	3
<p>This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialities, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software.</p>		
MET-1214	Medical Business Practices	4
<p>This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration.</p>		
MET-1314	Clinical Procedures I	4
<p>(Prerequisite: CPT 1113) The purpose of this course is to teach the student to work in the medical assisting position. Thus its aim is to provide the student with on-hands situations through the use of simulated office settings, pegboard simulation, and demonstration. The student will exercise good judgement, act independently, and cope with interruptions. Three hours lecture and two hours laboratory. (4)</p>		
MET-1413	Medical Law & Ethics	3
<p>This course covers medical law, ethics, acts; legal relationship of physician and patient; legal responsibilities of the medical assistant; and professional liability.</p>		
MET-2334	Medical Lab for Med Assistants	4
<p>This course covers techniques of the clinical laboratory including competent use of the microscope, and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Develops proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and biopsy; as well as accurately reporting test results commonly performed in a physician's office.</p>		

### Second Semester — 17 hrs

## NEMCC Course Catalog

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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MET-1323	Clinical Procedures II	3
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(Prerequisite: MET 1313 Clinical Procedures I) This course is a continuation of Clinical Procedures I and will expand the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic and sonographic studies, performing EKG's, preparing and administering medications as directed by the physician, and providing mobility assistance.

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MET-2224	Computer Con for Med Assistant	4
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This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors' offices. After completion of this course, the students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice.

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MET-2234	Medical Insurance	4
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(Prerequisite: MET 1113) The purpose of this course is to acquaint the student with different types of insurance, including disability, Worker's Compensation, Medicare, Medicaid, Medicare-Medicaid Cross over claims, group plans such as Blue Cross and Blue Shield, and TRICARE (formerly known as CHAMPUS). Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented.

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MET-2613	Clinical Review	3
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This summary course is designed to reivew the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, the review of critical clinical skills and professional developmental issues.

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MET-1513	Pharmacology	3
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The course reflects basic theory and clinical information related to drugs, including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed.

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## Summer

### Summer — 6 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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MET-2716                      Practicum                      6

This course includes supervised experience in medical offices to provide student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences; designed to strengthen learning situations brought up in a clinical externship. Successful completion of all freshman and sophomore courses is required. Concurrent registration in Clinical Review MET 2612.

## Second Year

### First Semester — 16 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
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CSC-1123	Computer Applications I	3
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This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

ENG-1113	English Composition I	3
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English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

SPT-1113	Public Speaking	3
----------	-----------------	---

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

MAT-1233	Intermediate Algebra	3
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The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials.

BIO-2514	Anatomy & Physiology I	4
----------	------------------------	---

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

### Second Semester — 13 hrs

<b>Course</b>	<b>Title</b>	<b>Hours</b>
---------------	--------------	--------------

PSY-1513	General Psychology	3
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## NEMCC Course Catalog

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.

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**BOT-2813**                      **Business Communications 3**  
(Prerequisites: Sophomore standing and BOT 1713, BOT 1113, or consent of instructor) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media.

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**BIO-2524**                      **Anatomy & Physiology II 4**  
(Prerequisite: BIO 2514 with a "C" or above) A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

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**FINE-ELECT**                      **Fine Arts Elective 3**  
No Description Available

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CIP:510801

Program of Study Code: 8750

[Return to Programs of Study](#)

# Program Improvement Policy

## Program Improvement Policy

### Curriculum Review and Evaluation

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

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

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

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

# Academics



# Copyright Infringement Policy

## Copyright Infringement Policy

### Copyright Infringement Policy and Sanctions

#### Copyrighted Works

Northeast recognizes the importance of protecting the owner's copyright to printed material, music, electronic data and images. Duplicating of materials by any means must be in adherence with the Copyright Law of the United States of America, Title 17 of the U.S. Code and the Digital Millennium Copyright Act of 1998. For assistance in determining the applicability of copyright law to a specific project, employees should contact the Head Librarian in the college library.

#### Copyright Notice

*The following notice should be posted at all duplicating machines on campus:*

Copying, displaying and distributing copyrighted works may infringe the owner's copyright. Any use of computer or duplicating facilities by students, faculty, or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law. Title 17 of the U.S. Code can help you determine whether your use of a copyrighted work may be infringement.

#### Lab Books and Other Materials

Lab books and other type materials, whether printed or electronic, that are duplicated for sale in the bookstore, must be either original material or must have a current authorization for use of the material from the author on file in the Institutional Printing Office.

It is the responsibility of the individual faculty or staff member to learn about copyright and to make decisions concerning copyright materials.

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

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a range for \$750 to \$30,000 for each work infringed, unless the court finds the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years.

Additional information may be obtained about the copyright laws from [www.copyright.gov](http://www.copyright.gov).

# Admissions

## Child Care Center

The Northeast Mississippi Community College Child Care Center is located in Waller Hall, 1st floor. The purpose of the Child Care Center is to provide a learning-readiness environment for young children, to demonstrate principles of guidance, and to provide college students with opportunities for observing, interacting with, and teaching young children. Enrollment is open to three- and four-year old children of NEMCC students, faculty and staff. Children must be potty-trained and able to feed themselves. A completed application form, an enrollment form, Immunization Compliance Form #121, a certified birth certificate, a copy of each child's social security card, and the Child Care/Head Start meal application must be on file before school begins. Upon notification by the center, a fifteen (\$15) dollar registration fee must be paid for each child accepted into the Child Care Center.

The Child Care Center operates from 7:30 a.m. until 4:00 p.m. Monday through Thursday, during the times scheduled for day classes during the fall and spring semesters. The Center reserves the right to close for one day per semester to allow for staff and student development.

For more information contact Jenniffer Newell at [jenniffer@nemcc.edu](mailto:jenniffer@nemcc.edu) or (662)720-7214. Slots are filled on a first-come, first-serve basis.

**There is an established fee schedule for Child Care Services.**

## Student Support Services

Student Support Services provide resource areas for tutorial assistance and supplemental learning enhancement. These services offer learning opportunities through individual assistance and computer-based instruction. The main objective of Student Support Services is to enhance and improve student's abilities and subsequently elevate their individual success as a college student. The Student Support Services program is coordinated by the Counseling Center in Ramsey Hall and offers assistance in English, mathematics, and reading.

## Academic Advising

Each student enrolled at Northeast is assigned an academic advisor. The student is encouraged to meet with their advisor periodically during each semester. The role of the faculty advisor is (1) to plan the class schedule, (2) to provide up-to-date information about careers, (3) to refer students to the proper sources for assistance, (4) to encourage students in their efforts to be successful, and (5) to approve academic programs for graduation from Northeast Mississippi Community College.

- **Student Responsibilities**

- # All colleges establish certain requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, programs of study, and campus residence requirements. Advisors, counselors, faculty, and division heads will help a student meet these requirements, but the student is responsible for fulfilling the degree requirements.
- # The student is responsible for being acquainted with regulations and procedures as stated in the college catalog and handbook, and other official publications of the college. For these reasons, it is important for each student to familiarize himself with these publications and remain currently informed throughout his college career.

- **Priority Registration Day**

- # The first day of pre-registration for the Fall and the Spring semesters will be designated as Priority Registration Day. Currently enrolled students will meet with their faculty advisor on that day and during the next week to review the student's academic progress and to plan a class schedule for the next semester.

- **Orientation**

- # All students who apply for admission are invited to an orientation on campus. Students who are interested in enrolling in E-Learning courses may participate through an on-campus orientation or virtual orientation that is available through the college's website ([www.nemcc.edu](http://www.nemcc.edu)).

- **College Program of Study**

- # A program of study is defined as a concentration of course work within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.
- # **Changing of Program of Study**

To change a program of study, currently enrolled students should go to the Counseling Center in Ramsey Hall for assistance. Prospective students may contact the Office of Enrollment Services in Ramsey Hall.

- **Class Scheduling**

- # The academic advisor will assist students in planning class schedules prior to each semester. Dates for student registration will be assigned by the Director of Enrollment Services. Students should schedule an appointment with the academic advisor several days prior to the registration date to plan schedules for the upcoming semester.

- **Conference Periods**

- # The instructors have scheduled one period each day to be used for make-up work and individual counseling. The conference periods/office hours will be announced in each class and will be posted on each faculty member's door.



# Counseling Center

# Student Success Center

## Student Success Center

The Student Success Center, located on the first floor of Wright Hall, serves all Northeast students (seated, online, and dual-enrolled) by providing resources that promote and encourage student success. These services include success coach guidance, Writing Center support, Co-Lab study area, tutor lab, alcohol and drug prevention, and the Tiger D.E.N. Food Pantry.

### Success Coaches

While success coaches currently target freshmen, student athletes, and students seeking admission into health science programs, their services are available to all students. The coaches promote academic and personal success by monitoring, reporting, and discussing excessive absences with students, reviewing grades and creating study plans, and connecting students to tutorial services, the Writing Center, the Office of Disability Accommodations, counseling services, and the Tiger D.E.N. Food Pantry.

Success coaches also teach non-credit classes specifically designed for students placed on academic probation. Students placed on academic probation at the end of the current semester will be enrolled in probation course called Road to Success the following semester. The course is specifically designed to guide students down a path that will lead to academic good standing reinstatement.

Success coaches are available on the main campus Monday-Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. Students may meet with coaches by appointment or on a walk-in basis.

### Writing Center

The Northeast Writing Center is located on the first floor of Wright Hall. Students enrolled in any course may use the writing center for help at any stage of the writing process from planning to revising. The staff works with the writer present and taking an active role in his or her own writing.

### Co-Lab

The Co-lab, a designated study area within the Student Success Center, was designed and sponsored by Phi Theta Kappa. Members of Phi Theta Kappa recognized the need for a space on campus where students could work collaboratively during and after school hours. The Co-Lab is supplied with iPad charging stations for convenience. The Co-Lab is open to students Monday-Thursday 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 12:00 p.m.

### Tutor Lab

The Tutor Lab is available for sessions. The Tutor Lab is furnished with tables, chairs, stools, and white boards that can be easily re-arranged to meet the needs of the tutor sessions. Desktop computers are also available in the Tutor Lab.

### Individual Peer Tutoring

Free peer tutoring is available at no cost to all NEMCC students. Student may schedule appointments through [nemcc.mywconline.com](http://nemcc.mywconline.com) or by visiting the Student Success Center located in Wright Hall.

**Become a Tutor**

Students interested in being a tutor can apply [here](#) or by visiting the Student Success Center in Wright Hall.

**Drug and Alcohol Prevention**

Room 115 in Wright Hall is designated for a drug and alcohol prevention volunteer from Region IV Mental Health Facility. The Region IV representative is available on the main campus one time per week to meet with students in need.

**Tiger D.E.N. Food Pantry**

The purpose of the Tiger D.E.N Food Pantry is to provide supplemental food and other necessities to students in need. The Tiger D.E.N. is a free resource to all enrolled students. First time recipients submit an online application. Once the application is processed the student will submit the online request form each month requesting desired items. Confidentiality of the recipients is maintained as much as possible.

# Library

## Library Resources

The libraries serve NEMCC by providing instructional and leisure-reading books, movies, audio/video materials, and numerous computer stations with Microsoft Office products, Internet access, on-line databases, and a variety of other products. Also available are more than 145,000 on-line books students can access with the appropriate password. The library staff is eager to give personal or group instruction to library users. If assistance is needed when the library is closed, students can contact a librarian through the 24/7 link located on the library homepage.

Northeast at Corinth hours of operation will coordinate with times of classes offered. Check the [library website](#) for hours.

## Library Loan Privileges

- Regular circulation loans are for two weeks and may be renewed.
- Material placed on reserve by faculty must be used within the library during normal hours.
- Non-circulating materials (such as reference books, magazines, newspapers, and audiovisual materials) must be used in the library during normal hours.

## Library Printing

All student/public access printers in the library are governed by a print-management system. Students receive 250 free prints each fall and spring semester (100 during summer semesters.) To print, students must log in with their NE e-mail address and use their Canvas password. Once the free copies have been used, students may pay (\$0.10 per page) to add additional funds to their print accounts. People not enrolled as Northeast students must pay \$0.10 per page for prints. There is no color printing.

A copy machine is available for students and non-students to use. The cost is \$0.15 per copy.

## Regulations

- No fines are charged on overdue materials; however, students should return materials to the library on time so others can use them. A hold is placed in the Banner system on all overdue materials. As a result of the hold, students with overdue materials are not allowed to register for classes or receive their transcript, and final grades are held until materials are returned.
- Further borrowing privileges may be denied a student who has overdue items or delinquent library records.
- Lost or missing items should be reported as soon as possible to the library staff.
- Replacement fee for lost item is the current cost of the item.



## NEMCC Course Catalog

- Northeast is a “tobacco free” campus. The use of tobacco products is prohibited in the libraries.
- No food or drink is permitted in the libraries.
- Cell phones must be silenced or turned off while in the libraries.
- Students are expected to work independently without constant supervision and must conduct themselves in such a manner that others will not be disrupted. Noisy or disruptive students will be asked to leave.
- The Mississippi Library Security Act of 1978 states, “It shall be unlawful for any persons to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. It shall be unlawful for any persons to willfully mutilate library materials.” This means that it is a violation of state law to remove books or other library materials without checking them out or to damage them by cutting out sections, writing in them, or otherwise defacing them.
- The United States Copyright Act of 1976 states that it is a crime to photocopy any and all copyrighted materials. Certain portions of copyrighted articles may be photo-duplicated for study and other educational purposes.

# elearning

## eLearning

*Kim Harris, eLearning Coordinator*

Northeast recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet, Northeast offers students the opportunity to receive classes at their home or office. Northeast is an active participant in the Mississippi Virtual Community College (MSVCC), a joint online effort between the Community Colleges within the State of Mississippi and the State Board for Community and Junior Colleges. This partnership increases the number of Internet-based courses that are available to Northeast students.

Faculty and students participating in eLearning courses interact through phone, email, discussion boards, and chat rooms. All online courses meet the same educational requirements as traditional classroom courses.

Admission/registration procedures for eLearning courses are the same as outlined for the traditional classes. Textbooks for eLearning students are available for NEMCC-originated courses in the Northeast Bookstore located in Cartwright Hall. Northeast Bookstore staff will assist students in obtaining books for courses originating from other schools. The registration process is not complete until fees have been paid in the Business Office. Fees may be paid by cash, money order, credit card, approved financial aid (i.e. PELL, MTAG, SEOG, and student loans) or the promissory note plan. For convenience, students may also pay fees via their "Tigerline" account.

Additional information regarding the Northeast eLearning program can be obtained by following the eLearning link from the NEMCC website at <http://www.nemcc.edu>.

### • Hybrid Courses

- # Northeast Mississippi Community College recognizes the needs of students who, because of various time and space barriers, cannot attend courses in the traditional classroom setting. We also have taken into consideration the fact that many of these students feel unprepared to complete a course solely through an on-line environment. In order to accommodate the needs of these students, NEMCC has developed hybrid courses which are taught using a combination of two instructional formats. NEMCC hybrid courses combine traditional face-to-face classroom instruction with Internet-based distance education.
- # In the state of Mississippi, according to the MSVCC Policy and Procedures Manual, hybrid courses are defined as those courses with less than 75% of student contact hours provided online. In a hybrid course, a portion of the student's regularly scheduled classroom time will be replaced throughout the semester by required online activities.

## NEMCC Course Catalog

- # Students who wish to enroll in a hybrid course will need to adhere to the same admission and registration procedures as those enrolling in traditional NEMCC courses. Likewise, class attendance and withdrawal processes for hybrid courses will be the same as those which are outlined for traditional students through the NEMCC Student Catalog.

- **Canvas**

- # Canvas is the online learning management system at Northeast Mississippi Community College. In Canvas, students can access course materials, view grades, submit assignments, participate in hybrid or online courses, and much more. Canvas offers mobile applications that allow you quick access to content on the go. The Canvas applications are available for iOS and Android users. You have full content access from an internet browser, as well.
- # Go to [nemcc.instructure.com](http://nemcc.instructure.com) to access your Canvas courses today.

# Campus Housing

## Residential Student Services

The College provides comfortable and safe residence halls for students who wish to live on the campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall, and Mississippi Hall (women's residence), and White Hall and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall has two bedrooms with connecting bath, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with bath, accommodating two students.

## Eligibility for Campus Housing

- Students must be enrolled full-time to reside in a residential hall. The college will terminate the residency of students who do not maintain full-time status, unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours).
- All residents are required to purchase either a 13 meals per week or a 19 meals per week meal ticket as long as they reside in residence halls.

## Application and Deposit Information

- Residence Hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.
- Admission to the college does not guarantee the student the reservation of a dormitory room on campus.
- Students are encouraged to complete their residence hall applications as early as possible. Receipt of application and deposit is used to establish priority for room assignment. Priority deadline is May 1st for the fall semester and November 1st for the spring semester.

## Room Assignment

Housing assignments are based on the following criteria:

### Current Students

- Rooms will first be assigned to students who are presently living in a dormitory and who apply by April 1, for fall and November 1, for spring semester.

### **New/Returning Students**

- Special needs
- Students involved in college activities and required to live on campus
- Roommate preference and
- Date of application.

### **All Students**

- Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.
- Before the end of the fall and spring semesters, current residence hall students must update their housing application by indicating if they will be returning or not returning for the next semester. This form is to be completed via the online form.
- Students who fail to notify the Office of Event Planning and Housing of their intent to return within the next semester will be viewed as "not returning" and their room will be reassigned.
- Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at 662.720.7311.

### **Refunds for Deposits**

The college will provide a full refund of the deposit if residence hall space is not available or the student:

- cancels prior to deadline dates. (July 1 - Fall semester, December 2 - Spring semester),
- is denied admission to the college,
- is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.
- A student who fails to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel will automatically forfeit his/her deposit.

### **Dormitory Fees & Meal Plans**

Effective 2021 - 2022

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance a schedule to be determined each semester.

Each dormitory resident is **required** to purchase a meal ticket each semester.

## NEMCC Course Catalog

Room Deposit	\$100
Mississippi, Wood, & Yarber	\$800
Mississippi (Private Room - Limited Availability)	\$1600
Wood & Yarber (Private Room - Limited Availability)	\$1400
Murphy & White	\$700
Murphy (Semi-Private Bath - Limited Availability)	\$1225
Murphy (Private Bath - Limited Availability)	\$1400

A limited number of private rooms are available on the third floor in Murphy Hall for female students only. Please contact the Residential Housing Office at 662.720.7311 for additional information and availability.

Resident 4-Day	\$1210
Resident 5-Day (Athletics & Band Members Only)	\$1288
Resident 7-Day	\$1458
Commuter Noon (Monday - Thursday)	\$333
Summer Resident 5-Day, 14 Meal Plan (Each Term)	\$346

\*Dorm resident meal plans include \$75 in no-risk Flex Dollars that can be used in the Northeast Coffee Shop (inside the Bookstore) and the Tiger Grill in the Student Union.

Dormitory residents must pay the total entrance fee by in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

Room deposit of \$100.00 will be refunded provided reservation is canceled two weeks prior to registration for the fall or spring semester.

# Campus Law Enforcement

## Campus Police

**145 Frank & Audrey Haney Union**

**662.720.7576 Office**

**662.720.6687 - 24 Hours**

The college has a 24-hour campus law enforcement department and a controlled parking system. The purpose of the NE Campus Police Department is to provide an environment that is safe and secure for students, staff, faculty, and visitors. The NE Police Department upholds and enforces the rules and regulations of NEMCC, the laws of the State of Mississippi, and the Constitution of the United States of America. Security concerns should be directed to the Chief of Campus Police at 662.720.7576.

## Safety

The personal safety of students and staff at Northeast Mississippi Community College is a high priority. It is also a shared responsibility between the students, staff, and administration to notify the police department of any and all safety concerns.

Please refer to the list below for helpful safety tips:

1. Students should lock the doors to their rooms at all times.
2. Students should not prop doors or entrances.
3. Students should not allow strangers to enter their rooms.
4. Walk in groups at night.
5. Report crimes immediately to Campus Law Enforcement.
6. Students should take steps to secure personal property like bikes, cars, jewelry, etc.
7. Students should report suspicious individuals to the resident hall staff or campus law enforcement.
8. Provide insurance coverage for personal belongings.
9. Report all maintenance needs as soon as possible.
10. Do not leave valuables in plain view.
11. Never cover or disconnect a smoke detector.

## Procedures for Reporting Crime or Emergencies

Campus crime is a reality, and preventing it is a responsibility of everyone. If you are suspicious of any activity you believe to be criminal, report the crime to Northeast CC Police Department at **662.720.6687**, or in the event of an emergency, simply **call 911**.

When you call Campus Police or 911, please provide the following information:

- Your name (optional)
- Location of incident

- Description of persons or vehicles involved
- Nature of incident

## **If You Are Sexually Assaulted**

- Report incident to Campus Police immediately
- The victim should **NOT** bathe or otherwise change or remove items on the person or area where the assault occurred
- Resident hall occupants should be notified immediately
- A counselor will be notified for victim support.

## **Emergency Evacuation Plans**

Emergency evacuation plans are posted in buildings on campus. Each faculty and staff member is aware of the emergency exit plan. Students are to follow the instructions of the faculty and staff in the event an alarm is given. Also students should be aware of the evacuation procedures in each building. For more information regarding emergency evacuation procedures, contact the Chief of Campus Law Enforcement at 662.720.7576.

## **Severe Weather Warning**

**The City of Booneville has a severe weather warning system, which will be activated in the event of a tornado. Please be familiar with the information below as how to proceed in case of a tornado.**

1. Tornado warning - Siren blast for 3 minutes, 30 seconds of silence, siren blast for an additional 3 minutes.
2. Once a warning has been sounded (**seek shelter immediately**) as directed by the college staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, proceed to the lowest floor of the building, interior room or hallway. Stay away from windows.
3. Campus Law Enforcement will give the "All Clear" when the threat of a tornado has passed.

## **Tiger Alert Emergency Notifications**

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art; rapid alert and notification system call Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the College during emergency situations.

The Tiger Alert system will be used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow



Northeast to keep you informed of important decisions and safety procedures in the event of an emergency on campus.

**Students should sign up for the Tiger Alert system.** Tiger Alert messages will be sent via text messages, cell phone calls, landline calls, and other mechanisms. Additional information may be obtained from the Chief of Campus Law Enforcement.

## Lost and Found

**145 Frank & Audrey Haney Union  
662.720.7576**

The lost and found is located in the Campus Law Enforcement Office in Frank & Audrey Haney Union.

## Clery Act Reporting

Sex offender database [www.fbi.gov/scams-safety/registry/registry](http://www.fbi.gov/scams-safety/registry/registry)

### CLERY STATISTICS 2014-2016

Offense	Year	On Campus Property	Residential Facilities	Non Campus Property	Public Property	Total
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offense	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	2	0	0	0	2
Robbery	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	1	1	0	1	1
Hate Crimes	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0

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	2016	0	0	0	0	0
<b>Dating Violence</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	1	0	0	1
<b>Stalking</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	3	3	0	0	3
<b>Burglary</b>	2014	5	3	0	0	5
	2015	2	2	0	0	2
	2016	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Arson</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Liquor Law Arrests</b>	2014	1	1	0	0	1
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2014	1	0	0	0	1
	2015	3	3	0	0	3
	2016	4	4	0	0	4
<b>Drug Law Arrests</b>	2014	3	2	1	2	6
	2015	0	0	0	0	0
	2016	5	4	0	0	5
<b>Drug Law Violations Referred For Disciplinary Action</b>	2014	3	3	0	0	3
	2015	1	1	0	0	1
	2016	14	14	0	0	14
<b>Illegal Weapons Possession Arrests</b>	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Illegal Weapons Poss.</b>	2014	1	1	0	0	0
	2015	0	0	0	0	0

NEMCC Course Catalog

<b>Violations Referred For Disciplinary Action</b>	<b>2016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# Clubs and Organizations

Club or Organization Name	Contact Person(s)
African American Association	Michael H. Miller, Sherita Taylor, & Melanie Walker
ACSM (American Congress on Surveying & Mapping)	Stewart Moore
Alpha Delta Nu	Kristi Reece
Baptist Student Union	Ed Earnest & Wayne Vandiver
Campus Ministry International	Christy Grissom
Christian Nursing Fellowship	Melinda Hamlin
Christians on Campus	Jody Long
Church of Jesus Christ of Latter Day Saints Student Association	Beth Byrd
Fellowship of Christian Athletes	Beth Benson
Fellowship of Christian Dental Hygienist	Nick Alexander & Camille Shoffner
Good Shepherds	Amanda Garvin
Hospitality Management Chapter of Collegiate DECA	Christy Grissom
Medical Assisting Student Group	Vickie Hopkins
Medical Laboratory Technology	Shannon Goolsby & Rosalyn Singleton
MOSA (Student Nurses)	Debra Hazel Lambert & Heather Kirk
NEMCC Democrats	Amanda Garvin
Northeast & Novels	Will Bowlin & Ellice Yager
Northeast FFA	Amy Marolt-Alred
Phi Beta Lambda	Rebekah Elliott & Crystal White
Phi Theta Kappa	Robbie Coleman, Justin Treloar, Ray Harris, Andrea Mathis, & Morgan Ricks
Practical Nursing Education Association (PNEA)	Kristi Tooley
Respiratory Care Technology Club	John Shelburne
Skills USA & VICA	Stevie Lovelace & Mike Snowden
Student American Dental Hygienist Association	Camille Shoffner
Student Government Association	Charlotte Tennison
Student Publications	Tony Finch & Michael Miller
The DRAFTERS	Jeff Melson
Visual Arts League	Terry Anderson, Jenna Donegan, & Melody Shinn
Wesley Foundation	Charlie Harper

# Tuition & Fees

## Tuition & Fees

Northeast strives to make higher education affordable for its students. Current tuition and fees are listed below to help you estimate your total college costs.

Be sure to thoroughly explore all of the [Financial Aid](#) pages to learn about scholarship and loan opportunities that may be available to help fund your education.

*All tuition and fees subject to change by action of the Board of Trustees. Applicants should anticipate an increase in tuition and fees. All fees are due upon registration.*

### Tuition

Effective 2021-2022

Based on day/evening classes and 12 - 21 semester hours. Additional tuition for semester credit hours above 21 will be charge at the part-time rate. Summer classes will also be charged at the part-time rate.

Residents of Mississippi	\$1825
Residents of Other States	\$3465
Residents of Foreign Countries	\$3700

Based on day/evening classes and 1 - 11 semester hours. Summer classes will also be charged at the part-time rate.

Residents of Mississippi	\$182.50/credit hr
Residents of Other States	\$346.50/credit hr
Residents of Foreign Countries	\$370.00/credit hr

### Competitive Admissions Programs - Additional Tuition Amounts

(Health Science Programs: Associate Degree Nursing, Dental Hygiene, Medical Assisting, Medical Laboratory, Practical Nursing, Radiology, and Respiratory)

Based on day/evening classes and 12 - 21 semester hours.

Residents of Mississippi	\$450
Residents of Other States	\$450
Residents of Foreign Countries	\$450
**Medical Assisting Students	\$225

Based on day/evening classes and 1 - 11 semester hours.

Residents of Mississippi	\$45/hour
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## NEMCC Course Catalog

Residents of Other States	\$45/hour
Residents of Foreign Countries	\$45/hour

Age 62 years and older \$0  
Must pay other fees as applicable.

Classes taught in the High School	\$50/course
Classes taught by Northeast Instructor	\$50/course

Tuition for audited courses is the same as regular tuition, as applicable above.

Music Majors (2 credit hour course)	\$88
Music Majors (3 credit hour course)	\$109
Non-Music Majors (1 credit hour course)	\$88

Students who enroll in private or individual music lessons from Northeast faculty will be charged the private music lesson fees in addition to the costs of other tuition and fees. Students enroll in one (1), two (2), or three (3) hour per week individual music lessons. The classes are conducted for the entire semester. Fees for private lessons will help the College recover a portion of the costs for providing individual instruction. The cost differential is because music majors are required to take classes in individual instruction.

Total tuition must be paid by the fee payment dates published by the business office.

The college offers a plan allowing deferred payment of tuition for students who cannot meet this requirement. Contact the Business Office for complete details on the Deferred Payment Agreement.

Students that register during the published general registration dates must pay tuition, fees, dormitory, and meal charges on the day of registration.

Registration is completed and students are officially enrolled in college after tuition and fees are paid.

## Dormitory Fees & Meal Plans

Effective 2021 - 2022

Students that select to live on campus must pay dormitory and meal charges in addition to charges for tuition and fees. Students that pre-register for the upcoming semester must pay tuition, fees, dormitory, and meal charges, if applicable, in accordance a schedule to be determined each semester.

Each dormitory resident is **required** to purchase a meal ticket each semester.

Room Deposit	\$100
Mississippi, Wood, & Yarber	\$800
Mississippi (Private Room - Limited Availability)	\$1600

## NEMCC Course Catalog

Wood & Yarber (Private Room - Limited Availability) \$1400

Murphy & White \$700

Murphy (Semi-Private Bath - Limited Availability) \$1225

Murphy (Private Bath - Limited Availability) \$1400

A limited number of private rooms are available on the third floor in Murphy Hall for female students only. Please contact the Residential Housing Office at 662.720.7311 for additional information and availability.

Resident 4-Day \$1210

Resident 5-Day (Athletics & Band Members Only) \$1288

Resident 7-Day \$1458

Commuter Noon (Monday - Thursday) \$333

Summer Resident 5-Day, 14 Meal Plan (Each Term) \$346

\*Dorm resident meal plans include \$75 in no-risk Flex Dollars that can be used in the Northeast Coffee Shop (inside the Bookstore) and the Tiger Grill in the Student Union.

Dormitory residents must pay the total entrance fee by in accordance with a schedule to be determined each semester. A deferred payment plan may be set up for dormitory residents.

Room deposit of \$100.00 will be refunded provided reservation is canceled two weeks prior to registration for the fall or spring semester.

## Fees

Effective 2021 - 2022

iPad \$320

Registration

Full-time (12 - 21 credit hours) \$50

Part-time (less than 12 credit hours - \$50 maximum) \$5/ hour

Technology/ Activity Fee

Full-time (12 - 21 credit hours) \$60

Part-time (less than 12 credit hours - \$50 maximum) \$6/ hour

Identification Card 1<sup>st</sup> Card FREE

Replacement ID Card \$15/ replacement card

Online Course \$30/ class

Course Materials \$0 - 150/ class

## NEMCC Course Catalog

Class Withdrawal	\$10/ class
\$25 maximum when withdrawing from 3 or more simultaneously.	
College Withdrawal	\$25
Class Reinstatement	\$10/ class
Z-Credit Fee - per Course (CLEP, AP, Challenge exams)*	\$50
Parking Decal	\$50/ year
Premium Parking Decal (Boulevard Parking)	\$100/ year
Deferred Payment Arrangement Administrative Fee	\$30
Deferred Payment Late Fee	10%/ occurrence
Late fee is assessed on payment amount due, not the total balance.	
Returned Check Fee	\$40/ occurrence
* Nursing Related Challenge Exam fee of \$50 is assessed and collected by NLN (National League of Nursing).	
Criminal Background/Fingerprinting (Also applicable to Early Childhood Education majors)	\$50
Malpractice Insurance	\$15
Simulation Lab Supply	\$15
Nursing Supplemental Materials	\$200
Nursing Testing	\$85/ year
X-Ray Badge (Dental Hygiene & Radiology)	\$37.50



# Financial Assistance & Scholarships

## Financial Assistance

### Application Procedures

Northeast Mississippi Community College participates in the following Federal-Financial Aid Programs for student assistance: Federal Pell Grant, Federal-Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, and Federal Family Education Loan Program.

Students who are enrolled or accepted for enrollment in an approved post-secondary educational institution and who are citizens or permanent residents of the United States are eligible to apply for assistance under the programs. Remember grants are gifts, but loans must be repaid. There are many sources of aid for students. Some are sponsored by the Federal Government, others by the State of Mississippi, business organizations, and other private sources. To find programs for which a student may qualify, contact the Financial Aid Office at Northeast.

Students should apply for Financial Aid early. Many programs have early deadlines. Financial aid must be complete and approved in the Financial Aid Office before students may charge tuition and fees to the aid.

Student tuition and fees are deducted from the first financial assistance - loan, grant, scholarship, etc. - received by the college.

Financial aid/scholarship information and applications are available to all students through the college web site at [www.nemcc.edu/financial-aid/](http://www.nemcc.edu/financial-aid/), by mail, by phone at 662.720.7205, by e-mail at [finaid@nemcc.edu](mailto:finaid@nemcc.edu) or in person by visiting Ramsey Hall on campus.

### Work Study Programs

**Federal Work Study Program** - This program provides the student an opportunity to earn wages to assist with college expenses. A student who demonstrates financial need and is making satisfactory progress in his/her studies is eligible to work under this program. Job placement is based upon availability of funds and positions.

**Northeast Work Study Program** - This program offers part-time employment to the student who may not be eligible for the Federal Work Study Program, but who does need financial assistance to further his/her education. Job placement is based upon availability of funds.

### Loans

**Subsidized Federal Stafford Loans** - Federal Stafford Subsidized Loans are low-interest loans made to a student by private lenders to help a student pay for his/her

college education. Students must prove need to be eligible to borrow under the Federal Family Education Loan Program.

**Unsubsidized Federal Stafford Loans** - Federal Stafford unsubsidized loans are loans available to students who have unmet Financial need.

## Grants

**Federal Pell Grant** - The Federal Pell Grant is a Federal aid program designed to provide financial aid to a student who needs assistance for education beyond high school.

**Federal Supplemental Educational Opportunity Grant** - The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides grant funds for undergraduate students who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. The amount of the grant is determined by both the availability of funds and regulations set by the Federal government.

**Mississippi Resident Tuition Assistance Grant Program** - The MTAG program provides funds for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements pertaining to the program.

**Mississippi Eminent Scholars Grant Program** - The MESH program provides tuition grants for students who are current legal residents of the state of Mississippi and who meet other eligibility requirements of this program.

## Scholarships

NEMCC offers a large number of scholarships including Institutional Scholarships which are based on ACT performance, academic achievement, career incentive, activity, leadership, participation and competition. Students may also apply and be considered for a limited number of scholarships available through the Northeast Development Foundation/Alumni Association which are included in Agency Scholarships. It is the responsibility of students to carefully review the various scholarships and submit an Application for Scholarships. Information and assistance is available by contacting the Coordinator of Scholarships at (662) 720-7273.

## ACT

### **Institutional Scholarships - - ACT Performance, Academic Achievement, Career Incentive, and Activity/Leadership**

Institutional Scholarships along with specific criteria for each scholarship are listed below. An application is required and should be submitted to the Coordinator of Scholarships. Scholarships are subject to the availability of scholarship funds. Applications should be submitted by April 1st for priority consideration.

General criteria applying to Institutional Scholarships is as follows:

1. Institutional Scholarships may not be awarded for more than four (4) semesters.

2. Institutional Scholarships awarded, regardless of type and budget of funds, will be considered in determining the maximum number of semesters provided.
3. Students must enroll in at least 15 semester hours (12 academic hours) to receive institutional scholarships, with the exception of participation, and competition scholarships, which requires enrollment in a minimum of 12 semester hours.
4. Academic, ACT, Career/Technical, Activity, Leadership and Participation/Competition Scholarships may be combined up to the amount for tuition, dorm, meals, registration fee and ID. A 90+ GPA and any ACT scholarship may not be combined.
5. These scholarships are awarded in amount of one-fourth each semester and are renewable based upon the criteria listed under each scholarship.

Specific scholarships and criteria for each are as follows:

### **ACT Performance**

1. 30+ ACT  
A tuition, dorm and meal scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
2. 24 - 29 ACT  
A tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
3. 22 - 23 ACT  
A one-half tuition scholarship renewable upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.
4. GPA/90+ or 19 - 21 ACT  
This scholarship is renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Academic Achievement**

1. Valedictorian/Salutatorian  
First and second in class based on GPA. A tuition scholarship renewable based upon completing a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Career/Technical Incentive**

1. Special Career Incentive  
A tuition scholarship for students who are a first place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.
2. Career Incentive  
A one-half (1/2) tuition scholarship for students who are a second or third place State or National winner in DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, TSA, or any other nationally affiliated career/technical organization.

NOTE: Both the Special Career Incentive and the Career Incentive are renewable based on a 15 semester hour credit load each semester with a 3.0 GPA each semester for four semesters.

### **Leadership**

Criteria: Must be an entering freshman with demonstrated participation and contributions in a minimum of two (2) high school clubs or organizations and leadership ability as demonstrated by selection as an officer in a church, school, or community organization. Verification is required by the student's high school counselor or principal. The scholarship is renewable based upon enrollment in 15 semester hours credit each semester for four semesters and a GPA of 3.0 each semester. (Scholarship application required)

### **Activity**

Criteria: Must excel in school sponsored clubs, organizations and extra-curricular activities. A letter of recommendation from an official at the student's school is required.

This letter should list all of the types of activities in which the student participated. The scholarship is renewable based upon active participation in a NEMCC club, organization or extra-curricular activity each semester and completing a 15 semester hour credit load each semester for four semesters with a GPA of 3.00 each semester. Awarded by the Vice President of Student Services office. (Scholarship application required)

The scholarships listed above are for first time freshman students. Transfer and returning students should see the scholarship office for scholarship opportunities.

\*Limited number available\*

### **Institutional Scholarships - Participation and Competition**

These scholarships are awarded to students with special abilities, skills or talents who are selected to participate in a related activity while attending NEMCC. Included are athletic scholarships, band scholarships, cheerleading scholarships, chorus scholarships, piano and voice scholarships, journalism scholarships, commercial art scholarships and country western music scholarships. All students awarded these scholarships are required to maintain enrollment as full-time students (minimum of 12 semester hours or greater) each semester for which scholarships are received. Selection is made by respective NE coach, director, or instructor based upon previous exemplary performance and/or competitive try-outs.

Scholarship amounts and requirements vary according to the particular scholarship. Requirements specific to a particular scholarship are set by the coach, director, or instructor. Some scholarship requirements may be determined by national, state, and/or NEMCC regulations and guidelines. Expectations and requirements for the various scholarships will be clearly communicated in writing to respective students. Failure to comply will be grounds for reducing or terminating the scholarship upon sufficient notice. Scholarships may not be awarded in an amount greater than the amount that

could be awarded to a Mississippi resident with the exception of regulations that apply to athletics.

Scholarships and information are listed below:

*Athletic Scholarships* are awarded by the Athletic Department. Interested applicants should contact the head coach of the various intercollegiate sports.

*Band Scholarships* are awarded to members of the Northeast Tiger Band. Scholarships average one-half tuition and fees and one-half room and board per semester. The Director of the Northeast Band should be contacted for additional information and application forms.

*Chorus Scholarships* are awarded to students comprising the Northeast Chorus. Selections are made by the Director of the Northeast Chorus.

*Music Department Scholarships* are awarded in piano and voice to talented students. Selections are made by the Music Department.

*Commercial Artist Scholarship* recipient is selected by the Department of Art. Northeast provides annually a full tuition scholarship to a commercial art student who does commercial art work, upon request, for the various departments on campus. Hours worked are equal to tuition rate divided by the current work study hourly rate.

*Country Western Music Scholarships* are awarded to students comprising the Country Western Chorus. Selections are made by the Director of the Country Western Music program.

*Journalism Scholarships* are available to students participating in College Publications (yearbook, student newspaper). Preference is given to sophomore and freshman editors, but scholarships are available for other positions such as photographer, sports editor, advertising sales (newspaper only), layout and design specialist and staff writer as funds are available. Students are not required to be enrolled in journalism or a communication-related program of study to participate in College Publications. Those interested in Journalism scholarships should request an application from Michael H. Miller, Public Information Specialist/College Publications adviser, NEMCC, 101 Cunningham Blvd., Box 67, Booneville, MS 38829.

*Cheerleaders* at Northeast Mississippi Community College are selected by a panel of judges to represent the college at athletic events. Selections are made for one academic year, and are made on the basis of try-outs. Cheerleaders are awarded a tuition scholarship each semester. Cheerleaders must be enrolled as full-time students each semester and must maintain a 2.00 GPA.

*Tiger Ambassadors* are offered a work-study position on a semester basis to represent and assist the college at recruiting/college fairs and to assist with other duties involving contact with prospective students. To apply see the Director of Enrollment Services or call (662) 720-7591 for information.

*Tiger Dancer* scholarships are awarded to outstanding female dancers for their participation in the Northeast Tiger Band. For more information about try outs contact the Director of Bands.

*Theatre Department Scholarships* are awarded to actors, crew, and stagecraft applicants. Contact the Director of Theatre for more information.

NOTE: Try-outs, if required, for the above scholarships will be announced and publicized. For information, call (662) 720-7273 and ask to speak to the appropriate coach, director, or instructor. Information may also be obtained on-line at [www.nemcc.edu](http://www.nemcc.edu).

## Agency Scholarships

Agency scholarships, along with the criteria for each scholarship, are listed below. Interested students are encouraged to carefully review the numerous scholarships and criteria. An application for scholarships is required to be considered for one of these scholarships. Applications should be completed online by March 15th for priority consideration. Applications received after March 15th will be considered based on date received and availability of funds. Application can be found here: [Foundation Agency Scholarship Application](#).

### **Alcorn County Chapter of Delta Waterfowl Scholarship**

The Alcorn County Chapter of Delta Waterfowl is offering a scholarship to students attending NEMCC from Alcorn County who are majoring in Agriculture, Agriculture Science, or Biology. This award will be \$1,000 split over two semesters (\$500 each).

### **Allie Conner Gaddis Memorial Scholarship**

A one-semester \$300 scholarship awarded to a Ripley High School graduate. The recipient is selected on the basis of character, leadership, and academic achievement.

### **Alumni Association Scholarship**

A one semester \$250.00 scholarship awarded to one student from the following counties: Alcorn, Prentiss, Tippah, Tishomingo, Union and Lee. The recipient must be a high school senior entering Northeast Mississippi Community College in the fall semester as an entering freshman. Awards are based on academic achievement, leadership ability, outstanding character, personal qualities, and financial need. Priority is given to students who may not be able to meet federal guidelines for other financial aid programs, but have documented financial needs.

### **Baptist Memorial Hospital Endowed Scholarship**

A semester scholarship awarded to a student enrolled in the Registered Nursing Program. The student must be from one of the five county areas.

### **Baptist Memorial Hospital Volunteer Scholarship**

Scholarship is awarded based on academic achievement and financial need.

### **Ben Taylor Smith Endowed Scholarship**

In memory of their loving husband and father Ben Taylor Smith of Booneville, family members have established a scholarship to Northeast Mississippi Community College in his name.

The Ben Taylor Smith Memorial Scholarship will be awarded annually to a graduate of the Booneville, Baldwyn, or Prentiss County School Districts (freshmen or sophomore) maintaining a 2.5 GPA. The selection will be made by the Northeast Scholarship Committee operating under the guidelines of the Northeast Development Foundation, and based on academic achievement and financial need.

Mr. Smith owned and operated Smith Drug and Home Medical, Inc. He served as a member of the Board of Directors of the Northeast Development Foundation.

### **Beth VanWinkle Memorial Scholarship**

Will be awarded to a graduating high school senior from Prentiss County. The scholarship will be given to a student maintaining at least at 2.0 GPA with great financial need. This scholarship will recognize a senior who exemplifies the qualities of integrity, commitment to others, and community involvement.

Each one-time scholarship will be in the amount of \$1,000 (\$500 fall and \$500 spring) and will apply to tuition, books, or school-required expenses. The following are required to apply for this scholarship award:

- Complete the NEMCC Foundation Online Scholarship Form and include:
  - # Essay explaining your goals for the future, community activities, and need for the scholarship
  - # Two teacher recommendations

### **From Jay VanWinkle, Beth's husband:**

*"Beth was diagnosed at age 58 with Alzheimer's disease and made the decision to be open with her illness, start a "bucket list", and do all she could to help find a cure for this terrible disease."*

*"After informing all our friends of what was going on in our lives, we sat down and made plans to do all the things she had wanted to do before she died. We traveled extensively, rode a horse and she skydived twice. Toward the end of her illness, she decided that she wanted to do all she could to help others. One-way she did this was by donating her body to science. Her reasoning was simple, "when I die, I will be in heaven immediately and my body may help find a cure for some disease."*

*"Another way she wanted to help people was to start a scholarship for one of the graduating seniors in our area. Her requirements were pretty simple and she just wanted someone to have a chance that she and I never had."*

*"The recipient of this annual award will be someone who embodies the characteristics of Beth. They must be honest, hard-working and have a sense of fairness to all. Beth never met a stranger and anyone who knew her loved her and became a friend for life. She was a wonderful wife, mother and grandmother and left a lasting legacy of kindness and friendship that few people possess."*

*"Beth was very proud that we could offer this scholarship in her name and I am very proud to continue this offer for as long as I am able."*

### **Bobby & Barbara Martin Family Scholarship**

The Bobby & Barbara Martin Family Scholarship for Tippah County will be awarded for two semesters. The following are the criteria conditions for the scholarship:

1. Tippah County High School graduate (does not have to be a current graduating senior)
2. Prefer a student who has been actively involved in community leadership activities.
3. Student must maintain a 3.0 GPA to continue receiving scholarship

4. Student must submit a 100 words or less essay which outlines educational history, goals for the future, justification of need for the scholarship, and community leadership activities.

### **Bob Coggins Memorial Scholarship**

A two-semester scholarship awarded first to a Freshman Student from the Baldwin area, and if no Baldwin student, then from five county area.

### **Booneville Lions Club Optometry Scholarship**

A two semester scholarship awarded to a full time sophomore student, maintaining a 3.25 GPA, and majoring in Optometry (*must be enrolled in degree program with transferrable courses*). First preference will be a Prentiss County student, second preference to a student within the five county area, and third preference to a student within the state of Mississippi.

### **Booneville Masonic Lodge Scholarship**

Applicant must be a relative of Master Mason in good standing of Booneville Lodge No. 305. ACT and Grade Average is required. Amount of Scholarship shall be \$250.00 each for Spring and Fall Semesters and used for tuition only. Scholarship will be given annually subject to availability of funds.

### **Bric Turner Memorial Scholarship**

Family and friends of Bric Turner have established a scholarship to Northeast Mississippi Community College in his memory. A \$500 scholarship will be awarded to a high school senior who graduates from an accredited high school within the five counties that the College serves. The recipient will be selected by a scholarship committee, operating under the guidelines of the NEMCC Development Foundation. In order to be considered as a candidate for the Bric Turner Memorial Scholarship, a student must

- attend NEMCC for the first semester following graduation from high school or currently attending NEMCC,
- major in a healthcare profession (special consideration will be given to any candidate who exhibits dedication to oncology research and treatment),
- complete the NEMCC Foundation Online Scholarship Application, and
- submit an original 500-1000 word essay on "Why I have Chosen To Pursue a Healthcare Profession."

### **Bryan Steele Memorial Scholarship**

This scholarship award was established in memory of a former Tiger Football team member. The applicant must have a 2.0 GPA and submit an essay answering the following, "What I've learned from the game of football and how football will make me a better person in the future." Funds from this award can be used for tuition, books, or other school-related needs.

### **B.T. & Ida Knight Moore Scholarship**

This scholarship, which will be split over two semesters, will be awarded to an incoming freshman beginning in the fall semester. The following conditions are subject to this scholarship; must maintain a 2.50 GPA, must be a resident of the surrounding five county area that Northeast serves, and is also based on academic achievement and



financial need. Applicants must have applied and been accepted for admission to Northeast Mississippi Community College before submitting a scholarship application.

**Carlos Ginn Memorial Scholarship**

This scholarship is awarded to a Booneville High School senior planning to major in a Health Occupations program, award is based on academic achievement and financial need.

**Cecelia Tollison Memorial Scholarship**

A one-semester scholarship is awarded to a student based on academic achievement and financial need.

**Clifton B. Sawyer Memorial Scholarship**

This is a one semester scholarship. Student must be an Alcorn County High School graduate. Preference is given to Allied Health programs (ex. RN, LPN, and Respiratory Therapy majors). Award is based on financial need.

**Corinth Rotary Magnolia Classic Scholarship**

A one-semester scholarship is awarded annually to a sophomore student who resides in the Alcorn County, preferably but not limited to, a single parent.

**Dodridge-Ajax Scholarship**

A one-semester tuition scholarship is awarded annually based on academic achievement and financial need.

**Don Lee Keith Memorial Scholarship for Excellence in Writing**

The Don Lee Keith Memorial Scholarship for Excellence in Writing will be awarded to a sophomore. This scholarship has been established to honor the life and work of Don Lee Keith, a Prentiss County native and alumnus of NEMCC, whose 40-year career as an award-winning journalist in Mississippi and New Orleans defines the high quality of work hoped for in this award's recipient. This scholarship will be given to the sophomore student who has and maintains a 2.5 GPA and whose writing best promises that excellence as demonstrated by two original works submitted with the application.

These works may be in any literary or journalistic genre and may be published or unpublished (critical essay, short story, novel chapter, poetry, personal essay, news story, feature, etc.) but should not exceed 25 pages, double-spaced, per sample.

**Dr. Bonita Lyons Endowment Scholarship**

The Dr. Bonita Lyons Endowment is to support students who face an unexpected financial need related to non-tuition academic expenses, including but not limited to books, fees, access codes, etc. Students considered for assistance must be currently enrolled with first preference to those who reside in the five counties NEMCC serves and limited to students from the state of Mississippi.

**Dr. Marshall Hollis & Family Pharmacy Scholarship**

The Dr. Marshall Hollis & Family Pharmacy Scholarship is a one-semester scholarship awarded to a sophomore pharmacy major with a 3.0 GPA and resides within the five county areas NEMCC serves.

**Eddie Burns Memorial Scholarship**

A one-semester scholarship will be awarded in the Fall semester to a Graduating Senior from Prentiss County. Must be full time student and maintain a GPA of 3.0 and above. Would prefer students who are not receiving full aid.

**E.J. Goddard Scholarship**

This scholarship is awarded to a Prentiss County student who is an Education or Psychology major, award is based on academic achievement and financial need.

**Emma McDonald Street Memorial Scholarship**

A one-semester scholarship awarded to students who are interested in majoring in mathematics or a related field. Award is based on academic achievement and financial need.

**Etta “Jo” White Memorial Endowed Scholarship**

This scholarship is awarded to a full time sophomore student maintaining a 2.5 GPA with preference given to science, technology, engineering, and math (STEM) majors.

**Fairey Eaton Miller Scholarship**

Tuition scholarships to Tippah County residence. Students applying for this scholarship must have applied for admissions at the time of application for the scholarship fund. Award is based on academic achievement and financial need.

**F.L. “Spud” Rowel Endowed Scholarship**

One semester scholarship awarded to a Faulkner High School graduate.

**Harold T., Jane Carlisle & Hal White Memorial Scholarship**

The Harold T., Jane Carlisle & Hal White Memorial Scholarship is a one semester scholarship awarded to a student majoring in the Culinary Arts Technology Program.

Harold T. White, former President of NEMCC, started the culinary arts program during his tenure. The commitment to culinary arts continued through his sons, Harold Jr., Malcolm and Brad, and ultimately manifested the opening of the iconic Jackson restaurant and gathering place known as Hal & Mal’s. The White family seeks to provide this scholarship and financial assistance to a student who exemplifies a true interest in a career in the hospitality industry, culinary and foodways.

**Hatfield Military Scholarship**

This scholarship is open to retired military dependents or anyone with family that was in the military. Recipients must maintain 2.5 GPA each semester and must reside in the five county area NEMCC Serves.

**Horton Family Scholarship Endowment**

This scholarship is a two semester scholarship to a graduate of the following: 1st option - Walnut High School, 2nd option - North Tippah High School, and 3rd option - Tippah County High School. Award is based on academic achievement and financial need.

The recipient is required to maintain a 3.0 GPA for continued support.

**Jack Gandy Memorial Scholarship Fund**

A Fall one-semester scholarship will be awarded to a resident of the five county area Northeast serves based on academic achievement and financial need.

**Jack and Faye Rolison Endowed Scholarship**

A scholarship is awarded in the Fall semester to a Ripley High School Senior, if not eligible, a graduation senior from Tippah County. Award is based on academic achievement and financial need.

**James L. Triplett Memorial Scholarship**

A one-semester \$500 scholarship is awarded annually to a full-time student. Students applying for this scholarship must have applied for admissions at the time of application

for the scholarship fund. Students receiving this scholarship must maintain a 3.0 GPA above. Award is based on academic achievement and financial need.

**Janet Kutrip Memorial Endowment**

Two-semester scholarships that that will be awarded in the Fall. Must be enrolled as a 2nd year ADN Student or a NEMCC LPN graduate who has been exempted by challenge the first year of the ADN curriculum. Student must currently have and maintain a 3.0 GPA. Student must submit an essay which outlines educational history, goals for the future, and justification of need for the scholarship. Student must show a prompt and consistent class attendance. Scholarship is awarded in concurrent semesters only. Scholarship is also based on academic achievement and financial need.

**Jason McKinney Memorial Scholarship**

A two-semester scholarship awarded to a Wheeler High School graduate majoring in education. The first semester is based on academic achievement and financial need.

The second semester will automatically be rewarded if the student has maintained a 3.0 GPA or higher during the fall semester.

**Jason McKinney Educational Memorial Scholarship**

Scholarship is awarded to a Wheeler High School graduate with a 3.0 GPA majoring in Education.

**Jimmy Murphy Memorial Scholarship**

This is a four semester scholarship awarded to a Booneville or Prentiss County graduate who is registered as a full time student and maintains a 2.0 GPA.

**Juanita W. Hill Endowed Scholarship**

This is a two semester scholarship awarded to a Tippah County student. The scholarship is based on academic achievement and financial need.

**Kappa Kappa Iota Gamma Chapter Memorial Scholarship**

Scholarship awarded to a student majoring in Education and maintaining a 2.5 GPA.

**Kathy Carter Memorial Scholarship Endowment**

This is a one semester scholarship awarded to a Tippah or Benton County student. First consideration will be given to students majoring in Journalism.

**Larry & Trudys Tuckier Scholarship Endowment**

This is a one semester scholarship awarded to a student who resides in Alcorn County and a student who resides in Tishomingo County.

**Laura Tuckier Memorial Scholarship**

This is a one semester scholarship awarded to students who are members of Rienzi Baptist Church for at least six months.

**Mary Floyd Nursing Endowment**

The Mary Floyd Nursing Endowment will be awarded to a nursing student residing within the five county area NEMCC serves. This award will be based on academic achievement and financial need.

**Marion W. Smith Scholarship**

The Renasant Bank provides each year two scholarships for both semesters. The recipients must be business administration majors who plan a career in banking

or social science majors who have an interest in government. Priority is given to dependents of employees of the bank.

**Michael Epting Scholarship Fund**

This scholarship will be awarded in the Fall semester in the amount of \$1,050. The student will receive \$525 for the Fall semester and \$525 for the Spring semester. The following conditions are subject to this scholarship: (1) must maintain 2.75 GPA, (2) must be a resident of the five county area, (3) must be enrolled in the Automotive or Diesel Mechanics programs, and (4) scholarship is also based on academic achievement and financial need.

**Michael Hisaw Memorial Scholarship**

A one-semester \$250 scholarship awarded annually to a Prentiss County resident by the Booneville Rotary Club. Award is based on academic achievement and financial need.

**Mt. Zion Cumberland Presbyterian Church Scholarship**

This scholarship is in memory of Dwayne Heath and Terry Ray Robertson and is a one-semester scholarship awarded to a Falkner High School graduate. Award is based on financial need.

**Nedra Nabors Memorial Scholarship**

Scholarship is awarded to graduates of: first option Ripley High School, second option a South Tippah High School, or third option Tippah County High School who is majoring in Elementary Education.

**NEMCC Maintenance Scholarship**

A one-semester scholarship is divided each Fall semester between the children and grandchildren of NEMCC Maintenance personnel. Students applying for this scholarship must have applied for admissions at the time of application for the scholarship fund.

**North MS Educational Consortium Scholarship Fund**

A one-semester scholarship awarded to a Freshman or Sophomore student with an education major. Must be a full-time student and maintain a 2.5 GPA. Award amount depends on allocation received from NMEC each year.

**Oscar L. Shannon Memorial Scholarship**

Scholarship is awarded to a Tippah County student majoring in Business or Secretarial Science (example: Business Technology Majors).

**ProVia Products Scholarship**

This scholarship is awarded to an incoming freshman that has applied and been accepted for admission to Northeast Mississippi Community College. The scholarship may be applied to tuition first, if applicable, and then to books, lodging, and other related expenses. The recipient is selected on the basis of (1) relation to a ProVia Products employee, (2) area of residence, (3) high school GPA, and (4) essay submission on "Describe a successful student". Students with prior full paid assistance will not be eligible.

**Ralph A. Johnson Memorial Scholarship**

Scholarship is awarded to a student maintaining a 2.0 GPA with financial need.

**Robb Clement Memorial Scholarship**

A one-semester tuition scholarship is awarded annually to a Booneville High School senior. Award is based on academic achievement and financial need.

**Robert B. Hill Endowed Scholarship**

This is a two semester scholarship awarded to a Tippah County student. The scholarship is based on academic achievement and financial need.

**Steven Allen Memorial Scholarship**

This scholarship is awarded to a student majoring in the Auto Body Repair Program. Award is based on student showing dedication to successfully complete the program.

**The 40 and 8 Society Nursing Scholarship**

This scholarship is sponsored by the American Legion Post of Baldwyn. It is a one semester scholarship awarded to a student majoring in the LPN or A.D.N. programs, based on financial need, resides in the five county area NEMCC serves, and plans on living and working in the area after graduation.

**The Birdie B. Patton Educational Scholarship**

This is a two semester \$300 scholarship awarded to a single mother from Alcorn County pursuing a degree in Elementary Education, with a strong financial need, and academic achievement of a 2.5 GPA. Students are required to submit an essay, of no more than 300 words, of reasons or desire to teach children.

**The New York Community Trust - Hall Adams Fund Scholarship**

A \$500.00 scholarship awarded to eight (8) students annually in memory of Mr. Adams, who was a native of Alcorn County. Scholarship awards are based on academic achievement and financial need. Preference will be given to students who are residents of Alcorn County.

**The Peoples Bank of Ripley Scholarship**

A one semester scholarship awarded to a student who resides in the banking area of The Peoples Bank of Ripley. Award is based first on financial need then on academic achievement.

**The Peoples Bank Charities of Ripley Scholarship**

A one semester scholarship awarded to a student who resides in the Tippah or Benton County, preference will be given to those in Tippah. Award is based first on financial need then on academic achievement.

**ThyssenKrupp Elevator Scholarship** (A application must be submitted and can be acquired through the Human Resources Department at ThyssenKrupp.)

A one-semester \$1,000 scholarship awarded to a dependent of a ThyssenKrupp Elevator employee. The recipient must also have maintained a GPA of at least 2.5

**Truitt Stockton Scholarship**

Scholarship is awarded to a student majoring in the Construction Engineering program or a related vocational-technical program. Award is based on academic achievement and financial need.

**William Edward Yancey Endowed Scholarship**

Scholarship awarded to a Tippah County student with any program of study, a preference given to graduates from Pine Grove High School, who maintained at least a 2.5 average for 4 years of high school and continues to maintain a 2.5 GPA during their tenure at Northeast Mississippi Community College.

**William & Mary Reese Memorial Scholarship**

Joe C. Rees (class of 1951) has established a scholarship program for Northeast Mississippi Community College students who currently reside in Tippah County or have previously lived in the county for five years or more. The scholarship will go to Northeast students who have successfully completed at least one semester, who have need of financial help, who have demonstrated academic ability, and who show further potential promise. A committee composed of Northeast administrators, faculty who have taught the applicant, fellow students and other appropriate individuals may be called on for evaluation of the applicant.

**William Murphy Jones Scholarship**

The William Murphy Jones Scholarship is a two-semester award to a student that is a Mississippi resident, enrolled full-time, and maintains a 3.0 to receive for the second semester. The applicant must complete the NEMCC Foundation Agency Online Scholarship application and upload two letters of recommendation letters at the bottom of the online application.

**ZonaDale Taylor Scholarship**

A one-semester scholarship is awarded to a Home Economics major. Award is based on academic achievement and financial need.

**ZonaDale & Charles Taylor Endowed Scholarship**

Awarded to a female student, preferably a single parent, that majors in a service field such as Child Care, Nursing, or Foods & Nutrition. Award is also based on strong financial need.

**Financial Aid Satisfactory Progress Requirements**

In order to be eligible to receive Federal student aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Education Assistance Partnership Educational Program, Federal Stafford Loan, Federal Work Study Program, and Academic Competitiveness Grant, a student must progress satisfactorily toward completion of his/her educational objective. Failure to achieve satisfactory progress will result in the termination of all Federal financial aid.

Satisfactory progress will be measured according to the following tables:

**Academic and Technical Students**

Hours Attempted	Percentage Hours	Cumilative GPA
0 - 32	50%	1.50
33 or more	67%	2.00

**Maximum Hours Allowed**

Students pursuing a degree in an eligible program may be eligible to receive aid for a maximum of 150% of attempted hours of the programs published required hours.

**Cumulative Record**

A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Transfer credits earned from other colleges that are placed on NEMCC transcript will be included.

### **Notification of Ineligibility**

Attempts to notify all students by mail or e-mail will be made; however "Tigerline" portal at [www.nemcc.edu](http://www.nemcc.edu) will serve as official notification of financial aid in "Tigerline".

### **Remedial Classes**

Developmental studies classes will be treated the same as all the regular classes.

### **Incomplete Courses**

Grades of incomplete are counted as an F until the course is completed and the registrar records the grade.

### **Repeat Courses**

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course, which you may repeat until passed.

## **Financial Aid Eligibility**

Federal Financial Aid recipients will be given a total of 96 hours (including withdrawal hours) to complete a four-semester program and 141 hours (including withdrawal hours) to complete a six-semester program. At the end of this period, the student will not be eligible to participate in the Federal financial aid program regardless of grade point average, hours accumulated, or change of program unless approved by the appeals committee.

A student will be required to enroll in courses pertaining to his/her program of study to be eligible for financial aid

Developmental courses, for which institutional credit is granted and grades are recorded, will be treated in the same manner as regular courses.

Awards will be reduced proportionately for part-time students. A student must enroll in at least six academic hours to receive some types of Federal Aid. All part-time semesters, including summer terms, will be considered when determining satisfactory progress.

Repeated courses will count as hours attempted but not hours completed. For enrollment purposes, you may only count a repeated course one time unless it is for a failed course which you may repeat until passed.

## **Financial Aid Attendance**

A student receiving financial aid is expected to remain in all classes throughout each semester. Any semester in which a student withdraws will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid programs.

Federal regulations specify that return of Title IV funds must be calculated for recipients of Title IV aid who withdraw or cease attendance from all classes during a semester. The institution must calculate the amount of Title IV aid the student earned (based on last day of class attendance). Therefore, any unearned portion of Title IV awards must be returned to the proper fund. The Return of Title IV Funds Federal Policy can be viewed in the Financial Aid Office.

## **Financial Aid Warning/Probation**

If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received. If you do not meet the minimum standards at the end of a semester, you will be placed on financial aid warning for the next semester. You may continue to receive financial aid for that warning semester. If you are placed on initial financial aid warning, you will have one academic semester to meet the minimum Satisfactory Academic Progress standards. If you are not meeting minimum Satisfactory Academic Progress standards by the end of your initial warning semester, you will not be eligible for aid (including grants, student loans, and/or Federal Work-Study) in subsequent semesters, and will be placed on suspension.

## **Appeals for Financial Aid Suspension**

A student who wishes to appeal the suspension status should submit a written request for an appeal to the Financial Aid Appeals Committee chairman. The request should indicate why the student did not achieve the minimum academic requirements and why financial aid should not be suspended. The Financial Aid Appeals Committee will review the appeal to determine whether financial aid suspension is justified. The decision of the committee is final. (Note: Financial aid suspension must be appealed separately from academic suspension.)



# Rights and Policies

## Rights and Policies

### Privacy Rights of Parents and Students

Northeast Mississippi Community College complies with all provisions of the federal law entitled, "Privacy Rights of Parents and Students." Copies of a policy statement indicating the records affected by this law, the student's rights and obligations, and the college's rights and obligations may be obtained in the Records Office.

Northeast Mississippi Community College will release directory information about any student unless he/she has notified the Records Office in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers. It should be noted that such a request will be followed to the letter. Any future requests from non-college persons or organizations for such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information. (A complete copy of this policy is available in the Record's Office.)

### Civil Rights Compliance Policy

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services' Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.

### Tobacco-Free Environment

In order to promote a healthy environment for students, staff, faculty and visitors, Northeast Mississippi Community College is tobacco-free on all campuses. The use

## NEMCC Course Catalog

of tobacco and electronic cigarettes and smoking devices is not permitted on any Northeast Mississippi Community College-owned property, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and college-owned vehicles.

This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco, including smoking, is prohibited in college facilities, outdoor areas and college-owned vehicles, including Booneville, Corinth, and New Albany campuses.

# Title IX

## Title IX at Northeast

### I. PURPOSE

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college. NORTHEAST MISSISSIPPI COMMUNITY COLLEGE adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified disabled and extends to all programs and activities supported by the college. (Board Policy)

The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct. Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accord with the Violence Against Women Act Amendments to the Clery Act.

Northeast Mississippi Community College has developed its policy on Sexual Misconduct in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the College's commitment to address sexual misconduct and take steps to prevent its reoccurrence and remedy its effects.

NEMCC will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual exploitation, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

### II. SCOPE

The NEMCC Sexual Misconduct Policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

### III. POLICY

NEMCC is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In accord with the provisions of Title IX, NEMCC prohibits discrimination on the basis of sex and/or gender, including sexual misconduct. NEMCC has an affirmative duty pursuant to Title IX to take immediate and appropriate action once it knows, or

reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. NEMCC will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

NEMCC policy is intended to make students, faculty, staff, employees, contractors, vendors, and visitors aware of the various reporting and confidential disclosure options available to them - so they can make informed choices about where to turn should they become a victim of sexual violence.

While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its own policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated.

**Individuals reporting an incident regarding Sexual Misconduct and/or making inquiries concerning the application of Title IX at Northeast Mississippi Community College may contact:**

Vice President of Students  
216 Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7235  
[vpofstudents@nemcc.edu](mailto:vpofstudents@nemcc.edu)

Title IX Coordinator, Liz Roark  
Ramsey Hall  
101 Cunningham Blvd., Booneville, MS 38829  
662.720.7223  
[leroark@nemcc.edu](mailto:leroark@nemcc.edu)

Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from, and may be in addition to, any criminal or civil penalties.

Retaliation against a complainant or witnesses for filing or participating in the investigation of a sexual misconduct complaint is prohibited under this policy and Title IX. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

**Individuals may also file a report with the Office of Civil Rights:**

**Headquarters:**

Office for Civil Rights  
US Department of Health & Human  
Services  
200 Independence Avenue, SW  
Room 509F HHH Bldg  
Washington, D.C. 20201

**Regional Office**

Office of Civil Rights  
US Department of Health & Human  
Services  
San Nunn Atlanta Federal Center, Suite  
16T70  
61 Forsyth Street, SW

#### IV. COLLEGE DEFINITIONS

**A. College:** College refers to Northeast Mississippi Community College.

**B. Student:** Student refers to an individual enrolled at Northeast Mississippi Community College.

**C. Responsible Employee:** A “responsible employee” is a College employee who has the authority to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other student misconduct, or whom a student could reasonably believe has this authority or duty.

**D. Sexual Misconduct:** As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined below.

**E. Sexual Harassment:** Unwelcome sexual advances, requests for sexual acts or favors, and other gender-based verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, academic advancement, evaluation, or grades; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

**F. Intimidating, Hostile, or Demeaning Environment:** Intimidating, Hostile, or Demeaning Environment can be defined as any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual in nature or by focusing on a person’s gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person’s ability to learn, exist in living conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

**G. Sexual assault:** Sexual assault is the non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is

used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

a. **Non-consensual sexual contact** means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.

b. **Non-consensual sexual intercourse** means sexual intercourse or penetration, however slight with any object or body part without effective consent.

**H. Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. An "intimate partner" is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

**I. Dating violence:** The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

**J. Sexual Exploitation:** Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in act of a peeping tom.

**K. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others' safety or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveys, threatens or communicates about a person or interferes with his or her property.

**L. Retaliation:** Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with NEMCC.

**M. Intimidation:** Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**N. Complainant:** a person that makes a complaint or alleges that a violation has occurred

**O. Respondent:** a person against whom a complaint is brought, or who is alleged to have committed a violation

**P. Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in sexual activity.

- Consent to any one form or condition of sexual activity cannot automatically imply consent to any other forms or conditions of sexual activity.
- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time.
- In order to give effective consent, one must be of legal age, which is 16 years.
- Someone who is incapacitated cannot give consent. Sexual activity with someone known to be - or based on the circumstances, should reasonably have known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction)
- This policy also covers a person whose incapacity results from mental disability, sleep, or involuntary physical restraint.
- Coercion, force, or threat of either, invalidates consent

## V. REPORTING

If an individual has knowledge of or has experienced Sexual Misconduct, it is particularly important, for the protection of both the complainant and the College community, that the incident be reported to the NEMCC Police or local law enforcement immediately. NEMCC Police can assist the individual in getting medical attention and

in notifying the proper local law enforcement authorities, if the complainant so chooses.

The sooner an incident is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the accused, but it does help assure that the individual received assistance in deciding how to proceed.

**A. Formal Reporting Options:** Anyone in the NEMCC community who feels that they have been subjected to, or is aware of someone else being subjected to, sexual violence, sexual harassment, domestic violence, dating violence or stalking is encouraged to immediately report the incident to one of the following College representatives: Responsible Employee, Vice President of Students, Title IX Coordinator, or Campus Police.

The complainant is encouraged to complete a "Sexual Misconduct Report Form." The written complaint will be submitted to the Campus Police and the Title IX Coordinator.

Any College representative receiving a report of the initial incident should document details and contact campus police, who are required to maintain records of such incidents for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities.

**1. Online reporting - Silent Witness:** The college's website for online reporting (which allows for anonymous reporting) provides options for anyone to report a Title IX concern relating to students, faculty, staff, employees, contractors, vendors, and visitors. Silent Witness goes to NEMCC Campus Police.

Reports also may be emailed to [elbenson@nemcc.edu](mailto:elbenson@nemcc.edu)

**2. In-person reporting** - providing a written report in person.

Police Chief, Anthony Anderson  
Frank & Audrey Haney Union, Room 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Executive Vice President, Craig Ellis-Sasser  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7302

Vice President of Students, Ray Scott  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7235

Title IX Coordinator, Liz Roark  
Ramsey Hall  
NEMCC Booneville Campus  
662.720.7223

Director of Northeast @ Corinth/WIA Team Leader, Bonnie Bell  
NEMCC Corinth Campus



662.696.2312

Director of Northeast @ New Albany/Assistant WIA Team Leader, David Goode  
NEMCC New Albany Campus  
662.692.1508

Vice President of Satellite Campuses/Director of Northeast @ Ripley, Ben Shappley  
NEMCC Ripley Campus  
662502.6201

**3. Paper reporting** - providing a written report by mail or email:

Title IX Coordinator, Liz Roark  
[leroark@nemcc.edu](mailto:leroark@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

NEMCC Chief of Police, Anthony Anderson  
[waanderson@nemcc.edu](mailto:waanderson@nemcc.edu)  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

**4. Anonymous reporting options**

Although the College encourages victims to talk to someone, the College provides for anonymous as well as partial disclosure reports of incidents involving students, faculty, staff, employees, contractors, vendors, and visitors at [www.nemcc.edu](http://www.nemcc.edu); Silent Witness.

Anonymous reports may be filed physically using the secure drop box located in the Frank & Audrey Haney Union Lobby.

**5. Reporting for criminal prosecution** - Reporting to the police

Sexual assault and some other forms of sexual misconduct are crimes, and may be reported to law enforcement for investigation. Students, faculty, staff, employees, contractors, vendors, and visitors may report to the police and also report internally. You do not need to choose one or the other.

NEMCC Police generally have jurisdiction over incidents occurring on Northeast MS Community College campus.

The Booneville Police generally have jurisdiction over incidents occurring in the city of Booneville, MS.

The Prentiss County Sheriff's Department generally have jurisdiction over incidents occurring in Prentiss County, MS.

If the sexual assault occurs on campus, **call 911 or 662.720.6687** to contact the NEMCC Police. Although an assault may occur off campus, the victim may report the incident to Campus Police that will assist the victim with contacting the appropriate law enforcement agency.

In cases involving potential criminal conduct, consistent with state and local law, the College will determine whether appropriate law enforcement or other authorities should be notified.

**B. Alternative to reporting:** In many cases, informal actions can be taken that will effectively stop the misconduct. The complainant may choose to resolve the complaint informally, except that informal processes are not appropriate for cases involving alleged sexual assault. At any time the complainant may choose to end the informal process in favor of the formal process.

NEMCC Counseling Center provides information and support to student survivors of sexual assault and others who have questions or want to learn more. The Counseling Center can coordinate support services and accommodations to help students who have experienced the trauma of sexual assault. These services and accommodations are available regardless of whether a student files a formal report.

**C. Confidentiality:** NEMCC will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of sexual misconduct will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the survivor has also reported the incident to law enforcement.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students, faculty, staff, employees, contractors, vendors, and visitors.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the survivor.

**D. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)):** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on-or off- campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared

includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. NEMCC's Clery Report is published in the student handbook and may be accessed at [www.nemcc.edu](http://www.nemcc.edu); Department of Campus Law Enforcement.

**E. Anonymous and Third-Party Reporting:** If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, federal legislation nevertheless requires the College to investigate and take reasonable action in response to the complainant's request. The Vice President of Students/Title IX Coordinator will inform the complainant the College's ability to respond may be limited if the complainant is not a participant in the investigation.

NEMCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

**F. Retaliation:** Pursuant to Title IX, retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, NEMCC will implement all necessary remedies during an investigation period and/or the conclusion of an investigation. These remedies may include, but are not limited to: mutual "no contact" letters, changes in course schedules and changes in housing assignments.

**G. Amnesty from Student Discipline for the Reporting Party and Witnesses:**

Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Students/Title IX Coordinator does not charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that would otherwise be considered violations (for example consuming alcohol underage or consuming illegal drugs).

**TIMELY WARNING:** In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail systems to students, faculty, staff and the college's website, [www.nemcc.edu](http://www.nemcc.edu) and via the TigerAlert System.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police will inform the alert list as soon as possible. Building Supervisors would warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if appropriate. Campus police may also post a notice on the college's website, [www.nemcc.edu](http://www.nemcc.edu) providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of the student union.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, in person or by phone at ext. 6687.

**VI. INVESTIGATION**

NEMCC Campus Police, Anthony Anderson  
Frank & Audrey Haney Union 145  
NEMCC Booneville Campus  
662.720.7576 or 662.720.6687

Executive Vice President, Craig-Ellis Sasser  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7302

Vice President of Students, Ray Scott  
Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7235

Title IX Coordinator, Liz Roark  
[leroark@nemcc.edu](mailto:leroark@nemcc.edu)

Ramsey Hall  
101 Cunningham Boulevard, Booneville, MS 38829  
662.720.7223

# FERPA

## Family Educational Rights and Privacy Act

Northeast Mississippi Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded under this act:

1. Students are entitled to have access to their school records upon request. This request should be directed to the Registrar of the college.
2. Students are entitled to inspect and review the contents of their school records, and to challenge the contents if they feel they are inaccurate, misleading, in violation of the privacy of other rights of the student, or if they contain inappropriate data. If students wish to challenge the contents, they should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast Mississippi Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
**Family Policy Compliance Office**  
**U.S. Department of Compliance Office**  
**600 Independence Ave., S.W.**  
**Washington, DC 20202-4605**

1. Before any school records will be released to third parties (colleges, potential employers, etc.), the school must have the student's written consent. Exception: The records may be forwarded to officials of another college, upon request, in which the student seeks or intends to enroll.
1. Upon receipt of a subpoena or judicial order requiring the Registrar to relinquish control of their records, students will be notified of the subpoena or judicial order before the Registrar will relinquish control of the records.
2. The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:
  - Name
  - Degrees and awards received
  - Address
  - Most recent previous institution attended
  - Telephone number
  - Participation in officially recognized activities/sports
  - Date and place of birth
  - Dates of attendance

- Major Fields of Study
- Email address
- Weight and height of individuals on athletic teams

1. All inquiries pertaining to records should be made to:

**Registrar**

**Northeast Mississippi Community College**

**101 Cunningham Blvd**

**Booneville, MS 38829**

# Complaints & Grievances

## Complaint & Grievance

### Appeal Procedures for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy which can be found in the Northeast Procedures Manual and the Northeast Student Handbook/Planner.

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them as outlined below.

### Non-Academic Matters

The student should first contact the faculty/staff member involved and attempt to resolve the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed. Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

### The Appeal Procedure

- The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the “failure to reach resolution”.
- The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
- If the student is not satisfied with the immediate supervisor’s decision, the student may file a written grievance with the immediate supervisor’s supervisor within ten (10) workdays of the receipt of the supervisor’s response.

- The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
- If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Grievance Committee.

### **The Student Grievance Committee**

- The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
- The appeal must be written and must be submitted to the chair of the grievance committee.
- The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the Executive Vice-President, the President of the College will name a replacement/ chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the committee will meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting.

### **Academic Matters**

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

### **The Appeal Procedure**

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Grievance Committee.



### **The Student Grievance Committee**

- The Student Grievance Committee is composed of the Executive Vice- President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
- The appeal must be written and must be submitted to the chair of the grievance committee.
- The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail.
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

# Location and Facilities

## Locations and Facilities

### Locations

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

#### College Off-site Locations:

- Northeast at Corinth, 2759 South Harper Road, Corinth, MS 38834, 662.696.2352
- Northeast at Iuka, 751 CR 989, Iuka, MS 38852
- Northeast at New Albany, 301 North Street, New Albany, Mississippi 38652, 662.692.1501
- Northeast at Ripley, 1525 City Avenue North, Ripley, MS 38663, 662.502.6201

### Facilities

#### Judge William H. Anderson Hall

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

#### Bonner Arnold Coliseum

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

#### Buildings and Grounds Facility

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

#### Bratton C. Burgess Student Activity Center

The Burgess Activity Center serves as a full service fitness facility available to Northeast students, faculty, staff and is open to the community. This facility includes cardiovascular and weight training equipment, basketball, volleyball, fitness classes, and locker rooms.

#### Gaye Roden Carr Aquatic Center

Constructed in 1983, this 7600 square foot facility contains offices and dressing rooms for the Olympic-sized swimming pool. The eight lane pool is maintained to serve

institutional purposes, as well as for student recreational use. The facility is named in memory of a former Northeast student whose family donated funds for the center.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Troy Holliday Hall**

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

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

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

### **Holley Patterson Hall**

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

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

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

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

This two-story, 37,000-square foot facility, completed in December 2012, houses the offices of Recruiting, Admissions and Records, Financial Aid, Housing, and the Counseling Center, as well as the Business Office all in one location to serve students in a more efficient manner. In addition, the building is home to the College's Office of the President and Board of Trustees, the offices of the Executive Vice President, Vice President of Student Services, Vice President of Instruction, Director of Finance, Institutional Research, Human Resources, as well as the Computer Center, Institutional Printing, the Nzone, and Mail room. The building is named in honor of long-time Board of Trustee and current Board Chairman.

### **Seth Pounds Auditorium**

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

### **Tiger Fieldhouse**

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

### **Tiger Stadium**

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

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

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

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

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

### **Northeast at Corinth**

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

### **Northeast at New Albany**

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

### **Other Buildings**

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

## **Libraries**

### **Eula Dees Memorial Library**

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

## **Dormitories**

### **Mississippi Hall**

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

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

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

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

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

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

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

### **Bob Yarber Hall**

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

# Administration, Staff, & Faculty

## Administration, Staff, & Faculty

### President's Cabinet

**Ricky Ford** (1981), President

*B.S., Mississippi State University; M.Ed., University of Mississippi; Ph. D., Christ's College*

**Craig-Ellis Sasser** (2008), Executive Vice President

*A.A., Northeast Mississippi Community College; B.A., Mississippi State University; M.A. Mississippi State University; Ph.D., University of Mississippi*

**Will Kollmeyer** (2017), Vice President of Marketing and Community Relations

*B.A., University of Wisconsin-Platteville, Credit from University of Wisconsin-Madison*

**Patrick Eaton** (2000), Vice President of Institutional Advancement and Executive Director of the Development Foundation and Alumni Association

*Credit from Itawamba Community College; B.B.A., Mississippi State University; Institute for Organization Management; University of Georgia; M.B.A., Columbia Southern University*

**Chris Murphy** (2011), Vice President of Finance

*Certified Public Accountant, A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S.M.L. Western Governor's University*

**Ray Scott** (1991), Vice President of Student Services

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., Mississippi State University*

**Nadara Cole** (1992), Vice President of Workforce Training/Economic Development

*A.A., Northeast Mississippi Junior College; B.A., University of Mississippi; M.Ed., Mississippi College*

**Ben Shappley** (1998), Vice President of Satellite Campuses

*A.A., Northeast Mississippi Community College; B.P.A., University of Mississippi; M.B.A. Delta State University*

**Tony Finch** (1988), Vice President of Public Information

*Credit from Northeast Mississippi Community College; B.A., Mississippi State University*

**Michelle A. Baragona** (2002), Vice President of Instruction

*A.A., Northeast Mississippi Community College; B.S., Louisiana Tech University; M.S.; University of Southern Mississippi; Ph.D., University of Mississippi*

## Staff

**Romelia Agnew** (2018), eLearning Administrative Assistant

*A.A.S., Northeast Mississippi Community College; B.S., University of Phoenix; M.B.A., Colorado Technical University*

**Anthony Anderson** (2021), Campus Police Chief

*Additional Credit, Northeast Mississippi Community College, Middle Tennessee State University*

**Arizona Baggett** (2019), Adult Education Academic Assistant

*Credit, Northeast Mississippi Community College*

**Michelle A. Baragona** (2002), Vice President of Instruction

*A.A., Northeast Mississippi Community College; B.S., Louisiana Tech University; M.S.; University of Southern Mississippi; Ph.D., University of Mississippi*

**Angela Bass** (1999), AE Data Input Manager & Career Pathway Navigator

*A.A., Northeast Mississippi Community College; B.S., Western Governor's University*

**Bonnie Bell** (2005), Northeast at Corinth Director, WIOA Office Coordinator

*A.A., Northeast Mississippi Community College; B.B.A., Delta State University*

**Carlena Benjamin** (2007), Instructional Technology Specialist

*B.S. Biological Sciences, Mississippi State University; M.E. Science Education, University of Mississippi; Ed. D., Delta State University*

**Jill Bennett** (2021), Administrative Assistant - Ripley Campus

*A.A., Northeast Mississippi Community College; Graduate, Atlanta School of Sleep Medicine; Credit from Mississippi University for Women*

**Chesnee Bowdrey** (2021), Student Success Coach

*B.A., Mississippi State University; M.Ed., University of Mississippi*

**Susan Brackeen** (2004), Administrative Assistant, Library

*A.A.S., Northeast Mississippi Community College*

**Will Brand** (2020), Assistant Baseball Coach

*A.A., Jones Junior College; B.S., University of Central Arkansas; M.S., University of Central Arkansas*

**Gina Bray** (2012), Financial Aid Associate/Scholarship Coordinator

*A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi*

**Rhonda Brown** (2017), Resource & Referral Associate for Early Childhood Academy

*A.A.S., Northeast Mississippi Community College*

**Brea Browning** (2021), Recruiter/Success Coach, New Albany

*B.S., Mississippi State University; M.S., Ball State University*

**Beth Byrd** (1998), Division Head, Math/Science



## NEMCC Course Catalog

*A.A.S., Northeast Mississippi Community College; B.S., M.S., Mississippi State University; Advanced Study, University of Mississippi and University of North Alabama*

**Michael Byrd** (2018), Student Success Coach

*A.A., Northeast Mississippi Community College; B.S., Brigham Young University; M.Ed., University of Georgia*

**Kyle Carpenter** (2017), Workforce eLearning Administrator

*A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi*

**Georgie Carroll** (1999), Recruiting Coordinator

*A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed., Mississippi State University*

**Laura Beth Caver** (2020), Recruiter

*A.A., Copiah-Lincoln Community College; B.B.A., Mississippi State University*

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

**Susan Childers** (2005), Dorm Supervisor, Mississippi Hall

*Credit from Northeast Mississippi Community College*

**Carrie Cobb** (2011), Counselor, Career & Technical Programs

*B.S.W., University of Mississippi; M. Ed., University of Mississippi*

**Shanna Cole** (2016), Adult Education Instructor

*B.S., Welch College; M. Ed., Delta State University*

**Rhonda Cockrell** (2004), Advisor/Proctor

*B.A., Blue Mountain College*

**Rod Coggin** (1994), Director of Event Planning and Residential Housing

*Credit from Northeast Mississippi Community College; B.B.A., Mississippi State University; Advanced Study, Mississippi State University*

**Nadara Cole** (1992), Vice President of Workforce Training/Economic Development

*A.A., Northeast Mississippi Junior College; B.A., University of Mississippi; M.Ed., Mississippi College*

**Robbie Coleman** (2001), Division Head, Social, Behavioral, and Applied Sciences

*Certified Public Accountant; A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.Accy., University of Mississippi*

**Phyllis Colson** (2001), Director of Continuing Education/Workforce Project Manager

*A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.B.A. Belhaven University*

**Kevin Connell** (2016), Assistant Softball Coach

*B.S., The Citadel; M.A., Arkansas State University*

**Josh Culpepper** (2016), Bookstore Manager

*A.A., Itawamba Community College; B.S., Western Governor's University*

**Greg Davis** (2012), Head Football Coach

*B.S., Texas Christian University; M.S., Stephen F. Austin State University*

**Jennifer Davis** (2003), Division Head, Health Sciences

*B.S., Baptist College of Health Sciences, Registered Radiologic Technologist, Registered Radiation Therapist, M.A., University of Mississippi*

**Karri Davis** (2020), Adult Education Specialist/Gateway Career Specialist

*B.A., Texas Christian University; M.S., Texas A & M University - Texarkana*

**Shawn Davis** (2016), Gateway Career Specialist/ Adult Education Instructor/ Career Pathway Instructor

*B.A., Blue Mountain College; M.Div., Mid-America Baptist Theological Seminary; D. Min, New Orleans Baptist Theological Seminary*

**Misty DeV Vaughn** (2007), Administrative Assistant, President

*A.A., Northeast Mississippi Community College; Credit from University of Mississippi; B.B.A., University of North Alabama*

**Jesse Dickerson** (2016), Coffee Shop Barista/Bookstore Associate

*Credit from Ashford University; Credit from Northeast Mississippi Community College*

**Raleigh Downs** (2016), Graphic Artist/Designer

*A.A.S., Northeast Mississippi Community College; B.A., Spring Hill College*

**DeAnne Droke** (2016), Adult Education Instructor/Gateway Career Coach

*A.A., Northeast Mississippi Community College; B.S., Blue Mountain College*

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

**Patrick Eaton** (2000), Vice President of Institutional Advancement and Executive Director of the Development Foundation and Alumni Association

*Credit from Itawamba Community College; B.B.A., Mississippi State University; Institute for Organization Management; University of Georgia; M.B.A., Columbia Southern University*

**Brandon Elliot** (2011), Assistant Director, Buildings and Grounds

*B.S., University of Alabama, M.B.A., Delta State University*

**Rachel Embrey** (2013), Adult Education Instructor

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi*

**Debbie Essary** (2016), Workforce Project Manager

*Credit from Northeast Mississippi Community College*

**Cassandra Evans** (2002), WIOA Youth Gateway Coordinator

*A.A.S., Northeast Mississippi Community College; B.B.A., University of Mississippi*

**Joye Farris** (2006), Administrative Assistant, Vice President of Student Services/ Athletics/Scholarships

*A.A.S., Itawamba Community College; Credit from Mississippi University for Women; Credit from Blue Mountain College*

**Lexie Fields** (2019), Coordinator of Assessment and Data Analysis

*A.A., Itawamba Community College; B.Accy., University of Mississippi; M.B.A., Western Governors University*

**Tony Finch** (1988), Vice President of Public Information

*Credit from Northeast Mississippi Community College; B.A., Mississippi State University*

**Cathy Floyd** (2012), Payroll Specialist

*Credit from Northeast Mississippi Community College; Itawamba Community College, University of Mississippi, University of Southern Mississippi*

**Wesley Floyd** (2017), Human Resources Officer

*B.S., Mississippi State University; M.B.A., Belhaven University*

**Ricky Ford** (1981), President

*B.S., Mississippi State University; M.Ed., University of Mississippi; Ph. D., Christ's College*

**Sheila Gann** (2005), Enrollment Services Assistant

**Amber Garner** (2007), Director of Purchasing

*A.A., Northeast Mississippi Community College; B. Accy. University of Mississippi; M.S., Western Governor's University*

**John Garner** (2018), Industrial Maintenance and Welding Instructor, Workforce

*A.A.S., Northeast Mississippi Community College;*

**David Goode** (2009), Northeast at New Albany Center Director/WIOA Team Leader

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi*

**Jillian Guy** (2020), Student Success Coach

*B.B.A.; M.B.A.; M.S., Mississippi State University*

**Mary Hall** (2016), Assistant Bookstore Manager

*A.A.S., Northeast Mississippi Community College; B.F.A., Mississippi University for Women*

**Evan Hannon** (2021), Campus Police Officer

*A.A., Northeast Mississippi Community College; B.A., Mississippi State University*

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

**Rich Harrelson** (2011), Head Baseball Coach

*B.S., University of Mississippi; M.A., University of West Alabama*

**Kim Harris** (2013), eLearning Coordinator

*B.A., Mississippi University for Women; M.S., Mississippi State University; Ph.D. Mississippi State University*

**Ray Harris** (1987), Division Head, Fine Arts

*B.M.E., Mississippi State University; M.M.E., Mississippi State University; D.M.A., Louisiana State University*

## NEMCC Course Catalog

**Tiffany Hatcher** (2020), Health Science Advisor

*A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women*

**Mark Hatfield** (2011), Director of Facilities and Maintenance

*B.S., Mississippi State University*

**Teresa Hazlewood** (2016), Office Assistant, Facilities and Maintenance

*A.A.S. Northeast Mississippi Community College*

**Kelli Hefner** (2015) Director of Institutional Research

*Credit from Northeast Mississippi Community College; B.A, Louisiana State University; M.A., Louisiana State University; Ph.D., Louisiana State University*

**Brad Holley** (2000), Student Records Coordinator

*A.A., Northeast Mississippi Community College; B.F.A., Mississippi State University*

**Amy Howell** (2000), Enrollment Services

*B.S., University of Montevallo*

**Parrish Huddleston** (2020), Assistant Football Coach

*A.A., Northeast Mississippi Community College; B.S., University of Tennessee at Martin; M.A., University of Pikeville*

**Brittney Hudson** (2012), eLearning Specialist

*A.A.S., Northeast Mississippi Community College*

**Gerrie Hurley** (1995), NZone Associate

*B.S., University of Missouri*

**Liz Jackson** (2008), Financial Aid Associate

*A.A.S., Northeast Mississippi Community College*

**Rhonda Jackson** (2020), eLearning Student Support Specialist

*A.A.S., Northeast Mississippi Community College; B.S. Blue Mountain College; M.Ed., University of Mississippi*

**Greg James** (2013), Workforce Training and Economic Development Assistant  
Director, MMA-MEP Director

*Credit from Northeast Mississippi Community College; Credit from Freed Hardeman University*

**Amanda Janes** (2021), MI-BEST College and Career Navigator

*B.S., Mississippi State University; Credit from Liberty University; M.S., Mississippi State University*

**Tiffany Johnson** (1999), Foundation Financial Officer

*A.A.S., Northeast Mississippi Community College; B.B.A., Faulkner University*

**Chassie Kelly** (2002), Director of Enrollment Services, Registrar

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S. Western Governor's University*

**Laurie Kesler** (2010), Director of Adult Education

*A.A., Northeast Mississippi Community College; B.S, Mississippi State University; M.Ed., University of Mississippi*

**Will Kollmeyer** (2017), Vice President of Marketing and Community Relations

*B.A., University of Wisconsin-Platteville, Credit from University of Wisconsin-Madison*

**Kristen Lambert** (2013), Data Enrollment Specialist

*A.A., Northeast Mississippi Community College; A.A.S., Northeast Mississippi Community College*

**Brandi Lauderdale** (2018), Financial Aid Associate

*A.A., A.A.S., Northeast Mississippi Community College*

**Christy Lindsey** (2018), Accountant

*A.A., Northeast Mississippi Community College, B.S., University of Mississippi; M.S. Arkansas State University*

**Blake Long** (2013), Sports Information Director

*A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi*

**Jody Long** (1997), Head Softball Coach, Assistant Director of Residential Student Services

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi*

**Jennalee Lyles** (2016), WIOA Career Coach

*B.S., Blue Mountain College*

**Zach Marro** (2020), Assistant Athletic Trainer

*A.A., East Mississippi Community College; B.S., University of West Alabama*

**Jason Mattox** (2006), Associate Vice President for Career Technical Programs/Division Head, Business and Engineering Technology

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.B.A., Union University*

**Brenda Mayes** (2015), Head Women's Basketball Coach

*A.A., Northeast Mississippi Community College; B.S., University of North Alabama; M.A., University of North Alabama*

**Jenny McCalla** (2017), Administrative Assistant for the Vice President of Workforce and Economic Development

*B.A., Ohio Christian University; Credit from Wesley Biblical Seminary; Credit from Wesley College; Credit from Geneva College*

**Alissa McCreary** (1992), Accounting Specialist

*A.A., Northeast Mississippi Community College*

**Tabitha McKay** (2013), Educational Systems Specialist

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*A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., Delta State University*

**Mallory McPhail** (2019) Accounting/Student Business Services Associate

*A.A., Northeast Mississippi Community College; B.B.A., University of North Alabama; M.B.A., University of North Alabama*

**Jaclyn Meeks** (2018), Smart Start Instructor/Data Management Assistant

*A.A.S., Northeast Mississippi Community College; B.S., Western Governor's University*

**Lori Michael** (1998), Administrative Assistant, Business and Engineering Technology

*A.A.S., Northeast Mississippi Community College*

**Raina Michael** (2007), Residential Student Services Associate

*A.A., Northeast Mississippi Community College; B.G.S., University of Mississippi*

**Erica Miller** (2011), Student Success Coach

*A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi*

**Mary Miller** (2003), Financial Aid Associate, Loan Specialist

*A.A.S., Northeast Mississippi Community College, Additional credit, Univeristy of Phoenix-Online*

**Michael Miller** (2013), Public Information Specialist

*A.A., Northeast Mississippi Community College; B.S., Union University; M.B.A., Mississippi State University; Credit from Delta State University*

**Jaclyn Moore** (2019), Financial Aid Associate

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University*

**Ryan Moreland** (2021), Public Information

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University*

**Kyle Morris** (2014), Assistant Men's Basketball Coach

*A.A., Northeast Mississippi Community College; B.S., Union University*

**Chris Murphy** (2011), Vice President of Finance

*Certified Public Accountant, A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.S.M.L. Western Governor's University*

**Traci Murphy** (1995), Administrative Assistant

*A.A.S., Northeast Mississippi Community College*

**Amber Nelms** (2003), Director of Institutional Effectiveness

*A.A.S., Northeast Mississippi Community College; B.S.R.S., Florida Hospital of Health Science; Registered Radiologic Technologist; Registered Mammographer; M.A., University of Mississippi; Ed.D., Delta State University*

**Mark Nichols** (1997), Senior Oracle Database Administrator

*A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.B.A., University of Mississippi*

**Chad Nolan** (2016), Adult Education Instructor/Gateway Career Coach

*A.A., Northeast Mississippi Community College; B.S., Middle Tennessee State University*

**Jenie Ramey**, (2021), Administrative Assistant To Health Science Division

*BSW, University of North Alabama*

**Josie Reese** (2020), Continuing Education Associate

*A.A.S., Northeast Mississippi Community College*

**Mary Kristinlyn Reese** (2016) HSE Testing - Adult Education

*A.A., Northeast Mississippi Community College; Credit from Western Governor's University*

**Brandy W. Reynolds** (2016), Print Shop Operator

*A.A.S., Northeast Mississippi Community College*

**Liz Roark** (2020), Recruiter

*A.A., Northeast Mississippi Community College; B.A., Mississippi State University*

**T.J. Robbins** (2018), Head Athletic Trainer

*A.A., East Central Community College; B.S., University of West Alabama; M.A.T., University of West Alabama*

**Kathy Rutherford** (1990), Purchasing Assistant/Inventory Clerk

*A.A.S., Northeast Mississippi Junior College*

**Craig-Ellis Sasser** (2008), Executive Vice President

*A.A., Northeast Mississippi Community College; B.A., Mississippi State University; M.A. Mississippi State University; Ph.D., University of Mississippi*

**Ray Scott** (1991), Vice President of Student Services

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., Mississippi State University*

**Ben Shappley** (1998), Vice President of Satellite Campuses

*A.A., Northeast Mississippi Community College; B.P.A., University of Mississippi; M.B.A. Delta State University*

**Cedric Shell** (2019), Assistant Football Coach

*B.A., Alcorn State University*

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

**Nickedda Shelton** (2021), Student Success Coach

*B.A., Mississippi Valley State University; M.Ed., Delta State University; Ed.S., Mississippi State University; Ph.D., University of Mississippi*

**Charlie Smart** (2009), College & Career Navigator

*A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University*

**Greg Smith** (1985), Computer Services Director

## NEMCC Course Catalog

*A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.C.S., Mississippi State University*

**Kim Smith** (1997), Assistant Director of Adult Education/ Lead Instructor

*A.A., Itawamba Community College; B.S., Freed-Hardeman University*

**Ron Smith** (1999), Networking and Technology Specialist

*A.A.S., Northeast Mississippi Community College*

**Kunshinge Sorrell-Howard** (2015), Assistant Women's Basketball Coach

*Credit from Northeast Mississippi Community College; B.S., Mississippi State University*

**Robin South** (2011), Office Assistant, Dental Hygiene Technology

*A.A., Northeast Mississippi Community College*

**Nikki Spears** (2012), Adult Education Academic Assistant

*A.A., Northeast Mississippi Community College; B.S., Blue Mountain College*

**Janet Stacks** (2015), WIOA Career Coach

*A.A.S., Northeast Mississippi Community College; B.S., Union University*

**Maurice Stafford** (2003), Director of Intramurals/Assistant Supervisor of Burgess Fitness Center

*Northeast Mississippi Community College; B.S., University of North Alabama*

**Callie Stanley** (2019), Enrollment Services Assistant

*A.A., Northeast Mississippi Community College; A.A. S., Itawamba Community College*

**Leigh Ann Stewart** (2017), Special Populations Counselor

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.Ed., University of West Alabama*

**Sara Street** (2018), Computer Technology Assistant

*A.A., Northeast Mississippi Community College*

**Jaclyn A. Strickland** (2020), Student Business Services Associate

*A.A., Northeast Mississippi Community College*

**Shanna Taylor** (2019), Accounts Payable Specialist

*A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi*

**Kathryn K. Teasler** (2021), Senior Accountant/Assistant Business Manager

*Certified Public Accountant; B.B.A., Middle Tennessee State University; M.P.A., Mississippi State University*

**Charlotte Tennison** (1997), Student Activities

*A.A.S., Northeast Mississippi Community College*

**Mark Tomlinson** (2011), WIOA Case Manager



*B.B.A., University of Mississippi*

**Justin Treloar** (2013), Division Head, Humanities & Languages

*B.S., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University*

**Leigh Treloar** (2018), Student-Athlete Success Coach

*B.B.A., Mississippi State University; M.S., Mississippi State University*

**Shannon Tucker** (1997), Administrative Assistant to the Executive Vice President

*A.A., Northeast Mississippi Community College; B.A., Mississippi State University; Advanced Study, University of Memphis*

**Robert Walker** (2017), Fitness Center Director

*B.S., University of Alabama; M.S., Mississippi State University*

**Leslie Ward** (2020), Coach and Professional Development for Early Childhood Academy

*B.S., Mississippi State University*

**Jonathan Webster** (2020), Assistant Football Coach

*B.S., Arkansas Tech University; M.S., University of Southern Mississippi*

**Tyler Whitehead** (2017), Workforce Training & Economic Development Instructor/  
Mississippi Corridor Consortium Instructor

*A.A.S., Northeast Mississippi Community College; B.S.B., Faulkner University; M.B.A., Faulkner University*

**Britney Whitley** (2018), Director of Student Success Center

*A.A., Northeast Mississippi Community College; B.B.A. Mississippi State University; M. A. H. Ed., University of Mississippi*

**Greg Windham** (2009), Director of Financial Aid

*A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M.B.A., Delta State University*

**Cord Wright** (2013), Head Men's Basketball Coach

*B.S., Limestone College; M.A., University of North Alabama*

**Ellice Yager** (2013), Library Director

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi*

**Sabine Zabarovska** (2014), Learning Management System Support & Instructional Design Specialist

*B.S., University of Mississippi*

## **Faculty**

**Jonathan Alexander** (2015) Diesel Power Technology

*A.A.S., Northeast Mississippi Community College*

**Nick Alexander** (2002), Dental Hygiene Technology

*B.S., University of Mississippi; D.M.D., University of Mississippi Medical School*

**Terry Anderson** (1982), Art

*A.A., Northeast Mississippi Community College; B.F.A., Memphis College of Art; M.A., University of Mississippi*

**Camille Arnold** (2001), Dental Hygiene

*A.A.S., Northeast Mississippi Community College; B.S., East Tennessee State University; Additional credit from Mississippi State University; M.S.A.H., East Tennessee State University*

**Leslie Arnold** (2021), Simulation Center Director

*A.D.N., Northeast Mississippi Community College; B.S.N., Baptist College of Health sciences; M.S.N., University of North Alabama; D.N.P., Samford University*

**Tracey Barron** (2018), Practical Nursing

*A.A., East Central Community College; B.S.N., Mississippi University for Women*

**Camille Beals** (2007), Nursing

*A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.A. Ed, University of North Alabama; M.S.N., Alcorn State University; D.N.P., Samford University*

**Mary Lou Beckman** (2005), Mathematics

*B.S., Mississippi State University; M.Ed., Mississippi State University*

**Jason Beghtol** (2008), Music

*A.A., Itawamba Community College; B.M., University of Mississippi; M.M., University of Mississippi; M.M., Florida State University; Ph. D., University of Mississippi*

**LaShay Blansett** (2007), Speech

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University*

**Joseph Boren** (2019), Construction Engineering Technology

*A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.A. University of North Alabama*

**Sallye Bowlin** (2019), Accounting

*A.A., Northeast Mississippi Community College; B.Accy., University of Mississippi; M.B.A., Delta State University*

**Will Bowlin** (2014), Political Science/History

*B.S., Mississippi State University; M.P.P.A., Mississippi State University; Advanced Study University of North Alabama, Sam Houston University*

**Beth Bowling** (2014), Nursing

*B.S.N., Mississippi University for Women; M.S.N., University of North Alabama; D.N.P., American Sentinel University*

**Russ Bullard** (2012), Heating and Air Conditioning Technology

*Certificate, Northeast Mississippi Community College; A.A.S. Northeast Mississippi Community College*

**Jennifer Burchell** (2021), Biology

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.S., Mississippi College*

**Amy Burks** (2013), Physical Science

*B.S., Blue Mountain College; M.S., Delta State University; Additional graduate credit, Mississippi State University and Montana State University*

**Catherine Byars** (2012), Nursing

*A.A.S. Northeast Mississippi Community College; B.S. Education, University of North Alabama; M.M., Music Theory, University of Mississippi; M.S.N., Walden University; D.N.P., Samford University*

**Carmen Cartwright** (2018), Nursing

*B.S.N., M.S.N., University of North Alabama*

**Noel Childress** (2016), Mathematics

*B.S., University of Mississippi; M.S., University of Mississippi*

**Kristy Church** (2009), Nursing

*B.S.N., University of North Alabama; M.S.N, University of North Alabama; D.N.P. American Sentinel University*

**Ginger Cramer** (2013), Culinary Arts Technology

*A.A.S., Northeast Mississippi Community College*

**Bonita Crump** (1979), Child Care and Development Technology/Co-Director of Northeast Childcare Center

*A.A.S., Northeast Mississippi Community College*

**Felicia Crump** (2013), Practical Nursing

*A.A.S., Northeast Mississippi Community College; A.A., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S., Mississippi University for Women; M.S.N., William Carey University; Ph.D., William Carey University*

**Beth Dawson** (2012), Nursing

*B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P., Samford University*

**Derek DeVaughn** (2014), Industrial Maintenance/Head Golf Coach

*A.A.S., Northeast Mississippi Community College*

**Jenna Donegan** (2015), Art

*B.F.A., Nicholls State University; M.F.A., Louisiana Tech University*

**Chris Dunn** (2012), Music/Campus Country

*B.M., Belmont University; M.A., Middle Tennessee State University*

**Rebecca Elliott** (2018), Business Technology

*A.A., Northeast Mississippi Community College; B.B.A., Mississippi State University; M.B.A., University of North Alabama*

**Emily Fondren** (2012), Nursing

*A.A.S., Massachusetts Bay Community College; B.S., Jacksonville State University; M.S.N., University of North Alabama; D.N.P., Samford University*

**Mindy Forsman** (2019), Nursing

*A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; M.S.N., University of Mississippi Medical Center*

**Carrie Fowler** (2019), Dental Hygiene

*A.A.S., Northeast Mississippi Community College; B.H.S., University of Mississippi Medical Center*

**Tina Gambill** (2006), English

*A.A., Northeast Mississippi Community College; B.A., Blue Mountain; M.S., Mississippi State*

**Amanda Garvin** (2005), English

*A.A., Northeast Mississippi Community College; B.S., Delta State University; M.A., University of North Alabama; AAA Certification, Delta State University*

**Laura Gilham** (2001), Librarian

*B.G.S., Ohio University; M.L.I.S., University of Southern Mississippi*

**Mark Gilliland** (2020), Computer Science, Tennis Coach

*B.B.A., Mississippi State University; M.B.A., Union University*

**Alison Goodwin** (2021), Radiology Technology

*A.A., Itawamba Community College; A.A.S., Mississippi Delta Community College; A.A.S., Itawamba Community College; B.H.S., University of Mississippi Medical Center*

**Shannon Goolsby** (2007), Medical Laboratory Technology

*A.A., Northeast Mississippi Community College; credit from Mississippi State University and Wood College; B.S., Blue Mountain College; M.S., University of Southern Mississippi*

**Elizabeth Grisham** (2019), History

*B.A., Belhaven University; M.A., Mississippi State University; Ed.D., University of Southern Mississippi*

**Christy Grissom** (2013), Hospitality Management Technology

*A.A.S., Northeast Mississippi Community College; B.G.S., University of Mississippi; M.S., University of Alabama*

**Melinda Hamlin** (1992), Nursing

*A.A.S., Northeast Community College; B.S.N., University of North Alabama, M.S.N., Mississippi University for Women; D.N. P., Samford University*

**Greg Hardin** (1998), Automotive Mechanics Technology

*A.A.S., Northeast Mississippi Community College, Credit from Mississippi State University*

**Hope Harrelson** (2018), Radiologic (Medical) Technology

*A.A.S., Northeast Mississippi Community College; A.A.S., Itawamba Community College; B.S., University of Mississippi Medical Center*

**Dalton Harris** (2019), Respiratory Care Technology

*A.A.S., Northeast Mississippi Community College, B.H.S., University of Mississippi Medical Center.*

**Jennifer Hastings** (2001), Related Vocational Instruction

*A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; B.S., Blue Mountain College; M.A., University of Mississippi*

**Donna Hill** (1992), Nursing

*A.A.S., Northeast Mississippi Community College; B.S.N., University of North Alabama; M.S.N., Mississippi University for Women; D.N.P., Samford University*

**Wes Hill** (2014), Sociology/History

*B.S.S., Campbell University; M.S.S., University of Mississippi*

**Dawn Hilliard** (2005), Biology

*B.S., Blue Mountain College; M.P.T., University of Tennessee-Memphis*

**Chandra Hisaw** (2019), Biology

*A.A., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University*

**Vickie Hopkins** (2010), Medical Assisting Technology

*A.A.S., Northeast Mississippi Community College, Certified Medical Assistant (AAMA); B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center*

**Rocky Hughes** (1992), Biology, Agriculture

*A.A., Northeast Mississippi Junior College; D.V.M., Mississippi State University*

**Mark Hurley** (1992), Biology, Agriculture

*B.S., University of Missouri; M.S., University of Arkansas; Additional graduate credit, Mississippi State University*

**Nick Jackson** (2016) Information Systems Technology

*A.A.S. Northeast Mississippi Community College*

**Alana James** (2021), Dental Hygiene

*A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of Mississippi Medical Center*

**Mary Jones** (2016), Health, Physical Education, and Recreation

*A.A., Northeast Mississippi Community College; B.S., University of Southern Mississippi; M.S., University of Southern Mississippi; Ph.D., University of Southern Mississippi*

**Liz Ketchum** (2002), Psychology

*A.A., Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., Mississippi College*

**Heather Kirk** (2016), Nursing

*B.S.N., University of North Alabama; M.S.N., University of Alabama - Birmingham; D.N.P., Samford University*

**Anne Kramer** (2015), English

*B.A., University of Mississippi; M.Ed, University of Mississippi*

**Amy Langley** (2014), Assistant Band/Woodwind and Guard

*B.M., University of Mississippi; M.M., University of Mississippi; D.M.A. University of Memphis*

**Marianne Lancaster** (2021), Simulation Center

*A.A., Itawamba Community College; B.S., Mississippi College*

**Claire Leeke** (2017), Music

*B.A., M.M., University of Mississippi*

**Natasha Lewis** (2014) Information Systems Technology

*A.S., Itawamba Community College; B.S., Mississippi University for Women, M.S., University of Phoenix; Ed.S., Northcentral University; Ed.D., Northcentral University*

**Tiffany Lindsey** (2016) Dental Hygiene

*A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi Medical Center; M.H.S., University of St. Augustine for Health Sciences*

**John Little** (2011), Biology

*B.A.E., University of Mississippi; M.D., Xavier University School of Medicine, Aruba*

**Stevie Lovelace** (1997), Precision Manufacturing & Machining Technology

*A.S., Northeast Mississippi Community College; B.S. Mississippi State University; M.B.A., Faulkner University; Certified Journeyman Machinist and Tool and Diemaker*

**Janelle Lowrey** (2018), Paralegal Technology

*A.A.S., Northeast Mississippi Community College; B.A., University of Mississippi; J.D., University of Mississippi*

**Amy Marolt-Alred** (2005), Mathematics

*B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., University of Mississippi*

**Andrea Mathis** (2003), Mathematics

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., University of Mississippi*

**Amanda Mattox** (1995), Music

*A.A., Northeast Mississippi Community College; B.M. Ed., Mississippi State University; B.S., University of Southern Mississippi; M.M. Ed., University of Southern Mississippi; D.A., University of Mississippi*

**Lorie Mattox** (2013), English

*B.S., Blue Mountain College; M.Ed., University of Mississippi*

**Jeff Melson** (2008), Drafting, Design & 3D Modeling Technology

*A.A.S. & A.A., Northeast Mississippi Community College; B.B.A., University of Mississippi; M. Ed., Delta State University*

**John Messer** (2015) Physical Science

*B.S., University of Mississippi; M.A., University of Mississippi*

**Candy Miller** (2012), English

*A.A. Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University*

**Jason Miller** (2015) Chemistry

*A.A. Northeast Mississippi Community College; B.S. University of North Alabama; M.S. Mississippi State University; Additional graduate credit, Mississippi State University*

**Whitney Miller** (2018), Nursing

*B.S.N., University of North Alabama; M.S.N., University of Alabama-Birmingham*

**Bryan Mitchell** (2006), Music/Director of Bands

*A.A., Northeast Mississippi Community College; B.M., University of Mississippi; M.M., University of Mississippi; Additional graduate credit, University of Mississippi*

**Randy Mitchell** (2008), Collision Repair Technology

*A.A.S., Northeast Mississippi Community College*

**Brittany Moore** (2013), English

*B.S., Mississippi State University; M. Ed., University of Mississippi*

**Chasity Moore** (2015), Health, Physical Education & Recreation/Family Consumer Science

*A.A., Northeast Mississippi Community College; B.S., Mississippi University for Women; M.S., Mississippi State University*

**Stewart Moore** (2014), Civil Engineering Technology

*A.A.S., Northeast Mississippi Community College; B.S., Mississippi State University*

**Melissa Morgan** (2012), Nursing

*A.A.S., Northeast Mississippi Community College; B.S., University of Mississippi for Women; M.S.N., Delta State University; D.N.P., Samford University*

**Jessica Morris** (2021), Biology

*B.S., Mississippi State University; M.S., Mississippi State University; M.Ed., University of Mississippi*

**Angela Mott** (2002), Computer Science

*B.B.A., Mississippi State University; M.B.A., Mississippi State University*

**Jennifer Newell** (2001), Early Childhood Technology

*Credit from Northeast Mississippi Community College; B.S., Blue Mountain College; M.Ed., Mississippi State University*

**George Nock** (2002), Physics

*B.S., Hampden-Sydney College; M.S., University of Mississippi; Ph.D., University of Mississippi*

**Misty Norris** (2012), Mathematics

*B.S., Mississippi State University; M.S., Mississippi State University*

**Alexia Owens** (2014), Early Childhood Technology/Co-Director of Northeast Childcare Center

*Credit from Northeast Mississippi Community College; B.S., Mississippi State University*

**Jerry Palmer** (2000), Automotive Mechanics

*A.A.S., Northeast Mississippi Community College; General Motors Training Center*

**Tabitha Perrigo** (2017), Psychology

*A.A.S., Northeast Mississippi Community College; B.S., University for Women; M.S., University of Southern Mississippi; D.N.P., University of South Alabama*

**Emily Pollard** (2008), Psychology

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., Mississippi State University*

**Kristi Reece** (2012), Nursing

*A.A.S., Northwest Mississippi Community College; B.S.N., University of North Alabama; M.S.N., University of Alabama Birmingham; D.N.P.; Samford University*

**Mary Beth Reeves** (2021),

*A.S., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Southwest Baptist University*

**Morgan Ricks** (2015), History

*A. A., Northeast Mississippi Community College; B.S.E., Delta State University; M.Ed., Delta State University*

**Kalah Rogers** (2014), Librarian

*B.S., Mississippi State University; M.L.I.S., University of Southern Mississippi*

**Paige Sasser** (2009), English

*A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.Ed, University of Mississippi*

**Christopher Schager** (1999), Speech



*Credit from Canada College: Foothill College; B.A., San Francisco State University; M.F.A., University of Mississippi; Additional graduate credit, University of Memphis; Mississippi State University*

**Shane Scott** (2015), Criminal Justice

*A.A., Northeast Mississippi Community College; B.S., University of Mississippi; J.D., Mississippi College of Law*

**Jonathan Shaw** (2020), Precision Manufacturing & Machining Technology

*A.A.S., Northeast Mississippi Community College*

**John Shelburne** (2007), Respiratory Care

*A.D., PMI Mesa Campus, Mesa, AZ; B.S., Grand Canyon University; M.A., University of Mississippi*

**Melody Shinn** (2008), Art

*B.F.A., Mississippi University for Women; M.F.A., Rochester Institute of Technology*

**Rosalyn Singleton** (2008), Medical Laboratory Technology

*A.A., Northeast Mississippi Community College; B.S., University of Mississippi; M.H.S., University of Mississippi Medical Center*

**Eric Smith** (2017), History

*B.A., M.A. (Philosophy), M.A. (History), University of Mississippi*

**Mason Smith** (2017), Electrical

*A.A.S., Northeast Mississippi Community College*

**Shawna Smith** (2013), Biology

*A.A.S., Northeast Mississippi Community College; B.S., University of North Alabama; B.S.N., University of North Alabama; advanced study, Mississippi State University; M.S.N., University of North Alabama; M.A.E., University of West Alabama; D.N.P., Samford University*

**Stephanie Moore Smith** (2011), Psychology

*B.A., Delta State University; M.A.C.L., Forest Institute of Professional Psychology*

**Paula Stennett** (2008), Health Sciences Simulation Instructor

*A.S.N., Northeast Mississippi Community College; B.S.N., Mississippi University for Women; M.S.N., Mississippi University for Women; Ph.D., William Carey University*

**Lisa Stevens** (2018), Sociology

*Credit from Northeast Mississippi Community College; B.A., Blue Mountain College; M.S., University of Mississippi*

**Bill Stone** (1995), Speech, Philosophy

*B.A., Union University; M. Div., New Orleans Baptist Theological Seminary; Ph.D., Louisiana State University*

**Sherita Taylor** (2007), Librarian

*B.S., Mississippi University for Women; M.L.I.S., University of Southern Mississippi*

**Helen Thompson** (2003), Mathematics

*B.A., Southern Methodist University; B.A.E.; M.S., University of Mississippi*

**Kristi Tooley** (2018), Practical Nursing

*A.A.S., Northwest-Shoals Community College; B.S.N., University of North Alabama; M.S.N, D.N.P., University of Alabama*

**Morgan Tucker** (2012), English

*A.A. Northeast Mississippi Community College; B.A., University of Mississippi; M.Ed., University of Mississippi*

**Jeff Tuttle** (2003), Foreign Languages

*B.A.; M.Ed., University of Mississippi*

**Elizabeth Upchurch** (2016), English

*A.A., Northeast Mississippi Community College; B.A., Mississippi University for Women; M.A., Mississippi State University*

**Bonnie Wanner** (2018), Mathematics

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.S., National University*

**Crystal White** (2003), Business Technology

*A.A.S., Northeast Mississippi Community College; B.S., Blue Mountain College; M.S., Mississippi State University, Ed.S., Arkansas State University*

**John Yarber** (1996), Economics/ Business Administration

*A.A., Northeast Mississippi Community College; B.S., Mississippi State University; M.B.A., University of Mississippi; Ph.D., Mississippi State University*

# Graduation Information

## Graduation Information

### Graduation Requirements

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

### Residency Requirement

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

### Competency Requirement

- To earn a degree or a certificate, a student must demonstrate through periodic examinations and through other requirements, as stated in the course syllabi, that he/she is competent in all courses within a particular curriculum. In addition, completion requirements for associate degrees include being competent in reading, writing, oral communication, fundamental mathematical skills, and computer literacy.
- **Reading competency** - Each student who completes an Associate Degree must demonstrate the ability to read and comprehend at a level commensurate with the reading level of the textbook and other reading assignments. Reading competency can be demonstrated by successful completion of ENG 0113 Comprehension I, by a score of 67 on the Accuplacer Reading Test, or by successful completion of a three hour social/behavioral science course.
- **Writing competency** - Each student who completes an Associate Degree must demonstrate proficiency in written communications by composing effective sentences and paragraphs; applying correctly the rules of grammar, punctuation, spelling, word division, and word choice; and developing in written form clear, concise thoughts and ideas. Writing competencies are developed in English Composition.
- **Mathematics competency** - Each student who completes an Associate of Arts Degree must earn credit in MAT 1313, an equal course, or a higher-level course.

## Exception for Graduation Participation

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

## Associate of Arts Degree

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

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours may be non-academic credits (Physical education or other activity courses, COE, LLS). LLS 1223 Life Skills Development is considered as an academic course.
2. Earn a grade point average of 2.0.
3. Complete the 32 semester hours of general education core consisting of:
  - English Composition (ENG 1113 and ENG 1123 , 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history),
  - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

## Associate of Applied Science Degree

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

1. Complete the number of semester hours as designated in programs of study.
2. Earn a minimum grade point average of 2.0.
3. Complete the 15 semester hours general education core consisting of:
  - English Composition (ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer related (3 semester hours) OR Speech (SPT 1113 , 3 semester hours)

- College Algebra (MAT 1313 ) 3 semester hours or above, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
4. Complete major courses consisting of 40-65 semester hours.
  5. Complete other courses as suggested by adviser. Students who do not meet the requirements in their program of study will be changed to the program of study of Liberal Arts.

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

## Certificate

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

1. Complete each unit of the prescribed program of study.
2. Earn a minimum grade point average of 2.0 in the program.

## Graduation and Transfer-Out Rates

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

## Academic Transcripts

An academic transcript will be issued only upon a written and signed request from the student provided that all college obligations have been met. The fee for an Official Transcript is \$10. Wherever possible, an electronic transcript will be sent to our college partners accepting these transcript formats. Others will be mailed. Additional fees will apply for Overnight or Rush delivery of transcripts.

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

[Transcript Request](#)